THE TOWN OF YORKTOWN
TITLE VI PLAN

Adopted: September 6, 2016

Revised: August 12 , 2025

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A. TITLE VI PROGRAM DESCRIPTION AND SERVICES

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."

Subrecipients of public transportation funding from the Federal Transit Administration (FTA), are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory. The Town of Yorktown is a subrecipient of FTA financial assistance through a grant from NYSDOT. This Title VI plan details how the Town of Yorktown incorporates nondiscrimination policies and practices in providing transit services to the ridership we serve.

The Town of Yorktown provides transportation for program clients consisting of seniors aged 60 or older for residents of the Town of Yorktown, Mohegan Lake, Shrub Oak, and Jefferson Valley. Transportation services are provided to program clients for nutritional, medical, social and recreational purposes. A homebound meal delivery service is available for seniors who need assistance with meals. Programs are funded by: The Town of Yorktown, Westchester County Dept. of Senior Programs & Services (WCDSPS), N.Y.S. Office for Aging and the U.S. Administration on Aging.

B. THE YORKTOWN TITLE VI PLAN

As a subrecipient to NYSDOT receiving FTA Section 5310 funds, the Yorktown Title VI Plan shall comply with Title VI of the Civil Rights Act of 1964 as presented with the following elements:

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission
- Language Assistance Plan for providing language assistance to persons with limited English proficiency
- A table depicting the membership of transit related non-elected committees and councils, the membership of which is selected by the subrecipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees.

- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. The approval must occur prior to submission to NYSDOT.

The Town of Yorktown shall update its Title VI plan every three years and present the updated plan to NYSDOT for their review and approval. Documentation confirming the approval of this Title VI Plan by the Board of Directors of the Town of Yorktown can be found in Appendix A.

B1. THE TOWN OF YORKTOWN TITLE VI POLICY

The Town of Yorktown commits to comply with Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on 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" (Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.). This requirement is included in the Section 5310 agreement between Town of Yorktown and NYSDOT and third-party contractors.

For more information on the Town of Yorktown 's Title VI Plan contact:

Tracey Kuzemczak
Personnel Manager
Town of Yorktown
363 Underhill Avenue
Town of Yorktown Heights, NY 10598
Phone: (914) 962-5722, x202
Email address: tkuzemczak@yorktownny.gov

B2. TITLE VI PUBLIC NOTICE

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 F** of this document is the official notification posted to notify individuals of their Title VI rights.

B3. TITLE VI COMPLAINT PROCEDURES AND COMPLAINT FORM

The Town of Yorktown 's Title VI Complaint Procedure is available in the following locations: A Discrimination Complaint Form can be found in **Appendix B** or on the Town's website at: www.Town of Yorktownny.org/senior/transportation and then click Title VI Plan.

Anyone who believes they have been discriminated against on the basis of race, color, or national origin, may file a complaint by completing and submitting the Title VI Complaint Form (contained in **Appendix B**) to the address below.

Tracey Kuzemczak
Personnel Manager
Town of Yorktown
363 Underhill Avenue
Town of Yorktown Heights, NY 10598
Phone: (914) 962-5722, x202
Email address: tkuzemczak@yorktownny.gov

The complaint form is not required to file a complaint. The complainant may submit any written report as a complaint notice. The Town of Yorktown will make reasonable modifications and take information verbally if the complainant requires this accommodation.

The Town of Yorktown investigates complaints received no more than 180 days after the alleged incident. Once the complaint is received, the Town of Yorktown will follow the steps below:

1. Acknowledge receipt of the complaint within 10 days (**Appendix C**)
2. Determine if the Town of Yorktown has jurisdiction to investigate the complaint.
3. Plan to complete the investigation within 45 days.
4. Schedule an interview, if deemed necessary.
5. Determine if other public or private entities are or should be involved.
6. Determine if additional information is needed. Complainant has 15 days to provide the additional information.
7. If the Town of Yorktown is not contacted by the complainant or does not receive the additional information within 15 days, the case can be administratively closed. Additionally, a case can be administratively closed if the complainant no longer wishes to pursue the case.
8. Determine if meetings with the affected party or other interested parties are needed.

After the investigative process has been completed, the Town of Yorktown will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF).

1. A closure letter summarizing the allegations and stating that there was no Title VI violation and that the case will be closed. (**Appendix D**)
2. A letter of finding (LOF) summarizing the allegations and the interviews regarding the alleged incident, and explaining whether any disciplinary action, additional training of the staff member, or other action will occur. (**Appendix E**)

If the complainant wishes to appeal the decision, the complainant must submit the appeal within 21 days after the date of the closure letter or the LOF.

Filing complaints with the Town of Yorktown enables the Town to properly investigate the complaint. A person may also file a complaint directly with:

- New York State Department of Transportation
  Office of Diversity and Opportunity
  50 Wolf Road, 6th Floor
  Albany, NY 12232
  (518) 457-1129 Fax (518) 549-1273
  OCR-TitleVI@dot.ny.gov

- 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

If information is needed in another language, please contact Tracey Kuzemczak, Personnel Manager, for the Town of Yorktown at (914) 962-5722, x202.

Si se necesita informacion en otro idioma por favor contacto, (914) 962-5722, x202.

