

2016

TITLE VI AND NONDISCRIMINATION PLAN



1/11/2016

Tri-County Community
Council, Inc.

**Title VI and Nondiscrimination Plan
Including Limited English Proficiency (LEP)**

I. Title VI and Nondiscrimination Policy Statement

Tri-County Community Council, Inc. is a non-profit organization with a vision to unite both the public and private sectors for the purpose of improving the quality of life for individuals, families, and communities by enhancing the opportunities for success with the goal of eliminating poverty. Tri-County Community Council, Inc.'s Title VI and Nondiscrimination Plan ensures that transportation services in Holmes, Walton, and Washington Counties are made available, are equitably distributed, and provide equal access and mobility to any person without regard to race, color, national origin, age, disability, family or religious status under Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992, and related statutes and regulations. Tri-County Community Council, Inc. abides by both the Federal Transit Administration (FTA) and the Florida Department of Transportation's (FDOT) Title VI/Nondiscrimination Programs. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

II. Compliance Plan – General Requirements:

A. Title VI/Nondiscrimination Notice to the Public, including a list of locations where the notice is posted:

The following is our Title VI/Nondiscrimination notice to the Public:

TRI-COUNTY COMMUNITY COUNCIL, INC. IS COMMITTED TO OPERATING PUBLIC TRANSPORTATION SERVICES WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY/HANDICAP, FAMILY, INCOME OR RELIGIOUS STATUS. IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST IN REQUESTING SERVICE OR WOULD LIKE MORE INFORMATION ABOUT TRI-COUNTY COMMUNITY COUNCIL, INC.'S NON-DISCRIMINATION POLICY, PLEASE CONTACT – JOEL PAUL, JR., EXECUTIVE DIRECTOR AT 800-395-2696.

The following is posted in our vehicles and intake/main office:

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibit Discrimination in:
Public accommodations on the basis of race, color, religion, sex,
national origin, handicap, or of marital status.

Persons believing they have been discriminated against on these
Conditions may file a complaint with the Florida Commission on Human Relations
at 850-488-7082 or 800-842-8170 (voice messaging)

We have included the statement in our updated Brochure as well, see Appendix A.

The Title VI/Nondiscrimination information has been added to our website.

B. Title VI/Nondiscrimination Complaint Procedures (i.e. instructions to the public regarding how to file a Title VI discrimination complaint)

Tri-County Community Council, Inc. has a Complaint Procedure developed in compliance with FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients". This Procedure is included in Appendix B.

C. Title VI/Nondiscrimination Complaint Form

Tri-County Community Council, Inc. has a Complaint Form developed in compliance with FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients". This Form is included in Appendix C.

D. List of Transit-related Title VI/Nondiscrimination investigations, complaints, and lawsuits

There have not been any investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities. If there is a Title VI/Nondiscrimination complaint in the future, Tri-County Community Council, Inc. will follow the Complaint Procedure in Appendix B.

E. Public Participation Plan:

Tri-County Community Council, Inc. has collaborative relationships with several agencies. We work with Local Coordinating Boards in all counties and are an Affiliated Agency with United Way of Northwest Florida. This affiliation provides opportunities to share information and receive feedback about the services we provide. The Executive Director serves on three Regional Workforce Development Boards in the area. We take advantage of community events setting up displays, distributing brochures and other related material. We depend on staff at doctor's offices, veteran's administration, senior centers, schools, health departments, one stop centers, and outreach offices to inform the public of our services. Flyers are posted in these locations as well. Transportation schedules and updates are published in local newspapers.

F. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance:

Tri-County Community Council, Inc.'s Limited English Proficiency (LEP) Plan: In order to ensure meaningful access to the Tri-County Community Council, Inc.'s transportation services, the following Four Factor Analysis was completed.

- 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.*

Telephone schedulers, office staff and drivers have not had issues with the inability to communicate with an LEP person due to language barriers. Likewise, according to the US Census Bureau 2010 Census Block Groups for the State of Florida with selected fields from the 2007-2011 American Community Survey (ACS), the total population aged 5 years and older included 18,827 residents within the entire Holmes County area with 234 persons that spoke English "Less Than Very Well" (1.2%), 35 persons that spoke English "Not Well" (0.2%) and 40 persons that spoke English "Not At All" (0.2%). Within the Walton County area, there were 50,335 residents with 988 persons that spoke English "Less Than Very Well" (2.0%), 691 persons that spoke English "Not Well" (1.4%) and 145 persons that spoke English "Not At All" (0.3%). Within the Washington County area, there were 23,183 residents with 271 persons that spoke English "Less Than Very Well" (1.2%), 162 persons that spoke English "Not Well" (0.7%) and 1 person that spoke English "Not At All".

