



City of Cottonwood, Arizona
Cottonwood Municipal Airport (P52)
Title VI – FFY 2024-2026

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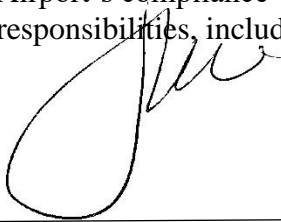
1. Title VI Policy Statement¹

The City of Cottonwood, Cottonwood Municipal Airport assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

The City of Cottonwood, Cottonwood Municipal Airport further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The City of Cottonwood, Cottonwood Municipal Airport agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the **City of Cottonwood, Cottonwood Municipal Airport** will take action to involve them and the general public in the decision-making process.

The City of Cottonwood, Cottonwood Municipal Airport] requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between **The City of Cottonwood, Cottonwood Municipal Airport**, and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Amanda Wilber, Title VI Coordinator is available at awilber@cottonwoodaz.gov and **928.340.2713**. She is responsible for overseeing the City of Cottonwood, Cottonwood Municipal Airport’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.



Signature
Mr. Rudy Rodriguez
Deputy City Manager

July 2024

Effective Date

July 2027

3-Year Expiration Date
Effective Date plus 3 years

¹ This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

2. Administration

The City of Cottonwood has reviewed and adopted this Title VI Plan for Cottonwood Airport. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the Airport Manager or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the City of Cottonwood/Cottonwood Municipal Airport and resubmittal to FAA.

In addition to the Coordinator and The City of Cottonwood, Cottonwood Municipal Airport's leadership, the following people also assist with our Title VI program requirements:

Staff Supporting Title VI Program	The City of Cottonwood, Cottonwood Municipal Airport Program / Office
Rudy Rodriguez	Deputy City Manager
David Hausaman	Public Works Director
Kirsten Lennon	Financial Services Director

City of Cottonwood/Cottonwood Municipal Airport is the following airport program sub-recipient:

Sub-Recipients
None

As of the date of this plan, **City of Cottonwood/Cottonwood Municipal Airport** has the following pending applications for Federal financial assistance:

Federal Source	Grant Number	Amount
Primary Windsock Relocation- Construction	To Be Determined	\$150,000
Airport Obstruction/Mitigation - Planning	3-04-0012-023-2024	\$59,000
Airport Master Drainage Plan - Planning	To Be Determined	\$200,000
Taxiway A Reconstruction – Construction	To Be Determined	\$3,620,000
Wildlife Hazard Assessment - Planning	To Be Determined	\$20,000
Wildlife Fencing Upgrades - Construction	To Be Determined	\$150,000

Updated information for pending and awarded grant applications will be available through the following methods: The airport website will note pending grant awards, as well as press releases and city council reports

Federal Source	Grant Award Information Available at:
BIPARTISAN INFRASTRUCTURE LAW (BIL)	www.USgrantsinfo.net
FAA Airport Improvement Program	https://www.faa.gov/airports/aip/

3. Grant and Procurement Assurances

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

The City of Cottonwood, Cottonwood Municipal Airport will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See

https://www.faa.gov/airports/aip/grant_assurances/#current-assurances.

Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/.
- b. Note that unlike many other clauses, **Civil Rights clauses are required in all contracts**. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- c. **The City of Cottonwood, Cottonwood Municipal Airport** requires Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

The required template used as noted below for **tenant/concessionaire/leases**.

CIVIL RIGHTS PROVISIONS - TENANT AGREEMENT

The tenant/concessionaire/lessee and its transferee agree to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program.

In cases where Federal assistance provides, or is in the form of personal property; real property or interest therein; structures or improvements thereon, this provision obligates the party or any transferee for the longer of the following periods:

- (a) The period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or*
- (b) The period during which the airport sponsor or any transferee retains ownership or possession of the property.*

The required template used as noted below for solicitation for bids

TITLE VI SOLICITATION NOTICE

The City of Cottonwood, Cottonwood Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Description of Oversight Methods for Subcontracts (Source – Master Professional Service Agreement)

Solicitations for Subcontracts, Including Procurements of Materials and Equipment:

Subcontracts are reviewed to assure inclusion of required Title VI language for each solicitation, either by competitive bidding, or negotiation made by the City Representative for work to be performed under a subcontract, including procurements of materials, or leases of equipment.

Information and Reports:

The City Representative will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish the information, the CONSULTANT will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

4. Title VI Coordinator Responsibilities

The Coordinator is responsible for ensuring that they and other staff supporting Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See the Training Section for more information about expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the City of Cottonwood, Cottonwood Municipal Airport is in compliance with nondiscrimination requirements of Title VI and reports to **The City of Cottonwood, Cottonwood Municipal Airport** leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the City of Cottonwood, Cottonwood Municipal Airport's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in:

Airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).

- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(I)).

- See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

5. Notice

49 CFR Part 21 Appendix C(b)(2)(ii)

The City of Cottonwood, Cottonwood Municipal Airport will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The Coordinator ensures that these posters are visible, accessible,² and maintained. The poster template is available at https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/ and a completed copy is attached. See Section 15 Appendix.