B4. TRANSIT RELATED TITLE VI COMPLAINTS, INVESTIGATIONS AND LAWSUITS

The Town of Yorktown maintains a log of all Title VI complaints, investigations, and lawsuits pertaining to its transit-related activities for the past three years from January 2021 through December 2024 ("Reporting Period"):

Check One:

X There have been no investigations, complaints and/or lawsuits filed against the Town of Yorktown during the Reporting Period.

____ There have been investigations, complaints and/or lawsuits filed against the Town of Yorktown. *See list below.*

	Date (Month, Day, Year)	**Summary** (include basis of complaint: race, color, national origin)	**Status** (open/closed)	**Disposition** (finding/no finding)
Complaints (numbers only)				
1. None				

2.				
3.				
Investigations				
1. None				
2.				
3.				
Lawsuit				
1. None				
2.				
3.				

B5. PUBLIC INVOLVEMENT PROCESS

Strategies and Desired Outcomes

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.

Public Outreach Activities

In efforts to involve minority and limited English proficient (LEP) populations in the planning process and to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in the Town of Yorktown 's decision-making process, the Town of Yorktown implements early, frequent and continuous engagement for public involvement. The engagement methods includes and are not limited to:

1. Post public involvement notifications on transit vehicles, the Town of Yorktown building, and on the Town of Yorktown website.
2. Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
3. Meeting materials will be available in a variety of predetermined formats and language(s) to serve diverse audiences.
4. Provide professional interpreters in the language(s) spoken by the targeted LEP population(s).

Summary on Public Involvement Activity

List of conducted Title VI public involvement outreach activities for the last three years (emails, website posting, media outlets, in-person, virtual) sessions etc.

Event Name	Date (Month, Day, Year)	Brief Description of Event Purpose	Outcome Methods	Summary of Attendance
Door to Door Senior Housing— Beaver Ridge/Wynwood Oaks Senior Housing	**6/2023; 6/2024; 1/2025**	**Bring Brochures in both English and Spanish to let lower income residents know of Town's services. The Town's Spanish speaking workers do the outreach.**	**5 to 9 additional seniors that were not aware of the Town's programs and services now participate.**	**Door to Door.**
Senior Advisory Board Televised Meeting	**Monthly**	**Announce the Town's programs and services.**	**Reach a large audience of senior clients needing services**	**20 to 30 in attendance, televised reaching any senior who watches the local public channel.**

B6. LANGUAGE ASSISTANCE PLAN

The Town of Yorktown has developed a Limited English Proficient (LEP) Plan (attached as **Appendix F**) designed to provide LEP populations meaningful access to senior transportation services within the Town of Yorktown.

B7. MINORITY REPRESENTATION ON ADVISORY BOARDS

The Town of Yorktown has no transit-related, non-elected committees or advisory councils.

B8. RECORDKEEPING AND REPORTING

The Town of Yorktown maintains records related to the agency's implementation of Title VI program, including records of the Title VI Plan Board adoption, records of Title VI staff training, public involvement activities, complaints, investigations, language assistance services and other implementation activities. The Town of Yorktown shall update the Title VI Plan, every three years and submit the plan to the New York State Department of Transportation (NYSDOT) for approval.

B9. PLAN AND POLICY REVIEW

The Title VI policy will be disseminated to employees through new employee orientation and periodic email messages. The Town of Yorktown will review its Title VI Plan at least once every three years to determine if modifications are necessary. The Town of Yorktown directly operates all services from Monday through Friday, and will review implementation annually to ensure compliance with Title VI Plan requirements. The Town's review includes verifying that all employees have received ongoing updates, training, and a copy of the Title VI policies and that all postings are in place and in good condition.

Title VI Plan Monitoring – Activity Log

Date	**Activity** (Review-Update-Addendum- Adoption-Distribution)	**Person Responsible**	**Remarks**
September 1, 2025 (onward)	Adopted and distributed upon approval by NYSDOT	Tracey Kuzemczak	Will verify intake materials, postings. Will verify all employees received Title VI training and copies of Title VI policy.
September 1, 2025 (onward)	Annual review of implementation	Tracey Kuzemczak	Will verify all new employees received training and copies of Title VI policy. Will verify intake materials and postings.
September 1, 2025 (onward)	Annual review of implementation	Tracey Kuzemczak	Will verified all new employees received training and copies of Title VI policy. Will verify intake materials and postings.

Date	Activity (Review-Update-Addendum- Adoption-Distribution)	Person Responsible	Remarks
September 1, 2025 (onward)	Updated plan, adopted and distributed upon approval by NYSDOT	Tracey Kuzemczak	Will verify that all employees received training and copies of Title VI policy. Will verify intake materials, postings

Program Monitoring

The Town of Yorktown will monitor the effectiveness of the Title VI program through the feedback from clientele, employees, general public and other agencies (NYSDOT, FTA). The Town of Yorktown seeks opportunities to continuously improve its Title VI plan, public participation outreach efforts and providing meaningful access of our services to LEP individuals.

