

Title VI Plan

BRIDGE for Community Life, Inc.

Adopted on: April 21, 2014

Adopted by: BRIDGE for Community Life, Inc. –
Board of Directors

Revised on: July 17, 2017

This policy is hereby adopted and signed by:

BRIDGE for Community Life, Inc.

Executive Name/Title: Peg Gagnon – Executive Director

Executive Signature: 

Policy Statement

The **BRIDGE for Community Life, Inc.** as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Title VI Plan Elements

The **BRIDGE for Community Life, Inc.**'s Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description

The **BRIDGE for Community Life, Inc.** will review its policy at least once a year to determine if modifications are necessary.

Policy Updates – Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks

Title VI Notice to the Public

The **BRIDGE for Community Life, Inc.**'s Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

THE BRIDGE FOR COMMUNITY LIFE, INC.

- ✓ The **BRIDGE for Community Life, Inc.** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **BRIDGE for Community Life, Inc.**
- ✓ For more information on the **BRIDGE for Community Life, Inc.**'s civil rights program, and the procedures to file a complaint, contact 715-381-8230, email info@bridgecl.org; or visit our administrative office at 651 Brakke Drive, Hudson, WI 54016. For more information, visit www.bridgecl.org
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the 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 715-381-8230.
Si se necesita informacion en otro idioma de contacto, 715-381-8230.

The **BRIDGE for Community Life, Inc.**'s Notice to the Public is posted in the following locations: *(check all that apply)*

Agency website [www.bridgecl.org]

Public areas of the agency office (common area, public meeting rooms, etc.)

Inside vehicles

Rider Guides/Schedules

Transit shelters and stations

Other, _____

Title VI Complaint Procedure

The **BRIDGE for Community Life, Inc.**'s Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- X Agency website, either as a reference in the Notice to Public or in its entirety
 - X Hard copy in the central office
- Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
- Other, _____
-

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the **BRIDGE for Community Life, Inc.** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

The **BRIDGE for Community Life, Inc.** investigates complaints received no more than 180 days after the alleged incident. The **BRIDGE for Community Life, Inc.** will process complaints that are complete.

Once the complaint is received, the **BRIDGE for Community Life, Inc.** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The **BRIDGE for Community Life, Inc.** has 90 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 15 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 15 business days, the company can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 715-381-8230.

Title VI Complaint Form

The **BRIDGE for Community Life, Inc.**'s Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- Agency website, either as a reference in the Notice to Public or in its entirety
 - Hard copy in the central office
- Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
 Other, _____

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail 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):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No

Section V

Have you filed 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 Court _____

State Agency _____

Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

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

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

BRIDGE for Community Life, Inc. Title VI Coordinator
651 Brakke Drive
Hudson, WI 54016

List of Transit Related Title VI Investigations, Complaints and Lawsuits

The **BRIDGE for Community Life, Inc.** maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

Check One:

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Public Participation Plan

Strategies and Desired Outcomes

To promote inclusive public participation, the **BRIDGE for Community Life, Inc.** will employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

The **BRIDGE for Community Life, Inc.** maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the **BRIDGE for Community Life, Inc.** reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by the **BRIDGE for Community Life, Inc.** are summarized in the table below. Efforts include *meetings, surveys, focus groups, attendance at community events, etc.*

Information collected on the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (i.e. posters were placed in all shopping centers in the affected area) will be used for future planning efforts. Examples of additional supporting materials include copies of meeting announcements, agendas, posters, attendee list, etc.

Event Date	BRIDGE for Community Life, Inc. Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc).	Notes
3/25/17	8	Bowlorama	Jan-March 2017	Community Fundraiser	Reached over 300 Community members About programs
			Facebook, direct mail, Newspaper		
4/26/17	8	High School Work skills Conference	Jan-April 2017	Educational Meeting	80 community Participants convened To learn about Employment and other programs
			Direct Mail, E-Mail		

Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, the **BRIDGE for Community Life, Inc.** is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The **BRIDGE for Community Life, Inc.**'s Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the **BRIDGE for Community Life, Inc.** has conducted a *Four Factor Analysis*¹ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP Four Factor Analysis

Factor 1: Demography: Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires the **BRIDGE for Community Life, Inc.** to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

US Census and American Community Survey (ACS) Data²

The **BRIDGE for Community Life, Inc.** did the following:

1. Inserted a copy of the **BRIDGE for Community Life, Inc.**'s county LEP data in the Title VI plan. This data was found at the WisDOT website

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

² The ACS publishes data in many forms on the Census Bureau American Fact Finder website <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml>

<http://www.dot.wisconsin.gov/localgov/docs/title6-lep.pdf> or the US Census Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

2. Analyzed the LEP demographic data for the **BRIDGE for Community Life, Inc.**'s program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English.
 - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
 - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less of the population to be served) the **BRIDGE for Community Life, Inc.** must provide translation of vital documents in written format for the non-English users.
 - ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public (Appendix 2), Title VI Complaint Procedure (Appendix 3), Title VI Complaint Form (Appendix 4), and ADA paratransit eligibility forms.
3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

Factor 2: Frequency: Identifies the frequency staff (and transit provider/lessee, if applicable) comes into contact with LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP.