The City of Cottonwood, Cottonwood Municipal Airport has posted the above Title VI policy statement at its staff offices.

The City of Cottonwood, Cottonwood Municipal Airport will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by **July 31, 2024**, by email, website, and announcement at Airport Commission meetings.

Posters are displayed in terminal and other areas on airport property, including the following public locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area (General Aviation Airport	Additional Quantities
Terminal/FBO (city)	1	1	
Hangar N – Owned by City	1	1	

Outreach to Affected Communities

The Tourism and Economic Development Department, Tricia Lewis, Tourism and Economic Development Director ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator, Amanda Wilber, will identify effective media platforms to share s and notices. Announcements are made in social media, general circulation newspapers, community newspapers, email broadcasts, and social media. The Title VI Office, contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities³ and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

² For more information about website accessibility, please visit ADA.gov.

³ We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term “protected communities” is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.

Detailed information on public notice and outreach procedures will be available in the **City of Cottonwood, Cottonwood Municipal Airport** Community Participation Plan (CPP). A copy of the CPP will be available at **Cottonwood Airport** website: <https://cottonwoodaz.gov/369/Airport>

To ensure that the community is effectively informed of and able to participate in public hearings, includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include directions for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

6. Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the **City of Cottonwood, Cottonwood Municipal Airport** will be able to identify, understand, and engage with communities. In doing so, the **City of Cottonwood, Cottonwood Municipal Airport** needs to know about communities eligible to be served, actually or potentially affected, benefited, or burdened by the **City of Cottonwood, Cottonwood Municipal Airport's** airport program.

“Affected Communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path. Hereafter, the Communities, identified below, will be referred collectively as the “Affected Communities.” **The Affected Communities are identified below by their Census Tract and can be located visually in Appendix D (Area of Influence – Community Statistics).**

Affected Communities⁴	Population
US Census Tract 17.01 – Unincorporated Yavapai County	5,543
US Census Tract 19.01 – Town of Clarkdale	2,234
US Census Tract 19.02 – Town of Clarkdale	2,952
US Census Tract 20.01– City of Cottonwood	5,534
US Census Tract 20.02– Unincorporated Yavapai County	5,876
US Census Tract 20.03– Unincorporated Yavapai County	3,492
US Census Tract 20.06 – Unincorporated Yavapai County	1,555
US Census Tract 20.07 - City of Cottonwood	5,321

We have identified the following facts about the Affected Communities:

Low-Income Communities⁵

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” **The City of Cottonwood, Cottonwood Municipal Airport** is collecting information about affected and potentially affected low-income communities. The **2022 U.S. Census Report, as noted by S1701: Poverty Status in the Past 12 Months**, the overall poverty level for the identified Affected Communities ranges from a high of 23.1% to a low of 4.9%.

⁴ “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

⁵ Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low-income communities in airport programs and activities.

The poverty rate remains similar compared with the rest of the Yavapai County. The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
US Census Tract 17.01 – Unincorporated Yavapai County	10.4%
US Census Tract 19.01 – Town of Clarkdale	6.8%
US Census Tract 19.02 – Town of Clarkdale	7.4%
US Census Tract 20.01– City of Cottonwood	18.8%
US Census Tract 20.02– Unincorporated Yavapai County	20.4%
US Census Tract 20.03– Unincorporated Yavapai County	10.5%
US Census Tract 20.06 – Unincorporated Yavapai County	4.9%
US Census Tract 20.07 - City of Cottonwood	23.1%

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows⁶:

Affected Community: Census Tract 17.01 **Total Affected Community Population: 5,543**

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	4,924	8.7%
Black or African American alone	89	100.0%
American Indian and Alaska Native alone	11	100.0%
Asian alone	10	0.0%
Native Hawaiian and Other Pacific Islander alone	0	-
Some other race alone	231	17.7%
Two or more races	278	4.0%
Hispanic or Latino origin (of any race)	545	9.5%
White alone, not Hispanic or Latino	4,716	9.1%

⁶ Demographic groups from the U.S. Census.

Affected Community: Census Tract 19.01
Total Affected Community Population: 2,234

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	2,051	5.5%
Black or African American alone	3	0.0%
American Indian and Alaska Native alone	111	29.7%
Asian alone	13	0.0%
Native Hawaiian and Other Pacific Islander alone	0	-
Some other race alone	0	-
Two or more races	56	8.9%
Hispanic or Latino origin (of any race)	114	2.6%
White alone, not Hispanic or Latino	1,997	5.7%

Affected Community: Census Tract 19.02
Total Affected Community Population: 2,952

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	2,733	8.0%
Black or African American alone	0	-
American Indian and Alaska Native alone	36	0.0%
Asian alone	0	-
Native Hawaiian and Other Pacific Islander alone	0	-
Some other race alone	13	0.0%
Two or more races	170	0.0%
Hispanic or Latino origin (of any race)	301	35.2%
White alone, not Hispanic or Latino	2,464	4.6%