B10. FACILITY LOCATION AND EQUITY ANALYSIS

As a subrecipient of federal funds, the Town of Yorktown understands that it is required to conduct a Title VI equity analysis when planning to construct, expand, or purchase a facility. A facility includes storage facilities, maintenance facilities, and operations centers, but it does not include bus shelters, transit stations, or power substations. The equity analysis requirement applies even to facilities that do not receive direct federal funding (as long as the Town of Yorktown receives federal financial assistance, Title VI requirements apply to all programs and activities). The equity analysis compares the equity impacts of various siting alternatives and must occur during the planning phase, prior to the selection of the preferred site, and must include the following:

1. A description of the outreach to persons potentially impacted.
2. A comparison of equity impacts of various siting alternatives.
3. An analysis about whether a disparate impact occurs on the basis of race, color or national origin (including potential cumulative adverse impacts from other facilities with similar impacts in the area) because of the location and construction of a facility. (If there is a disparate impact, the construction of the facility may only occur if there is a substantial legitimate justification, there are no alternative locations that would have a less disparate impact, and it is not a pretext for discrimination).

For any new facility construction, expansion, or acquisition, the Town of Yorktown will work with NYSDOT to ensure that the equity analysis is completed and submitted to NYSDOT. The equity analysis will be provided upon request to NYSDOT, FTA and during the triennial review.

The below is intended to provide direction to the reader as to whether the Town of Yorktown was required to, completed, and included a Title VI equity analysis with this Title VI Plan update.

Did the Town of Yorktown construct, expand or acquired a facility in the past three years? (*check the box next to the appropriate response below*)

☒ **No**. Town of Yorktown has not constructed, expanded or acquired a facility.

☐ **Yes**. Town of Yorktown did (construct, expand, acquire) a facility and completed a Title VI equity analysis to compare the equity impacts of various siting alternatives.

Does the Town of Yorktown plan to construct, expand or acquire a facility in the next three years? (*check the box next to the appropriate response below*)

☒ **No**. Town of Yorktown does not plan to construct, expand or acquire a facility.

☐ **Yes**. The Town of Yorktown plans to (construct, expand or acquire) a facility.

If yes, was a Title VI equity analysis completed? (*check the box next to the appropriate response below*)

☐ **Yes**. A Title VI equity analysis was completed. A copy of the analysis is included as ***Appendix x***.

☐ **No**. A Title VI equity analysis was not completed.

If no, when will the Title VI equity analysis be completed?

C. LIST OF APPENDICES

A. Documentation of Board Approval

B. Title VI Complaint Form

C. Letter Acknowledging Receipt of Complaint

D. Title VI Complaint Letter of Closure

E. Title VI Complaint Letter of Finding

F. Title VI Notice to Public

G. Language Assistance Plan

APPENDIX A: Documentation of Board Approval

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 August 12, 2025.

Resolved, the Town Supervisor is authorized to transmit the Town's Title VI and Limited English Proficiency Plan to NYS DOT in order to continue to qualify for grant funding, including FTA Section 5310 grants that support the provision of transportation services to meet the specialized needs of older adults and people with disabilities.

Diana L. Quast

Diana L. Quast, Town Clerk
Master Municipal Clerk

Date: August 13, 2025

To: Edward A. Lachterman, Town Supervisor

cc: Noreen O'Driscoll, Senior Services & Nutrition Director
Gennelle MacNeil, Town Comptroller
Adam Rodriguez, Town Attorney
file

Town of Yorktown Title VI Plan Board Approval

On behalf of the Board of the Town of Yorktown, we the Board have reviewed and adopted the Town of Yorktown Title VI plan. We the Board are committed to ensuring that all decisions are made in accordance with the adopted Title VI plan, to that end no person is excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any Town of Yorktown services and activities based on race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964 and Federal Transit law under Title 49 Part 21.

Effective: *September 6, 2016*

Adopted: *September 6, 2016*

Adopted By: *Town Board of the Town of Yorktown*

Revised: *August 12, 2025*

Adopted By: *Town Board of the Town of Yorktown*

APPENDIX B: Title VI Complaint Form

Town of Yorktown Title VI Complaint Form

Section I:				
Your Name:				
Address:				
Telephone (Home):		**Telephone (Work/Mobile):**		
Email Address:				
Accessible Format Requirements?	**Large Print**		**Audio Tape**	
	TDD		**Other**	

Section II:		
Are you filing this complaint on your own behalf?	**Yes***	**No**
If you answered "yes" to this question, go to Section III.		
If not, please supply the name and relationship of the person for whom you are complaining:		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	**Yes**	**No**

Section III:

I believe the discrimination I experienced was based on (check all that apply):

☐ **Race** ☐ **Color** ☐ **National Origin**

Date of Alleged Discrimination (Month, Day, Year): _____

Agency name complaint is against: _____

Location of where the alleged discrimination occurred:- _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please attach additional pages.

_____

_____

_____

_____

_____

_____

Section IV
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? ☐ **Yes** ☐ **No** ***If yes, check all that apply:*** ☐ **Federal Agency:** _____ ☐ **Federal Court:** _____ ☐ **State Agency:** _____ ☐ **State Court:** _____ ☐ **Local Agency:** _____
Provide information for the contact person at the agency/court where the complaint was filed.
Name and Title:
Agency:
Address:
Telephone:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below.

_____ _____

Signature **Date**

Please submit this form by mail, email or in person to the address below.

Tracey Kuzemczak
Personnel Manager
Town of Yorktown
363 Underhill Avenue
Town of Yorktown Heights, NY 10598
Phone: (914) 962-5722, x202
Email address: tkuzemczak@yorktownny.gov

This complaint may also be filed directly with the New York State Department of Transportation, Office of Civil Rights, 50 Wolf Road, 6th Floor, Albany, NY 12232, (518) 457-1129 Fax (518) 549-1273, OCR-TitleVI@dot.ny.gov or the 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.