The summary below discusses the frequency with which **BRIDGE for Community Life, Inc.** staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. **BRIDGE for Community Life, Inc.** staff persons are encouraged to use LEP resource materials to assist LEP persons.

Factor 3: Importance: Explains how the program, service or activity affects people's lives.

The summary below discusses how the **BRIDGE for Community Life, Inc.**'s program and services impact the lives of person's within the community. The **BRIDGE for Community Life, Inc.** will specify the community organizations that serve LEP persons, if available.

Factor 4: Resources and Costs: Discusses funding and other resources available for LEP outreach.

The summary below discusses the low cost methods the **BRIDGE for Community Life, Inc.** uses to provide outreach to LEP persons as well as train staff (and transit provider/lessee, if applicable) on Title VI and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis* (listed below as item #1), the **BRIDGE for Community Life, Inc.** addresses the following elements:

- Item #2: A description of how language assistance services are provided by language
- Item #3: A description of how LEP persons are informed of the availability of language assistance service
- Item #4: A description of how the language assistance plan is monitored and updated
- Item #5: A description of how employees are trained to provide language assistance to LEP persons

And, any additional information deemed necessary.

BRIDGE for Community Life, Inc. – Summary of the Language Assistance Plan Components

Item #1 – Results of the Four Factor Analysis *(including a description of the LEP population(s) served)*

Factor 1 – Demography

*The **BRIDGE for Community Life, Inc.** provides transportation service for the **BRIDGE for Community Life, Inc.** and in St. Croix County.*

The US Census Bureau – American Fact Finder (2008-2012) reports there are numerous languages spoken in St. Croix County. Some of these languages include Spanish, Hmong, and Vietnamese. After English, the second largest language group is Spanish.

*The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the **BRIDGE for Community Life, Inc.** must provide translation of vital documents in written format for non-English speaking persons.*

*In St. Croix County, with a population estimate of 84,345, with 68 households identifying themselves as Spanish speaking and “speaks English less than well”. This language group is less than 1% and below the 5% or 1,000 person threshold of the population to be served. This means the **BRIDGE for Community Life, Inc.** is not required to provide written translation of vital documents. All of the other language groups listed above are also below the Safe Harbor Threshold. This means, at this time, the **BRIDGE for Community Life, Inc.** is also not required to provide written translation of vital documents in these languages.*

*In the future, if the **BRIDGE for Community Life, Inc.** meets the Safe Harbor Threshold for any language group, it will provide written translation of vital documents in such languages and also consider measures needed for oral interpretation.*

Factor 2 – Frequency

*The **BRIDGE for Community Life, Inc.** will be trained on what to do when they encounter a person that speaks English less than well. The **BRIDGE for Community Life, Inc.** will track the number of*

encounters and consider making adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **BRIDGE for Community Life, Inc.'s** programs and services.

Log of LEP Encounters

Date	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

The **BRIDGE for Community Life, Inc.** provides rides to 150 persons per year. While formal data has not been collected, the transit provider has indicated it has encountered (0) zero LEP persons using the service within the last six months.

If an individual has speech limitations, the dispatcher or driver will work with the Transit Manager and the **BRIDGE for Community Life, Inc.** to ensure the individual receives access to the transportation service.

The "I Speak" Language identification card listed below is a document that can be placed in our transit provider vehicles and used by the **BRIDGE for Community Life, Inc.** staff to assist LEP individuals. Additional languages can be added as needed to match the demographic changes of the **BRIDGE for Community Life, Inc.'s** service area.

"I Speak" Language Identification Card

Mark this Box if you speak...	Language Identification Chart	Language
<input type="checkbox"/>	Mark this box if you read or speak English	English
<input type="checkbox"/>	Marque esta casilla si lee o habla español	Spanish
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
<input type="checkbox"/>	如果说中国在方框内打勾	Chinese
<input type="checkbox"/>	Xin ñaùnh daáu vaøo oâ naøy neáu quyù vò bieát ñoïc vaø noui ñoõic Vieät Ngõõ.	Vietnamese
<input type="checkbox"/>	당신이한국어말할경우이 상자를표시	Korean
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
<input type="checkbox"/>	Отметить этот флажок, если вы говорите по-русски	Russian
<input type="checkbox"/>	Означите ову кућицу ако говорите српски	Serbian
<input type="checkbox"/>	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
<input type="checkbox"/>	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

Factor 3 – Importance

The **BRIDGE for Community Life, Inc.** understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. A transportation system is a key link to connecting LEP persons to these essential services.

The **BRIDGE for Community Life, Inc.** has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities and vehicles and providing information to the public on security awareness or emergency preparedness.