Affected Community: Census Tract 20.01
Total Affected Community Population: 5,534

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	4,836	20.9%
Black or African American alone	5	100.0%
American Indian and Alaska Native alone	58	0.0%
Asian alone	42	0.0%
Native Hawaiian and Other Pacific Islander alone	0	-
Some other race alone	208	0.0%
Two or more races	385	6.5%
Hispanic or Latino origin (of any race)	771	7.3%
White alone, not Hispanic or Latino	4,457	21.5%

Affected Community: Census Tract 20.02
Total Affected Community Population: 5,876

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	4,069	17.3%
Black or African American alone	21	0.0%
American Indian and Alaska Native alone	179	71.5%
Asian alone	12	0.0%
Native Hawaiian and Other Pacific Islander alone	15	0.0%
Some other race alone	821	8.8%
Two or more races	759	38.7%
Hispanic or Latino origin (of any race)	1,573	25.1%
White alone, not Hispanic or Latino	3,795	16.3%

Affected Community: Census Tract 20.03
Total Affected Community Population: 3,492

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	2,778	11.2%
Black or African American alone	58	0.0%
American Indian and Alaska Native alone	22	0.0%
Asian alone	35	0.0%
Native Hawaiian and Other Pacific Islander alone	0	-
Some other race alone	81	56.8%
Two or more races	518	2.3%
Hispanic or Latino origin (of any race)	650	4.2%
White alone, not Hispanic or Latino	2,559	12.1%

Affected Community: Census Tract 20.06
Total Affected Community Population: 1,555

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	1,358	5.6%
Black or African American alone	0	-
American Indian and Alaska Native alone	0	-
Asian alone	0	-
Native Hawaiian and Other Pacific Islander alone	0	-
Some other race alone	2	0.0%
Two or more races	195	0.0%
Hispanic or Latino origin (of any race)	97	22.7%
White alone, not Hispanic or Latino	1,327	4.1%

Affected Community: Census Tract 20.07
Total Affected Community Population: 5,321

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	4,206	25.9%
Black or African American alone	0	-
American Indian and Alaska Native alone	46	2.2%
Asian alone	0	-
Native Hawaiian and Other Pacific Islander alone	0	-
Some other race alone	424	0.0%
Two or more races	645	21.4%
Hispanic or Latino origin (of any race)	1,248	8.9%
White alone, not Hispanic or Latino	3,800	25.7%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that **The City of Cottonwood, Cottonwood Municipal Airport** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages⁷ that are spoken in LEP households in the Affected Communities. The data source is: **B16004: Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over**

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.⁸ The total population for the Affected Communities is 32,976, therefore the safe harbor is 1,000. See Appendix C for the detailed data sets.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number
Spanish	800

See Table B16001: Language Spoken at Home by Ability to Speak English]

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
Spanish				X

⁷ Recommend using language groups from the U.S. Census and using data for the "Speak English less than 'very well'" category for each language over the threshold.

⁸ See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

Additional Languages Spoken

None

This information is updated annually⁹ through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
U.S. Census Bureau	https://data.census.gov/cedsci/table?q=B16001&tid=ACSDT1Y2019.B16001
Cottonwood-Oak Creek Schools	https://www.cocsd.us/
Yavapai County Planning	https://www.yavapaiaz.gov/Development-and-Permits/Development-Services/Planning-Unit
State of Arizona – Data USA	https://datausa.io/profile/geo/arizona
Yavapai – Apache Indian Tribe	928-567-1008

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods

- Participants at pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.
- Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.
- **Cottonwood does not collect demographic information from airport users because of the size and type of clients using the airport. Most users are airport tenants and/or local customers.**

⁹ Data should be kept up to date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

Description of Employee and Airport Commission Demographic Information Collection Methods

- Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application through the job application website.
- Every 3 years, the airport administration sends an email to all commission members asking them to enter demographic information voluntarily and anonymously through an online survey.

7. Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, **The City of Cottonwood, Cottonwood Municipal Airport** activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.¹⁰

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years: **Primary Windsock Relocation - Construction**

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
None	

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
Taxiway A Reconstruction – Construction	None

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts

Facilities or Construction Projects with Disparate Impacts	Affected Community Impacted	Impact Can Be Eliminated?
None		

Justifications:

Facilities or Construction Projects	Justification
None	

¹⁰ In order to carry out an alternative with a discriminatory impact, the City of Cottonwood, Cottonwood Municipal Airport must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

8. Limited English Proficiency (LEP)

Executive Order 13166

In creating a Language Assistance Plan, the **City of Cottonwood, Cottonwood Municipal Airport** will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities:

Language
Spanish

The City of Cottonwood, Cottonwood Municipal Airport does not collect data for languages spoken by airport guests.¹¹ Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
None	

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language
None

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the **City of Cottonwood, Cottonwood Municipal Airport** of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

¹¹ We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

Translation Vendors	Languages
None	

Location for Translation Assistance	Languages
Cottonwood Police Department	Spanish
Handheld Electronic Translators	Various