APPENDIX C: Letter Acknowledging Receipt of Complaint

Date

Name

Address

City, State Zip

Dear Name:

This letter is to acknowledge receipt of your Title VI complaint against Town of Yorktown 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 contacting our office: Tracey Kuzemczak, Personnel Manager, at (914) 962-5722, x202, email: tkuzemczak@yorktownny.gov or visit our office at Town of Yorktown, 363 Underhill Avenue, Town of Yorktown Heights, NY 10598, or email: tkuzemczak@yorktownny.gov

Sincerely,

Tracey Kuzemczak
Personnel Manager
Town of Yorktown
363 Underhill Avenue
Town of Yorktown Heights, NY 10598
Phone: (914) 962-5722, x202
Email address: tkuzemczak@yorktownny.gov

APPENDIX D: Title VI Complaint Letter of Closure

Date

Name

Address

City, State Zip

Dear Name:

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

The Town of Yorktown has analyzed the materials and facts pertaining to your case. There was no evidence identified that a violation of your Title VI rights were denied. I therefore advise you that your complaint was not substantiated and that I am closing the matter in our files.

You have the right to 1) provide additional information to this office for reconsideration of your complaint within seven (7) calendar days of receipt of this final written decision and/or 2) file a complaint externally with 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,

Tracey Kuzemczak
Personnel Manager
Town of Yorktown
363 Underhill Avenue
Town of Yorktown Heights, NY 10598
Phone: (914) 962-5722, x202
Email address: tkuzemczak@yorktownny.gov

APPENDIX E: Title VI Complaint Letter of Finding

Date

Name

Address

City, State Zip

Dear Name:

The matter referenced in your letter dated _____ against the Town of Yorktown alleging a Title VI violation has been investigated. The investigation determined non-compliance by the Town of Yorktown in administering the Title VI obligations of nondiscrimination in the programs and services we administer. Immediate efforts are underway to correct the findings.

Thank you for bringing this important matter to our attention. You were extremely helpful during our review of the program to correct our implementation of the Title VI Program. If I can be of assistance to you in the future, do not hesitate to call me at _____.

Sincerely,

Tracey Kuzemczak
Personnel Manager
Town of Yorktown
363 Underhill Avenue
Town of Yorktown Heights, NY 10598
Phone: (914) 962-5722, x202
Email address: tkuzemczak@yorktownny.gov

APPENDIX F: Title VI Notice to the Public

Notifying the Public of Rights under Title VI

The Town of Yorktown

The Town of Yorktown operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Town of Yorktown.

For more information on the Town of Yorktown's program, and the obligations and procedures to file a complaint, contact Tracey Kuzemczak, Personnel Manager, (914) 962-5722, x202, email: tkuzemczak@yorktownny.gov or visit our office at Town of Yorktown, 363 Underhill Avenue, Town of Yorktown Heights, NY 10598. For more information on how to contact Town of Yorktown to find out about Title VI, visit www.yorktownny.gov

A complainant may file a complaint directly with the Town of Yorktown Title VI Coordinator by following the Town of Yorktown complaint procedures also found on the agency's website. A complaint can also be filed with the New York State Department of Transportation on its Civil Rights website at https://www.dot.ny.gov/main/business-center/civil-rights/title-vi-ej. Finally, a complaint can be filed directly with the 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.

If information is needed in another language, contact Tracey Kuzemczak, Personnel Manager, (914) 962-5722, x202.

Si necesita información en otra idioma, por favor contacto Tracey Kuzemczak, Personnel Manager, (914) 962-5722, x202.

APPENDIX G: Language Assistance Plan

Town of Yorktown

Limited English Proficiency Plan

(LEP Plan)

Adopted: September 6, 2016

Revised: August 12, 2025

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

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Attachments

Attachment A: U.S. Census Bureau, U.S. Department of Commerce. "Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16004, 2023.

Attachment B: U.S. Census Bureau. "Language Spoken at Home by Ability to Speak English for The Population 5 Years and Over." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16001, 2015.

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. Language Assistance Plan Components

Limited English Proficient (LEP) persons are people for whom English is not the primary language and who have a limited ability to read, write, speak, or understand English. To comply with the FTA Title VI requirement on nondiscrimination based on national origin, as it affects limited English proficient persons, Town of Yorktown will take reasonable steps to ensure meaningful access to our programs and activities by LEP persons.

In order to ensure meaningful access to Town of Yorktown programs and activities, we shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide to access the transit services. A careful analysis of the clientele and potential clientele we serve will determine if we communicate effectively with LEP persons and the language spoken other than English. The Four Factor Analysis is an individualized assessment that balances the following four factors.

1. A number or proportion of the LEP population(s), specifically served or could be served by Town of Yorktown transit service.
2. The frequency with which LEP persons come into contact with Town of Yorktown.
3. The nature and importance of Town of Yorktown transit services to LEP population(s).
4. The resources available for LEP outreach and how employees are trained to provide language assistance to LEP persons.

D. Four-Factor Assessment

To determine if an LEP population requires language assistance and what specific language services are appropriate, the Town of Yorktown has conducted a Four Factor Analysis[1] of the following areas: (1) Demography, (2) Frequency, (3) Importance, and (4) Resources and costs.