Additionally, according to the FDOT LEP plan, in Homes County there are 149 (0.7% of population) residents in the LEP group that speak Spanish and 10 (<.01%) that speak French Creole. In Walton, there are 959 (1.7%) residents that speak Spanish, 71 (0.1%) that speak Tagalog, and 91(0.2%) that speak Thai. In Washington, there are 269 (1.1%) residents that speak Spanish and 61 (0.2%) that speak German.

- 2. The frequency with which LEP persons come into contact with the program.*

At this time, Tri-County Community Council transportation service has very few LEP clients and has no problems communicating verbally with them. We offer demand response services only with no fixed routes, so our riders generally have a translator assisting them with setting up the service.

The county in the Tri-County service area that meets the Safe Harbor threshold is a county in which services are pre-arranged, and any communication or assistance needed is handled prior to the customer receiving services. Any translation services needed are handled by in house staff or by volunteers assisting our agency. According to the Census (LEP.gov), out of the approximately 1,800 LEP in Walton County, 1,400 speak Spanish. As a result, ensuring we have verbal Spanish translation opportunities will be our priority. Complaint forms and procedures in Spanish will be available if requested.

3. *The nature and importance of the program, activity, or service provided by the program to people's lives.*

Tri-County Community Council provides transportation services to any transportation disadvantaged resident of Holmes, Walton and Washington Counties. Our services are demand response services and reservations are made prior to pick up.

4. *The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.*

We currently have two transportation staff members that speak Spanish and can provide translation if the need arises. We would like to have some user guides printed in Spanish (our largest LEP group) and due to budget limitations, have requested assistance from West Florida Regional Planning Council. We will continue to work toward this goal.

By analyzing this Four Factor Analysis, Tri-County Community Council has determined that oral translation services (Spanish) are reasonable and will provide those services. In addition, translated vital documents and/or oral interpretation services will be provided upon request. This service will be provided in Spanish, however if interaction with any other LEP group occurs or if Census data begins to reflect a population shift, we will provide translation services (as budget allows) in other languages.

In the interim, Tri-County Community Council staff members will continue to attend community outreach events; ensure appropriate postings in vehicles; continue coordination with operators, office staff and drivers as they are most likely to interact with the public; continue to update/train staff interpreters on services, including changes to services, etc.

G. Non-Elected Committees and Councils, broken down by race, and agency

Currently, the makeup of our service area is as follows:

Census Area	RACE					ETHNICITY			
	White Alone	Black/African American	Asian Alone	American Indian/Alaskan Native	Native Hawaiian/Pacific Islander	One Race, Other	Two or More Races	Hispanic	Non-Hispanic
Holmes	89.7%	5.4%	0.4%	0.7%	0.5%	.4	2.9	2.5	97.5

Based on 2010 Census Data

Census Area	RACE					ETHNICITY			
	White Alone	Black/African American	Asian Alone	American Indian/Alaskan Native	Native Hawaiian/Pacific Islander	One Race, Other	Two or More Races	Hispanic	Non-Hispanic
Washington	80.2%	13.5%	0.5%	1.6%	0.0%	.3	3.9	3.1	96.9

Based on 2010 Census Data

Census Area	RACE					ETHNICITY			
	White Alone	Black/African American	Asian Alone	American Indian/Alaskan Native	Native Hawaiian/Pacific Islander	One Race, Other	Two or More Races	Hispanic	Non-Hispanic
Walton	86.9	6.5%	0.7%	1.2%	0.1%	2.4	2.1	3.5	96.5

Based on 2010 Census Data

Holmes/Washington County	Walton County
Local Coordinating Transportation Board:	Local Coordinating Transportation Board:

0 Hispanic Female	0 Hispanic Female
8 White Females	7 White Females
2 Black Females	1 Black Female
0 American Indian Female	1 American Indian Female
0 Black Male	0 Black Male
6 White Male	6 White Males

H. Primary recipients shall include a description of how the agency monitors its sub recipients for compliance with Title VI/Nondiscrimination, and a schedule of sub recipient Title VI/Nondiscrimination Program submissions

We currently do not have sub recipients, however if that changes, they will be required to submit an agreement to follow Tri-County Community Council, Inc.'s Title VI/Nondiscrimination Plan.