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
None	

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
None	

Description of Interpretation Assistance Processes

- The City is developing a list of multilingual employees, the languages they speak, and their associated office telephone numbers. The list indicates whether each employee is proficient in providing interpretation and/or translation services. The list will be updated annually and provided to all airport employees. Generally, these employee volunteers are available to assist members of the public with verbal real-time interpretation, during normal business hours. **The Airport is only open during normal business hours and as such has no staff at the site, on off hours. Tenants access their leaseholds and/or planes via specialized entry codes. No public is allowed.**

9. Transportation

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

See Appendix __ for existing Transit Routes:

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
Yavapai – Apache Tribal Community	Route 2 – Red Route	Existing
Crestview Subdivision	Route 8 – Green Route	Existing

10. Minority Businesses
49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities, which are publicly advertised through the Financial Department are solicited from area minority and woman-owned businesses through the following methods:

Airport Business Opportunity	Minority Business Outreach Methods
Business Opportunities within the Airport Environment	Advertised through all local chambers of commerce, minority, and woman-owned business outreach email list
Design/Construction DBE Programs Requirements	Bids required to include disadvantaged business outreach component for sub-contractors

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions are kept with the City of Cottonwood, Finance Department.

11. Training

New employee orientation will incorporate Title VI training.

Topics will include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport's public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher Training will incorporate all existing employees and will occur every two years, or whenever new positions are added by the City of Cottonwood.

These trainings will include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport's public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations

FAA Notification. The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements¹²
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements¹³

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, **The City of Cottonwood, Cottonwood Municipal Airport** must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

13. Title VI Complaints

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters¹⁴
3. Allege misconduct by the **City of Cottonwood, Cottonwood Municipal Airport** including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concerning an airport facility or actions by the **City of Cottonwood, Cottonwood Municipal Airport** including airport employees, contractors, concessionaires, lessees, or tenants.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the **City of Cottonwood, Cottonwood Municipal Airport**.¹⁵ Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The Coordinator will log in the complaint and promptly send copies of the complaint to the Deputy City Manager, City Manager, and Attorney Office

Complaints must be filed within *reasonable number, preferably 180* days of the discriminatory event, must be in writing, and must be delivered to:

¹² Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the City of Cottonwood, Cottonwood Municipal Airport or any of its sub-recipients by any State, local or Federal agency.

¹³ Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the City of Cottonwood, Cottonwood Municipal Airport itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

¹⁴ Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an The City of Cottonwood, Cottonwood Municipal Airport employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

¹⁵

Amanda Wilber, Human Resources / Risk Manager
Title VI Coordinator
928.340.2713
awilber@cottonwoodaz.gov

If a complaint is initially made by phone, it must be supplemented with a written complaint before a **reasonable number, preferably 180** days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request for individuals unable to file a written complaint due to their disability.

Initial Procedure. The Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

Discrimination Complaint Referral Procedure

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the Coordinator within 5 days.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof, to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will upload information to the FAA Civil Rights Connect System, which issues automated notifications to FAA staff. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

Investigation Procedure

Assignment of Investigator. The Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against **the Airport** the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Coordinator will make every effort to complete discrimination complaint investigations within a **reasonable number, preferably 60** calendars days after the

complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through internal mediation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings, and any applicable resolution will state **the City of Cottonwood** conclusion regarding whether unlawful discrimination occurred and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via **the FAA Civil Rights Connect System**.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the **City Manager**.
- The written appeal must be received **within 7** business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The **City Manager** will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the Title VI Coordinator will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. The **City of Cottonwood/Cottonwood Municipal Airport** employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

This complaint procedure is shared with the public through the following methods:

Website, In-person, and Other Distribution Methods

Title VI and ADA Coordinator Contact: Amanda Wilber, HR Director

Title VI and ADA Coordinator Contact Phone: (928) 340-2713 (928) 340-2713

Title VI and ADA Coordinator Contact Email: awilber@cottonwoodaz.gov

End

**City of Cottonwood, Arizona
Cottonwood Municipal Airport (P52)
Title VI – FFY 2024-2026**

14. Population / Language Data

Appendix A:

Unlawful Discrimination Poster

Appendix B:

Poverty Status in the Past 12 Month - Information for Affected Communities

U.S. Census Report: S1701 Tables [Source: www.census.gov](http://www.census.gov)

Appendix C:

Language Spoken at Home by Ability to Speak English for population 5 years and over. Data is sourced from U.S. Census – American Community Survey (ACS) Tables B16001. [Source: www.census.gov](http://www.census.gov)

Appendix D:

Area of Influence – Community Statistics

Appendix E:

Transit Services – Minority and Disadvantaged Communities

Appendix F:

Selected Definitions

Appendix A

Unlawful Discrimination Poster

Unlawful Discrimination

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

Coordinator: Amanda Wilber, Title VI and ADA Coordinator
Phone: 928.340.2713
Address: City of Cottonwood, 821 North Main Street
Finance/ HR Department, Cottonwood, AZ 86326