1. Demography: 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 2023 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, 0% spoke Spanish, 1.20% spoke Indo-European languages, and 0% spoke Asian and Pacific languages.

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

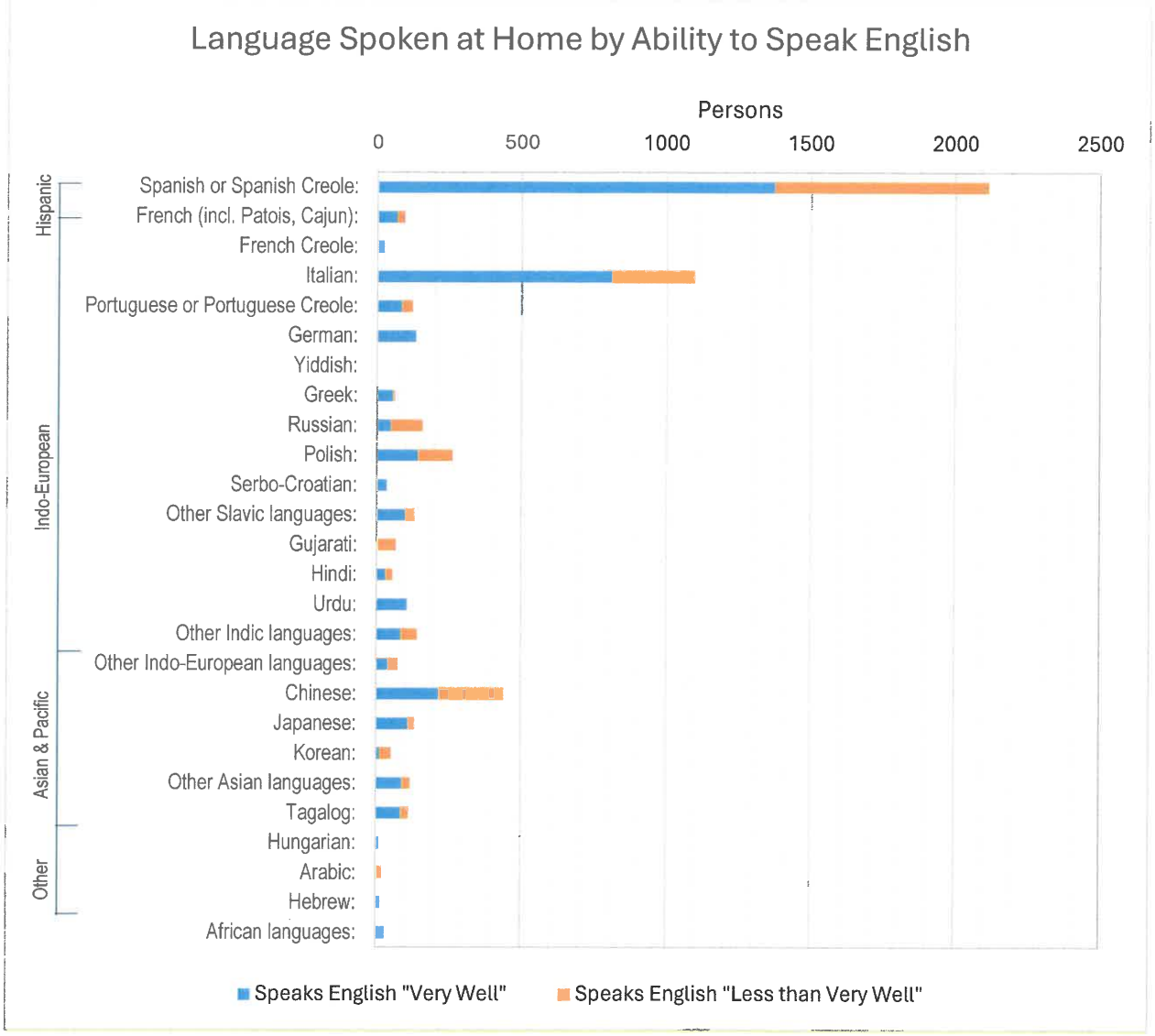
	Estimate	LEP Proportion
Total Population:	34,210	
Population 65 years and over:	7,096	
Speak only English	6,122	
Speak Spanish:	294	
Speak English "very well"	253	
Speak English "well"	41	
Speak English "not well"	0	0%
Speak English "not at all"	0	0%
	Total:	0%
Speak other Indo-European languages:	537	
Speak English "very well"	271	
Speak English "well"	181	
Speak English "not well"	82	1.16%
Speak English "not at all"	3	0.04%
	Total:	1.20%
Speak Asian and pacific Island languages:	143	
Speak English "very well"	117	
Speak English "well"	26	
Speak English "not well"	0	0%
Speak English "not at all"	0	0%
	Total:	0%

[1] DOT LEP guidance https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance

Speak other languages:	0	
Speak English "very well"	0	
Speak English "well"	0	
Speak English "not well"	0	0%
Speak English "not at all"	0	0%
	Total:	0%

Source: U.S. Census Bureau, U.S. Department of Commerce. "Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16004, 2023. 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, as this is still the latest data for Census Table B16004. 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 1,094 persons reported speaking Italian, 282 of which reported speaking English "not very well."



Source: U.S. Census Bureau. "Language Spoken at Home by Ability to Speak English for The Population 5 Years and Over." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16001, 2015. 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 number 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 yearly service report for 2024 and this data indicates the center served ninety-eight clients. Of these clients fourteen of them had limited English skills.