The **BRIDGE for Community Life, Inc.**'s assessment of the programs, activities and services that are most critical include contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

Factor 4 – Resources and Costs

Even though the **BRIDGE for Community Life, Inc.** does not have a separate budget for LEP outreach, the company has worked to implement low cost methods of reaching LEP persons.

BRIDGE for Community Life, Inc. staff conducts outreach activities throughout the year to inform the public of transportation services available. These outreach/resource awareness efforts are low cost methods and are accomplished by existing staff resources and the use of posting website information and developing and printing brochure/materials.

Training of **BRIDGE for Community Life, Inc.** as to Title VI and LEP requirements is conducted internally. At this point, no additional training costs are incurred with the exception of printing/photocopying materials.

Item # 2 – Description of how Language Assistance Services are Provided, by Language

The **BRIDGE for Community Life, Inc** ensures mechanisms are in place to reach LEP persons in the service area.

In addition, if needed the **BRIDGE for Community Life, Inc.** will develop relationships with language teachers in area schools as well as local Hmong leaders to use a resource to assist in meeting the need of LEP persons, if needed.

Item # 3 - Description of how LEP Persons are Informed of the Availability of Language Assistance Service

The **BRIDGE for Community Life, Inc.** if needed does the following to inform LEP persons of the availability of language assistance services:

- ✓ Publish a timetable and route map in Spanish on the **BRIDGE for Community Life, Inc.** website
- ✓ Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed
- ✓ Utilize the bilingual speaking person on staff to assist with the development of bilingual outreach materials, including pictograms and other symbols
- ✓ Prioritize the hiring of bilingual staff, as needed

- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>

The **BRIDGE for Community Life, Inc.** uses a variety of low cost outreach methods such as visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions and local festivals. The cost is relatively low but the ability to reach the LEP population is high.

Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated

The **BRIDGE for Community Life, Inc.** reviews its plan on an annual basis or more frequently as needed. In particular, the **BRIDGE for Community Life, Inc.** will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

In addition, the **BRIDGE for Community Life, Inc.** meets on an annual basis to ensure the Title VI requirements are met. The last approval was on 7/17/2017.

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons

BRIDGE for Community Life, Inc. employees are oriented on the principles of Title VI and the **BRIDGE for Community Life, Inc.'s** Language Assistance Plan. New employees will be provided guidance on the needs of clients served and how best to meet their needs.

If a driver, dispatcher or employee needs further assistance related to LEP individuals, her/she will work with the **BRIDGE for Community Life, Inc.'s** Transit Manager to identify strategies to meet the language needs of the participants of the program or service.

Minority Representation Information

A. Minority Representation Table³

The table below depicts the **BRIDGE for Community Life, Inc.**'s non-elected committees/councils related to transit.

Body	Caucasian	Hispanic	African American	Asian American	Native American	Two or More Races
County Population	95%	2%	<1%	1%	<1%	
BRIDGE Board of Directors	88%	12%	0%	0%	0%	

B. Efforts to Encourage Minority Participation

The **BRIDGE for Community Life, Inc.** understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the **BRIDGE for Community Life, Inc.** encourages participation of all its citizens.

As vacancies on boards, committees and councils become available, the **BRIDGE for Community Life, Inc.** will make efforts to encourage and promote diversity.

To encourage participation on its boards, committees and councils, the **BRIDGE for Community Life, Inc.** will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the **BRIDGE for Community Life, Inc.** will use create ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members and providing transportation and child care, if needed for its members.

³ County data by race is available at the WisDOT website <http://www.dot.wisconsin.gov/localgov/transit/title6.htm> or the US Censure Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Minority Representation Data Collection Form

Name of board, commission, council, etc.

Date:

Dear Member,

As the **BRIDGE for Community Life, Inc.** is a recipient of federal funds, we are required under Title VI of the Civil Rights statute to ascertain the racial/ethnic make-up of any non-elected boards, commissions, councils, etc.

Data from this section is used for statistical and reporting purposes. The information may be subject to disclosure under federal or state law or rule.

Anti-Discrimination Notice

It is unlawful for the **BRIDGE for Community Life, Inc.** to fail or refuse to provide services, access to services or activities, or otherwise discriminate against an individual because of an individual's race, color, religion, sex, national origin, disability or veteran status.

As a council under the jurisdiction of the **BRIDGE for Community Life, Inc.**, we invite council members to voluntarily self-identify their race/ethnicity in order for us to comply with FTA Title VI regulations. This information will be used according to the provisions of applicable federal and state laws, executive orders and regulations, including those requiring the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Race/Ethnicity

If you choose to self-identify, please mark the **one box** describing the race/ethnicity category with which you primarily identify:

___ *Asian or Pacific Islander*: All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

___ *Black and/or African American* (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

___ *Hispanic*: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

___ *American Indian or Alaskan Native*: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

___ *Caucasian* (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.