Discriminacion Ilegal

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

Coordinador: Amanda Wilber, Title VI and ADA Coordinator
Teléfono: 928.340.2713
Dirección: City of Cottonwood, 821 North Main Street
Finance/HR Department, Cottonwood, AZ 86326



U.S. Department of Transportation
Federal Aviation Administration

HQ-101098

Appendix B

Poverty Status in the Past 12 Month - Information for Affected Communities U.S. Census Report: S1701 Tables [Source: www.census.gov](http://www.census.gov)

Table: ACSST5Y2022.S1701
Table S1701 - 2022 ACS

Poverty Status Information for Affected Communities
Census Tract 17.01
Cottonwood AZ. - Yavapai County, AZ

	Census Tract 17.01; Yavapai County; Arizona					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	5,543	±727	579	±243	10.4%	±4.7
AGE						
Under 18 years	634	±222	91	±121	14.4%	±18.7
Under 5 years	59	±70	0	±19	0.0%	±44.2
5 to 17 years	575	±221	91	±121	15.8%	±20.5
Related children of householder under 18 years	634	±222	91	±121	14.4%	±18.7
18 to 64 years	3,064	±532	388	±151	12.7%	±4.9
18 to 34 years	589	±297	116	±87	19.7%	±12.4
35 to 64 years	2,475	±486	272	±135	11.0%	±5.5
60 years and over	2,481	±561	130	±90	5.2%	±3.8
65 years and over	1,845	±462	100	±83	5.4%	±4.7
SEX						
Male	2,742	±448	391	±172	14.3%	±6.5
Female	2,801	±359	188	±121	6.7%	±4.5
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	4,924	±730	427	±223	8.7%	±4.8
Black or African American alone	89	±101	89	±101	100.0%	±35.7
American Indian and Alaska Native alone	11	±24	11	±24	100.0%	±100.0
Asian alone	10	±22	0	±19	0.0%	±100.0
Native Hawaiian and Other Pacific Islander alone	0	±19	0	±19	-	••
Some other race alone	231	±269	41	±51	17.7%	±12.8
Two or more races	278	±188	11	±27	4.0%	±10.9
Hispanic or Latino origin (of any race)	545	±355	52	±67	9.5%	±9.4
White alone, not Hispanic or Latino	4,716	±734	427	±223	9.1%	±5.0
EDUCATIONAL ATTAINMENT						

Table: ACSST5Y2022.S1701
Table S1701 - 2022 ACS

Poverty Status Information for Affected Communities
Census Tract 17.01
Cottonwood AZ. - Yavapai County, AZ

	Census Tract 17.01: Yavapai County; Arizona					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 25 years and over	4,613	±639	457	±177	9.9%	±4.0
Less than high school graduate	420	±263	95	±86	22.6%	±24.1
High school graduate (includes equivalency)	1,522	±401	183	±127	12.0%	±7.7
Some college, associate's degree	1,361	±359	157	±118	11.5%	±9.1
Bachelor's degree or higher	1,310	±380	22	±35	1.7%	±2.7
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	2,857	±581	316	±144	11.1%	±5.2
Employed	2,608	±553	217	±113	8.3%	±4.4
Male	1,364	±340	138	±94	10.1%	±7.0
Female	1,244	±280	79	±66	6.4%	±5.6
Unemployed	249	±171	99	±107	39.8%	±34.5
Male	213	±164	89	±101	41.8%	±39.9
Female	36	±42	10	±25	27.8%	±51.9
WORK EXPERIENCE						
Population 16 years and over	5,046	±726	488	±177	9.7%	±3.8
Worked full-time, year-round in the past 12 months	1,959	±496	75	±83	3.8%	±4.5
Worked part-time or part-year in the past 12 months	904	±275	231	±126	25.6%	±12.0
Did not work	2,183	±482	182	±117	8.3%	±5.4
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	173	±106	(X)	(X)	(X)	(X)
125 percent of poverty level	648	±253	(X)	(X)	(X)	(X)
150 percent of poverty level	702	±270	(X)	(X)	(X)	(X)
185 percent of poverty level	1,552	±490	(X)	(X)	(X)	(X)
200 percent of poverty level	1,624	±501	(X)	(X)	(X)	(X)
300 percent of poverty level	2,481	±573	(X)	(X)	(X)	(X)

Table: ACSST5Y2022.S1701
Table S1701 - 2022 ACS

Poverty Status Information for Affected Communities
Census Tract 17.01
Cottonwood AZ. - Yavapai County, AZ