I. A Title VI/Nondiscrimination equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.

Tri-County Community Council, Inc. has been awarded funding for a new Maintenance Facility and construction is underway. The Title VI/Nondiscrimination statement was included on construction advertisements.

J. Board Minutes, Resolution, and other appropriate documentation showing the Board of Directors reviews and approved the Title VI/Nondiscrimination Program

This Plan was approved at Transportation Board November 14, 2013. Please see Appendix D.

III. Conclusion

Tri-County Community Council, Inc., Board of Directors and staff assures that Transportation services in Holmes, Walton, & Washington Counties are made available, are equitably distributed and provide equal access and mobility to any person without regard to race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992, as well as other applicable Federal statutes. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity by the agency.

Appendix A

TRI-COUNTY COMMUNITY COUNCIL, INC.

Executive Management Team

Joel Paul, Jr., Executive Director
Janice Richards, Human Resource Director/Board Liaison
Kim Gillis, Head Start Director
Cindy Lee, Community Resource Director
Heather Craft, Chief Finance Officer

2015 BOARD OF DIRECTORS (OFFICERS)

Janet Kinney, Chairman
Hunter Walker, Vice Chairman
Vivian Clark, Treasurer
Susan Harris, Secretary
David Whitaker, Member-at-Large

HOLMES COUNTY

David Whitaker
Susan Harris
Jennifer Williams

JACKSON COUNTY

Clint Pace
Jim Brown
Tommy Williams

OKALOOSA COUNTY

Elliot Kampert
Christopher Washington

SANTA ROSA COUNTY

Hunter Walker
Tom Griffith
James Pearson

WALTON COUNTY

Cecilia Jones
Carolyn Clear
Vivian Clark

WASHINGTON COUNTY

Charles Brock
Susan Gage
Janet Kinney

BAY COUNTY

Joe Wayne Walker
Sally Sparks

REVISED JANUARY 2015

CENTRAL OFFICES

PO Box 1210
302 North Oklahoma Street
Bonifay, Florida 32425
(850) 547-3689 - Office
(850) 547-9806 - FAX
(850) 547-9505 - TDD
communitycouncil@tri-cbi.com

Head Start Information
2499 Cypress Street
Westville, Florida 32464
(850) 548-9900 - Office
(850) 548-5644 - FAX
info@tri-county-headstart.com

OUTREACH OFFICES

Holmes
330 Highway 90 West
Bonifay, Florida 32425
(850) 547-4263 - Office
(850) 547-1010 - FAX
(850) 547-9505 - TDD

Transportation
Operation/Weatherization
312 N Oklahoma St
Bonifay, Florida 32425
(850) 547-3688 - Office
(850) 547-5508 - FAX

Washington
623 Hwy. 273
Chipley, Florida 32428
(850) 638-4520 - Office
(850) 638-3595 - FAX
(850) 638-0544 - TDD

Santa Rosa
6607 E. Elva St.
Milton, Florida 32570
(850) 981-0036

Santa Rosa
Transportation
7255 East Hwy. 90
Milton, Florida 32583
(850) 626-6806 - Office
(850) 626-2132 - FAX

Walton
1588 US Hwy. 331, South
DeFuniak Springs,
Florida 32433

Transportation
(850) 892-2422 - Office
(850) 892-5686 - FAX
(850) 892-0550 - TDD

Services
(850) 892-3615 - Office
(850) 892-0114 - FAX
(850) 892-8746 - Sr. Cit

Bay Services
949 Jenks Ave Suite 1
Panama City, Florida 32401
(850) 215-0173 - Office

Okaloosa
290 Martin Luther Ave.
Crestview, FL
(850) 306-1134 - Office

913 Beal Parkway N.W.#11
Ft. Walton Beh. FL 32547
(850) 200 - 4425

Tri-County Community Council, Inc.



A Community Action Agency
Serving
Holmes, Walton, & Washington
Counties
Since 1965

Also, Now Serving
Bay, Jackson, Okaloosa,
& Santa Rosa Counties



A United Way Agency

CFC CODE 55666

"HELPING PEOPLE HELP THEMSELVES"

VISION STATEMENT

Tri-County Community Council, Inc., is a non-profit organization with a vision to unite both the public and private sectors for the purpose of improving the quality of life for individuals, families, and communities by enhancing the opportunities for success with the goal of eliminating poverty.