Yorktown Senior Services Monthly Service Report Summary

Year	Total # Served	Limited English	Ethnicity					
			American Indian	Asian	Pacific Islander	Black Non-Hispanic	Hispanic	Non-Minority
2024	98	14	1	6	1	2	19	69

Source: Town of Yorktown Senior Services Yearly Service Report for 2024.

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

Town of Yorktown employees are oriented on the principles of Title VI and language assistance. New employees will be provided guidance on the needs of clients served and how best to meet their language needs. Refresher training will be completed with the triennial Title VI Plan update. Reminders on the importance of Title VI and the Language Assistance Plan will be distributed through email. Training will include review of the following Title VI program components:

1. Title VI Notice to the Public
2. Title VI complaint procedures and form
3. Complaint log
4. LEP (Four Factor Analysis and Language Assistance Plan)

If an employee needs further assistance related to LEP individuals, they will work with the Town of Yorktown's Title VI Coordinator to identify strategies to meet the language needs of the participants of the program or service.

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

The Town of Yorktown will monitor the effectiveness of the language assistance to determine if enhancements on the methods (translating vital documents, interpretations and website) is required to better communicate with the LEP population. As a part of this process, the Town of Yorktown will incorporate components that encourages feedback from customers on their experience with the implementation of the Language Assistance Plan. Based on the input received, Town of Yorktown will make any immediate critical updates that can be feasibly implemented and document others for the triennial update of the Title VI Plan.

Consequently, if there are updates to the Language Assistance Plan within the Human Service – Public Transportation Coordination Plan, Town of Yorktown will review such updates and identify those with impact on components germane to its own Language Assistance Plan. Critical updates that can be feasibly implemented will be immediately incorporated.

6. Dissemination of the Limited English Proficiency Plan

Language assistance is advertised on our website, on the Title VI notice, through posters in our agency, and through program registration materials, as applicable. Town of Yorktown also utilizes community-based organizations to share the availability of these services, public meetings, rider surveys and interviews, outreach documents, and on vehicles.

Town of Yorktown annually identifies the language capabilities and language assistance needs of our ridership. Should Town of Yorktown have more than 5% of persons in a specific language group that requires language assistance, Town of Yorktown shall comply with the US Department of Justice Safe Habor Provision and provide written material in the specific language and or oral interpretation of the written material, free of cost.

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

Tracey Kuzemczak
Personnel Manager
Town of Yorktown
363 Underhill Avenue
Town of Yorktown Heights, NY 10598
Phone: (914) 962-5722, x202
Email address: tkuzemczak@yorktownny.gov

Attachment A: Attachment A: U.S. Census Bureau, U.S. Department of Commerce. "Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16004, 2023.

Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over

United States® Census Bureau

Note: The table shown may have been modified by user selections. Some information may be missing.

DATA NOTES	
TABLE ID:	B16004
SURVEY/PROGRAM:	American Community Survey
VINTAGE:	2023
DATASET:	ACSDT5Y2023
PRODUCT:	ACS 5-Year Estimates Detailed Tables
UNIVERSE:	Population 5 years and over
MLA:	U.S. Census Bureau, U.S. Department of Commerce. "Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16004, 2023, https://data.census.gov/table/ACSDT5Y2023.B16004?q=Table+B16004&g=060XX00US3611984077&y=2023. Accessed on May 9, 2025.
FTP URL:	None
API URL:	https://api.census.gov/data/2023/acs/acs5
USER SELECTIONS	
TABLES	B16004
GEOS	Yorktown town, Westchester County, New York
VINTAGES	2023
EXCLUDED COLUMNS	None
APPLIED FILTERS	None
APPLIED SORTS	None
PIVOT & GROUPING	
PIVOT COLUMNS	None
PIVOT MODE	Off
ROW GROUPS	None
VALUE COLUMNS	None

WEB ADDRESS	https://data.census.gov/table/ACSDT5Y2023.B16004?q=Table+B16004&g=060XX00US3611984077&y=2023
TABLE NOTES	
	Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, the decennial census is the official source of population totals for April 1st of each decennial year. In between censuses, the Census Bureau's Population Estimates Program produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units and the group quarters population for states and counties.
	Information about the American Community Survey (ACS) can be found on the ACS website. Supporting documentation including code lists, subject definitions, data accuracy, and statistical testing, and a full list of ACS tables and table shells (without estimates) can be found on the Technical Documentation section of the ACS website. Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.
	Source: U.S. Census Bureau, 2019-2023 American Community Survey 5-Year Estimates
	ACS data generally reflect the geographic boundaries of legal and statistical areas as of January 1 of the estimate year. For more information, see Geography Boundaries by Year.
	Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see ACS Technical Documentation). The effect of nonsampling error is not represented
	Users must consider potential differences in geographic boundaries, questionnaire content or coding, or other methodological issues when comparing ACS data from different years. Statistically significant differences shown in ACS Comparison Profiles, or in data users' own analysis, may be the result of these differences and thus might not necessarily reflect changes to the social, economic, housing, or demographic characteristics being compared. For more information, see Comparing ACS Data.
	Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on 2020 Census data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