	Census Tract 17.01; Yavapai County; Arizona					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
400 percent of poverty level	3,841	±682	(X)	(X)	(X)	(X)
500 percent of poverty level	4,213	±694	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	1,648	±347	397	±169	24.1%	±9.5
Male	749	±216	286	±150	38.2%	±16.2
Female	899	±239	111	±82	12.3%	±8.4
15 years	0	±19	0	±19	-	**
16 to 17 years	0	±19	0	±19	-	**
18 to 24 years	57	±59	31	±45	54.4%	±54.4
25 to 34 years	85	±80	85	±80	100.0%	±36.7
35 to 44 years	246	±172	99	±107	40.2%	±34.8
45 to 54 years	180	±133	31	±35	17.2%	±19.9
55 to 64 years	526	±255	82	±67	15.6%	±12.6
65 to 74 years	303	±122	69	±67	22.8%	±19.2
75 years and over	251	±125	0	±19	0.0%	±15.5
Mean income deficit for unrelated individuals (dollars)	5,822	±2,365	(X)	(X)	(X)	(X)
Worked full-time, year-round in the past 12 months	735	±326	15	±24	2.0%	±3.5
Worked less than full-time, year-round in the past 12 months	401	±166	231	±126	57.6%	±21.5
Did not work	512	±214	151	±106	29.5%	±18.6
Population in housing units for whom poverty status is determined	5,508	±727	551	±242	10.0%	±4.7

Appendix C

Language Spoken at Home by Ability to Speak English for population 5 years and over. Data is sourced from U.S. Census – American Community Survey (ACS) Tables B16001. [Source: www.census.gov](http://www.census.gov)

US Census
B16004 - Age by Language Spoken At Home
5 Years and Over
American Community Survey

Page 1

GEOID	Census Tract Name	Total 5 Yrs/Over	Total 5 to 17	Speak only English	Speak Spanish				
					Total Speak Spanish	Speak English "very well"	Speak English "well"	Speak English "not well"	Speak English "not at all"
					b16004_004e	b16004_005e	b16004_006e	b16004_007e	b16004_008e
1400000US04025001701	Census Tract 17.01; Yavapai County; Arizona	5,487	578	524	0	0	0	0	0
1400000US04025001901	Census Tract 19.01; Yavapai County; Arizona	2,105	169	167	0	0	0	0	0
1400000US04025001902	Census Tract 19.02; Yavapai County; Arizona	2,857	291	260	0	0	0	0	0
1400000US04025002001	Census Tract 20.01; Yavapai County; Arizona	5,273	668	573	0	0	0	0	0
1400000US04025002002	Census Tract 20.02; Yavapai County; Arizona	5,729	1,034	804	230	206	24	0	0
1400000US04025002003	Census Tract 20.03; Yavapai County; Arizona	3,272	293	266	27	0	27	0	0
1400000US04025002005	Census Tract 20.05; Yavapai County; Arizona	1,638	104	104	0	0	0	0	0
1400000US04025002006	Census Tract 20.06; Yavapai County; Arizona	1,501	238	238	0	0	0	0	0
1400000US04025002007	Census Tract 20.07; Yavapai County; Arizona	5,114	469	416	53	53	0	0	0
Totals		32,976	3,844	3,352	310	259	51	0	0

US Census
B16004 - Age by Language Spoken At Home
Total 18 to 64
American Community Survey

Page 2

GEOID	Census Tract Name	Total 18 to 64	Speak only English	Speak Spanish				
				Total Speak Spanish	Speak English "very well"	Speak English "well"	Speak English "not well"	Speak English "not at all"
				b16004_024e	b16004_025e	b16004_026e	b16004_027e	b16004_028e
1400000US04025001701	Census Tract 17.01; Yavapai County; Arizona	3,064	2,800	133	133	0	0	0
1400000US04025001901	Census Tract 19.01; Yavapai County; Arizona	1,057	1,026	20	20	0	0	0
1400000US04025001902	Census Tract 19.02; Yavapai County; Arizona	1,310	1,293	8	8	0	0	0
1400000US04025002001	Census Tract 20.01; Yavapai County; Arizona	3,343	2,993	306	164	119	23	0
1400000US04025002002	Census Tract 20.02; Yavapai County; Arizona	3,758	3,023	732	306	257	138	31
1400000US04025002003	Census Tract 20.03; Yavapai County; Arizona	1,764	1,407	343	292	39	12	0
1400000US04025002005	Census Tract 20.05; Yavapai County; Arizona	820	812	0	0	0	0	0
1400000US04025002006	Census Tract 20.06; Yavapai County; Arizona	1,004	995	9	0	9	0	0
1400000US04025002007	Census Tract 20.07; Yavapai County; Arizona	2,639	1,759	803	573	160	70	0
Totals		18,759	16,108	2,354	1,496	584	243	31

US Census
B16004 - Age by Language Spoken At Home
65 Years and Over
American Community Survey

Page 3

GEOID	Census Tract Name	Total 65 and over	Speak only English	Speak Spanish				
				Total Speak Spanish	Speak English "very well"	Speak English "well"	Speak English "not well"	Speak English "not at all"
				b16004_048e	b16004_049e	b16004_050e	b16004_051e	b16004_052e
1400000US04025001701	Census Tract 17.01; Yavapai County; Arizona	1,845	1,830	15	15	0	0	0
1400000US04025001901	Census Tract 19.01; Yavapai County; Arizona	879	824	0	0	0	0	0
1400000US04025001902	Census Tract 19.02; Yavapai County; Arizona	1,256	1,087	164	164	0	0	0
1400000US04025002001	Census Tract 20.01; Yavapai County; Arizona	1,262	1,240	10	10	0	0	0
1400000US04025002002	Census Tract 20.02; Yavapai County; Arizona	937	881	34	34	0	0	0
1400000US04025002003	Census Tract 20.03; Yavapai County; Arizona	1,215	1,107	87	82	5	0	0
1400000US04025002005	Census Tract 20.05; Yavapai County; Arizona	714	699	0	0	0	0	0
1400000US04025002006	Census Tract 20.06; Yavapai County; Arizona	259	259	0	0	0	0	0
1400000US04025002007	Census Tract 20.07; Yavapai County; Arizona	2,006	1,835	171	52	99	20	0
Totals		10,373	9,762	481	357	104	20	0