PUBLIC TRANSPORTATION - Provides transportation trips for local non-emergency medical treatment, nutritional, shopping, education, recreation, employment training and other daily needs. Non-sponsored riders are provided services following an established trip prioritization set by the Local Coordinating Board. A 24-hour advance notice is required. **Contact Persons** - Inez Cassidy - Program Manager for Holmes, Walton, and Washington Counties; Joanne Landgraf - Transportation Office Manager for Santa Rosa County.

HEAD START - Serves two hundred and three (203) three (3) and four (4) year old children from families with low-income according to the Poverty Guidelines published by the federal government. The program promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services. **Contact Persons** - Kim Gillis, Director; Cynthia Brown, Chipley Center Coordinator; Kathy Johnson, Walton Center Coordinator; Michelle Howard, Chautauqua Center Coordinator; Kathy Shull, Westville Center Coordinator.

COMMUNITY SERVICES - Community services provided include self-sufficiency, transportation, education, supportive services, youth development, emergency assistance, food pantries, and teen pills. **Contact Persons** - Cindy Lee - Community Resource Director; Annie Moore - Director's Assistant; Charlotte Shirah - Holmes Community Specialist; Anita Arnold & Jeri Faircloth - Okaloosa Community Specialist; Lisa Claycomb - Jackson & Washington Community Specialist; Catherine Aldea - Bay County Community Specialist; Vicki Birge - Walton Community Specialist.

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) - The purpose of this program is to provide assistance to meet the cost of home heating and cooling needs for eligible individuals and households and also to provide assistance in emergency situations to eligible individuals and families who are without home energy or in danger of losing home energy during a crisis. **Contact Persons** - Cindy Lee - Community Resource Director; Annie Moore - Director's Assistant; Charlotte Shirah - Holmes Community Specialist; Anita Arnold & Jeri Faircloth - Okaloosa Community Specialist; Pam Patterson - Santa Rosa Community Specialist; Vicki Birge - Walton Community Specialist; Lisa Claycomb - Washington Community Specialist.

EMERGENCY FOOD AND SHELTER - Provides emergency assistance to low-income individuals for food, shelter and utilities in Holmes and Washington Counties. **Contact Persons** - Cindy Lee - Community Resource Director; Annie Moore - Director's Assistant; Charlotte Shirah - Holmes Community Specialist; Lisa Claycomb - Washington Community Specialist; Walton County

only provides emergency shelter assistance. **Contact person** - Vicki Birge - Walton Community Specialist.

CANNING CENTERS - A facility is available for public usage on a limited basis for pea, shelling, potato peeling, and bean tracking. No processing on site. **Contact Persons** - Cindy Lee - Community Resource Director; Vicki Birge - Walton Community Specialist.

HUD SECTION 8 RENTAL ASSISTANCE - This program provides 155 units of safe housing for the economically disadvantaged, elderly and handicapped in Washington County. **Contact Persons** - Stacie Northey - Program Manager.

FUND RAISING - We receive Federal funding for several grants and are required to raise matching funds varying from 2% to twenty percent. We conduct several fund raisers each year to help meet this match. Fund raisers include: United Way, support from county commissioners, raffles, annual yard sale and plate dinners. We also accept donations of cash and tangible property.

PINK - Protection Is IN Knowledge - Serves women in Holmes County with mammogram screening for Breast Cancer when no other resources are available. **Contact Person** - Cindy Lee - Community Resource Director; Annie Moore - Director's Assistant.

Project Share - The purpose of this program is to provide assistance with emergency water to eligible individuals and families in Walton County. **Contact Person** - Vicki Birge - Walton Community Specialist.

EARLY HEAD START (EHS) - Serves thirty-six (36) low-income infants, toddlers, pregnant women and their families. The EHS program will enhance children's physical, social, emotional, and intellectual development; assist pregnant women to access comprehensive prenatal and postpartum care; support parents' efforts to fulfill their parental roles; and help parents move toward self-sufficiency. The EHS program is being offered only in DeFuniak Springs through home-based services. If you are interested in the program please call Kim Gillis at 548-9900, or Mandi Stapp at 951-0464.