	Explanation of Symbols:- The estimate could not be computed because there were an insufficient number of sample observations. For a ratio of medians estimate, one or both of the median estimates falls in the lowest interval or highest interval of an open-ended distribution. For a 5-year median estimate, the margin of error associated with a median was larger than the median itself.N The estimate or margin of error cannot be displayed because there were an insufficient number of sample cases in the selected geographic area. (X) The estimate or margin of error is not applicable or not available.median- The median falls in the lowest interval of an open-ended distribution (for example "2,500-")median+ The median falls in the highest interval of an open-ended distribution (for example "250,000+").** The margin of error could not be computed because there were an insufficient number of sample observations.*** The margin of error could not be computed because the median falls in the lowest interval or highest interval of an open-ended distribution.***** A margin of error is not appropriate because the corresponding estimate is controlled to an independent population or housing estimate. Effectively, the corresponding estimate has no sampling error and the margin of error may be treated as zero.
COLUMN NOTES	None

	Yorktown town, Westchester County, New York	
Label	**Estimate**	**Margin of Error**
Total:	34,210	±268
5 to 17 years:	5,757	±572
Speak only English	4,726	±502
Speak Spanish:	521	±318
Speak English "very well"	448	±308
Speak English "well"	54	±70
Speak English "not well"	19	±38
Speak English "not at all"	0	±28
Speak other Indo-European languages:	360	±224
Speak English "very well"	342	±216
Speak English "well"	0	±28
Speak English "not well"	18	±29
Speak English "not at all"	0	±28
Speak Asian and Pacific Island languages:	82	±70
Speak English "very well"	56	±65
Speak English "well"	10	±16
Speak English "not well"	16	±27
Speak English "not at all"	0	±28
Speak other languages:	68	±65
Speak English "very well"	68	±65
Speak English "well"	0	±28
Speak English "not well"	0	±28
Speak English "not at all"	0	±28
18 to 64 years:	21,357	±586
Speak only English	16,885	±858
Speak Spanish:	2,480	±629
Speak English "very well"	1,748	±441
Speak English "well"	486	±282

	Yorktown town, Westchester County, New York	
Label	**Estimate**	**Margin of Error**
Speak English "not well"	217	±240
Speak English "not at all"	29	±39
Speak other Indo-European languages:	1,189	±312
Speak English "very well"	989	±275
Speak English "well"	151	±96
Speak English "not well"	49	±40
Speak English "not at all"	0	±28
Speak Asian and Pacific Island languages:	515	±176
Speak English "very well"	326	±144
Speak English "well"	153	±89
Speak English "not well"	36	±42
Speak English "not at all"	0	±28
Speak other languages:	288	±187
Speak English "very well"	247	±163
Speak English "well"	25	±39
Speak English "not well"	16	±28
Speak English "not at all"	0	±28
65 years and over:	7,096	±653
Speak only English	6,122	±680
Speak Spanish:	294	±126
Speak English "very well"	253	±119
Speak English "well"	41	±45
Speak English "not well"	0	±28
Speak English "not at all"	0	±28
Speak other Indo-European languages:	537	±185
Speak English "very well"	271	±120
Speak English "well"	181	±89

	Yorktown town, Westchester County, New York	
Label	**Estimate**	**Margin of Error**
Speak English "not well"	82	±74
Speak English "not at all"	3	±6
Speak Asian and Pacific Island languages:	143	±104
Speak English "very well"	117	±102
Speak English "well"	26	±28
Speak English "not well"	0	±28
Speak English "not at all"	0	±28
Speak other languages:	0	±28
Speak English "very well"	0	±28
Speak English "well"	0	±28
Speak English "not well"	0	±28
Speak English "not at all"	0	±28

Attachment B: U.S. Census Bureau. "Language Spoken at Home by Ability to Speak English for The Population 5 Years and Over." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16001, 2015.

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER

United States® Census Bureau

Note: The table shown may have been modified by user selections. Some information may be missing.

DATA NOTES	
TABLE ID:	B16001
SURVEY/PROGRAM:	American Community Survey
VINTAGE:	2015
DATASET:	ACSDT5Y2015
PRODUCT:	ACS 5-Year Estimates Detailed Tables
UNIVERSE:	Population 5 years and over
MLA:	U.S. Census Bureau. "LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16001, 2015, https://data.census.gov/table/ACSDT5Y2015.B16001?q=Table+B16001&g=060XX00US3611984077. Accessed on May 9, 2025.
FTP URL:	https://www2.census.gov/programs-surveys/acs/summary_file/2015/data/
API URL:	https://api.census.gov/data/2015/acs/acs5
USER SELECTIONS	
TABLES	B16001
GEOS	Yorktown town, Westchester County, New York
EXCLUDED COLUMNS	None
APPLIED FILTERS	None
APPLIED SORTS	None
PIVOT & GROUPING	
PIVOT COLUMNS	None
PIVOT MODE	Off
ROW GROUPS	None
VALUE COLUMNS	None

WEB ADDRESS	https://data.census.gov/table/ACSDT5Y2015.B16001?q=Table+B16001&g=060XX00US3611984077
TABLE NOTES	
	Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section. Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.
	Tell us what you think. Provide feedback to help make American Community Survey data more useful for you. Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau''s Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

	Explanation of Symbols: * An "**" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate. * An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution. * An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution. * An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution. * An "***" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate. * An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate. * An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small. * An "(X)" means that the estimate is not applicable or not available.
	Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization
	While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities
	Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.

	Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these
	Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates
COLUMN NOTES	None

	Yorktown town, Westchester County, New York	
Label	**Estimate**	**Margin of Error**
Total:	35,061	±286
Speak only English	29,434	±778
Spanish or Spanish Creole:	2,117	±580
Speak English "very well"	1,373	±375
Speak English less than "very well"	744	±290
French (incl. Patois, Cajun):	94	±55
Speak English "very well"	69	±45
Speak English less than "very well"	25	±31
French Creole:	23	±36
Speak English "very well"	23	±36
Speak English less than "very well"	0	±24
Italian:	1,094	±313
Speak English "very well"	812	±242
Speak English less than "very well"	282	±131
Portuguese or Portuguese Creole:	122	±117
Speak English "very well"	85	±72
Speak English less than "very well"	37	±50
German:	135	±131
Speak English "very well"	135	±131
Speak English less than "very well"	0	±24
Yiddish:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24

	Yorktown town, Westchester County, New York	
Label	**Estimate**	**Margin of Error**
Other West Germanic languages:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24
Scandinavian languages:	18	±30
Speak English "very well"	18	±30
Speak English less than "very well"	0	±24
Greek:	61	±52
Speak English "very well"	56	±51
Speak English less than "very well"	5	±10
Russian:	157	±110
Speak English "very well"	49	±47
Speak English less than "very well"	108	±87
Polish:	261	±255
Speak English "very well"	143	±157
Speak English less than "very well"	118	±120
Serbo-Croatian:	36	±57
Speak English "very well"	36	±57
Speak English less than "very well"	0	±24
Other Slavic languages:	129	±142
Speak English "very well"	100	±119
Speak English less than "very well"	29	±45
Armenian:	0	±24
Speak English "very well"	0	±24

	Yorktown town, Westchester County, New York	
Label	**Estimate**	**Margin of Error**
Speak English less than "very well"	0	±24
Persian:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24
Gujarati:	66	±68
Speak English "very well"	0	±24
Speak English less than "very well"	66	±68
Hindi:	55	±41
Speak English "very well"	32	±35
Speak English less than "very well"	23	±43
Urdu:	107	±104
Speak English "very well"	107	±104
Speak English less than "very well"	0	±24
Other Indic languages:	140	±105
Speak English "very well"	85	±76
Speak English less than "very well"	55	±45
Other Indo-European languages:	73	±84
Speak English "very well"	41	±44
Speak English less than "very well"	32	±42
Chinese:	441	±184
Speak English "very well"	216	±98
Speak English less than "very well"	225	±118

	Yorktown town, Westchester County, New York	
Label	**Estimate**	**Margin of Error**
Japanese:	130	±125
Speak English "very well"	111	±118
Speak English less than "very well"	19	±33
Korean:	52	±67
Speak English "very well"	12	±21
Speak English less than "very well"	40	±64
Mon-Khmer, Cambodian:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24
Hmong:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24
Thai:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24
Laotian:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24
Vietnamese:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24
Other Asian languages:	118	±82
Speak English "very well"	91	±77

	Yorktown town, Westchester County, New York	
Label	**Estimate**	**Margin of Error**
Speak English less than "very well"	27	±37
Tagalog:	112	±104
Speak English "very well"	86	±83
Speak English less than "very well"	26	±35
Other Pacific Island languages:	11	±19
Speak English "very well"	11	±19
Speak English less than "very well"	0	±24
Navajo:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24
Other Native North American languages:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24
Hungarian:	11	±17
Speak English "very well"	11	±17
Speak English less than "very well"	0	±24
Arabic:	19	±32
Speak English "very well"	0	±24
Speak English less than "very well"	19	±32
Hebrew:	15	±23
Speak English "very well"	15	±23

	Yorktown town, Westchester County, New York	
Label	**Estimate**	**Margin of Error**
Speak English less than "very well"	0	±24
African languages:	30	±37
Speak English "very well"	30	±37
Speak English less than "very well"	0	±24
Other and unspecified languages:	0	±24
Speak English "very well"	0	±24
Speak English less than "very well"	0	±24

NEW YORK STATE | Department of Transportation

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

September 24, 2025

Tracey Kuzemczak
Personnel Manager
Town of Yorktown
363 Underhill Avenue
Town of Yorktown Heights, NY 10598

RE: 2025 CIVIL RIGHTS COMPLIANCE
REVIEW IN-COMPLIANCE

Dear Tracey,

The New York State Department of Transportation (NYSDOT), Office of Diversity and Opportunity (ODO), has completed its review of your 2025 FTA Title VI Program Plan. Subrecipients shall submit the information to the Department every three years.

At this time, our Office has concluded that the **Town of Yorktown,** is currently found **In-Compliance** with all applicable Federal and State regulations mandated for a Title VI Program Plan. This Title VI Plan will be effective September 24, 2025 – September 24, 2028. Your next FTA Title VI Plan submission is due to NYSDOT for review on July 24, 2028

If we can be of future assistance, please do not hesitate to contact our office at (518) 457-1129.

Sincerely,

Sondra Little

Sondra Little
Director
Office of Diversity, Inclusion and Opportunity
50 Wolf Road, Albany, NY 12232

NEW YORK STATE OF OPPORTUNITY. | Department of Transportation

cc: D. Olori, Compliance Specialist II
Office of Diversity, Inclusion and Opportunity