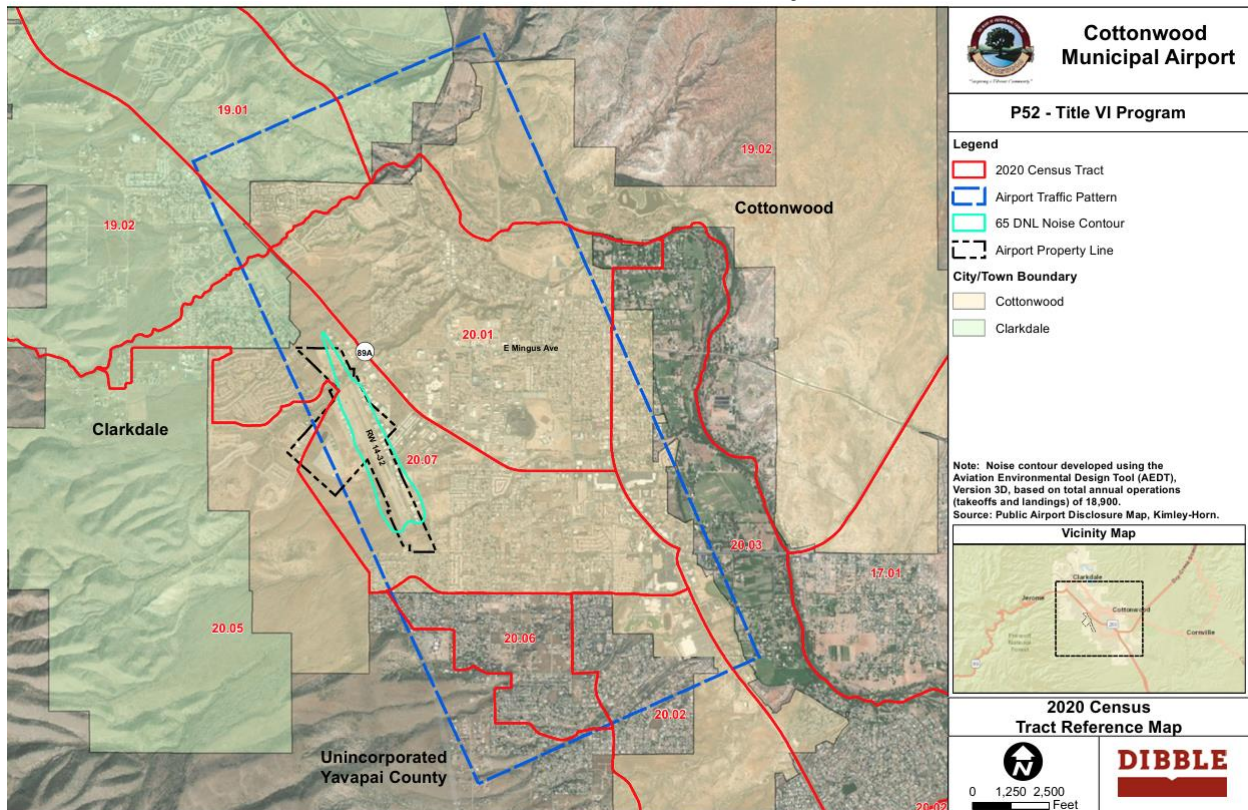
US Census Bureau
B16004 Language Spoken - LEP
2022 - American Community Survey

Page 4

Citations	
United States Census Bureau. "B16004 AGE BY LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER" 2022 American Community Survey 5-Year Estimates. U.S. Census Bureau, American Community Survey Office. Web. 07 December 2023. <ftp.census.gov>.	
Notes	
B16004: Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over	
Universe: Population 5 years and over	
Source: U.S. Census Bureau, 2018-2022 American Community Survey 5-Year Estimates	
Jam Values	
When data are not available, the Census Bureau uses Jam Values to show this.	
Meaning:	Character Value
Estimate not computed due to insufficient number of sample cases.	-
Estimate not applicable or available.	(X)
Estimate not displayed due to insufficient number of sample cases for selected geography.	N

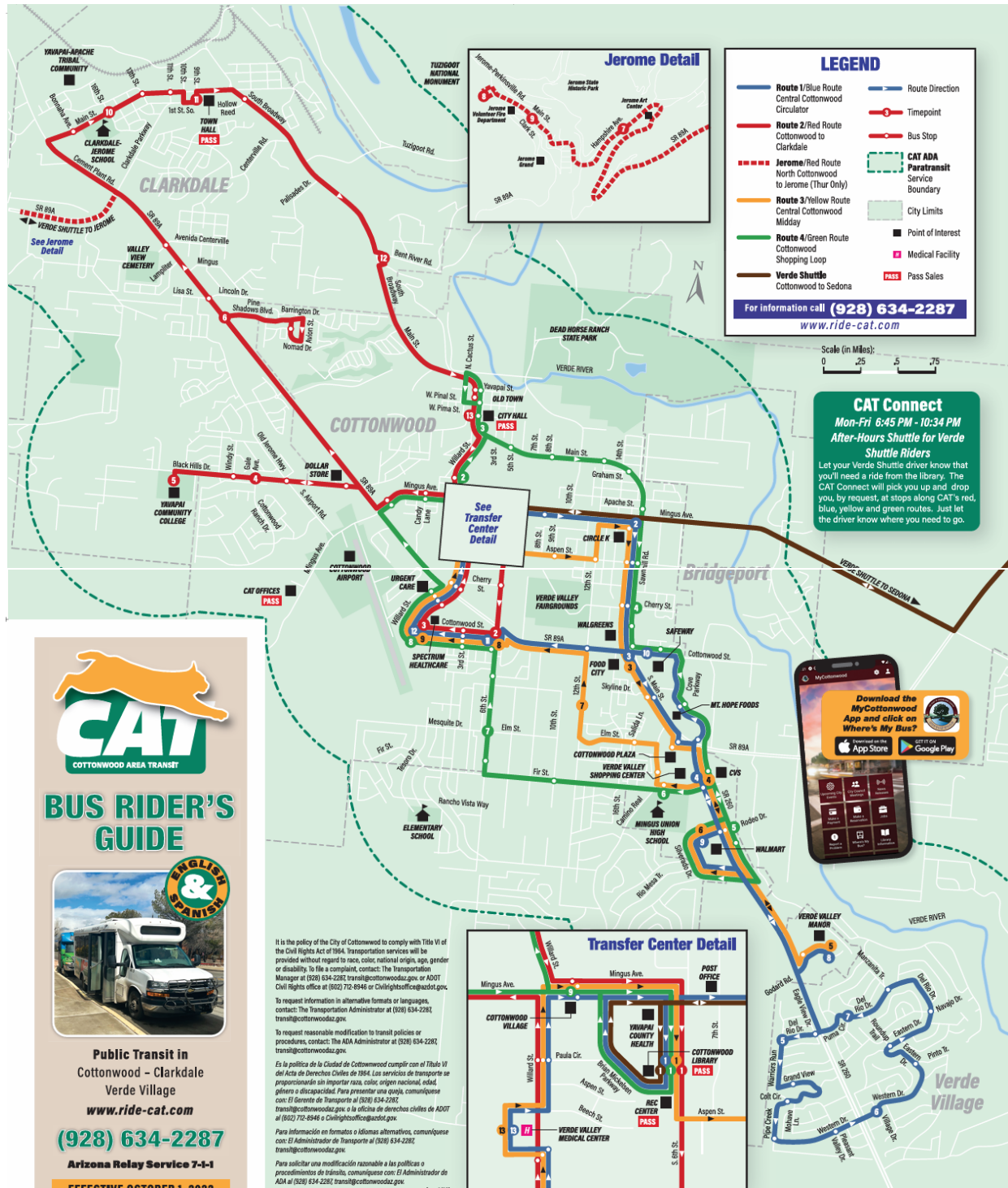
Appendix D

Area of Influence – Community Statistics



Appendix E

Transit Services – Minority and Disadvantaged Communities



Appendix F

Selected Definitions

Title VI: Title VI Policy Statement

“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 Program: Title VI Policy Statement

23 C.F.R. § 200.5(p) Title VI Program. The system of requirements developed to implement Title VI of the Civil Rights Act of 1964. References in this part to Title VI requirements and regulations shall not be limited to only Title VI of the Civil Rights Act of 1964. Where appropriate, this term also refers to the civil rights provisions of other Federal statutes to the extent that they prohibit discrimination on the grounds of race, color, sex, or national origin in programs receiving Federal financial assistance of the type subject to Title VI itself.

Recipient: 2. Administration

A recipient is an entity that receives financial assistance from a federal agency.

Subrecipients: 2. Administration

Recipient entities administer a federally assisted program and receive federal financial assistance from primary recipients.

Demographic Groups: 6. Community Statistics

The US Census recognizes nine demographic groups:

- White alone
- Black or African American alone
- American Indian or Alaska Native alone
- Asian alone
- Native Hawaiian or Other Pacific Islander alone
- Some other race alone
- Two or more races
- Hispanic or Latino Origin
- White alone, Not Hispanic or Latino

Limited English Proficiency Plan. (LEP): 6. Community Statistics

Executive Order 13166 (implementing *Lau v. Nichols*, 414 U.S. 563 (1974), which held disparate impact based on language access can constitute national origin discrimination).