LIFE ENRICHMENT SENIOR CENTER - The Life Enrichment Senior Center is a facility located in DeFuniak Springs, FL on 312 Collier Ave. The Life Enrichment Center is a non-profit organization that is funded by Walton County, as well as the city of DeFuniak Springs. The center is a comfortable, inviting facility that offers a wide variety of events for persons 50 years of age and older. Some of the activities that are available at the LESC are: Zumba, Yoga, Tai Chi, Line Dancing, Bridge, Canasta, Dominoes, Wii Bowling, Lunch Bunch Excursions, Movie Monday Showings, Casino Trips, Seminars on Educational Topics, Social Security Assistance, AARP Driver Safety Course opportunities, Pool Tournaments, Walton County Art League opportunities, Chautauqua, Pottery, Artists opportunities, Monthly Potluck Meals as well as occasional Live Band and Dancing events. We are "Seniors on the Go!" Membership is easy and affordable at \$5.00 per month. Come and check us out! Susan Bakalo - Program Manager

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibit Discrimination in: Public accommodations on the basis of race, color, religion, sex, national origin, handicap, or of marital status.

Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-842-8170 (voice message)



Appendix B

TITLE VI/NONDISCRIMINATION POLICY

The purpose of this document is to detail specific complaint procedures for better documentation efforts regarding to Title VI and related statutes.

Title VI of the 1964 civil right and related statues states that:

Tri-County Community Council, Inc. abides by both the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT) Title VI/Nondiscrimination Programs. As a result, it is the policy of this agency, under Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992 and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, age, sex, disability/handicap, family or religious status be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation, under any federally or non-federally funded program or activity administered by this agency or it's sub-recipients.

Tri-County Community Council, Inc. does not condone discrimination and believes all persons should be protected based on the above listed criteria and will not be excluded from participation in, being denied benefits of, or be subject to discrimination under Tri-County Community Council, Inc. transportation activities.

TRI-COUNTY COMMUNITY COUNCIL, INC. COMPLAINT PROCEDURE

Any person who believes she or he has been discriminated on the basis of race, color, national origin, sex, age, disability/handicap, income status, family or religious status by Tri-County Community Council, Inc. may file a complaint by completing and submitting the agency's complaint form. This form is available in our offices, can be mailed or emailed on request, and will be added to our website at the next update.

Tri-County Community Council, Inc. will investigate complaints promptly after notification of the alleged incident. If additional information is required, Tri-County Community Council, Inc. may contact the complainant. If the complainant fails to respond to requested information within 10 days, the complaint will be administratively closed. A case can also be closed if the complainant no longer wishes to pursue their case.

The Executive Director will review all information and determine if further action is required. If it has been determined that a Title VI/Nondiscrimination violation has occurred, appropriate steps will be taken immediately. Employee may be required to attend additional training and/or be subject to disciplinary action up to and including termination.

If no violation has been discovered and the complainant wishes to appeal the decision, he/she can contact the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Appendix C

Tri-County Community Council, Inc. Complaint of Discrimination

Tri-County Community Council, Inc. abides by both the Federal Transit Administration and the Florida Department of Transportation's Title VI/Nondiscrimination Programs. As a result, it is the policy of this agency, under *Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992*, and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by this agency or its sub-recipients.

Section I:

Complainant(s) Name:

Complainant(s) Address:

Telephone (Home):

Telephone (Work):

Email Address:

Accessible Format Requirements?

Large Print

TDD

Audio Tape

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 for:

Name:

Relationship:

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

Sex

Age

Handicap/Disability

Income Status

Retaliation

Other

Date of Alleged Discrimination:

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 witness. If more space is needed, please use 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: _____
 State Agency: _____
 Local Agency: _____
 Federal Court: _____
 State Court: _____

Section VI	
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	Title:
Agency:	Telephone:
Address:	
You may attach any written materials or other information that you think is relevant to your complaint.	
Complainant(s) or Complainant(s) Representatives Signature:	Date of Signature:

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

TRI-COUNTY COMMUNITY COUNCIL, INC.
 302 NORTH OKLAHOMA STREET / P.O. BOX 1210 (USE P.O. BOX FOR MAIL)
 BONIFAY, FL 32425

If information is needed in another language, contact 800-395-2696.

Internal Use Only:	
Date Received by XXX :	Date Investigation Completed:



Appendix D

FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

TRI-COUNTY COMMUNITY COUNCIL HEREBY CERTIFIES THAT; as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, national origin, age, sex, disability/handicap, income status, family or religious status will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. **TRI-COUNTY COMMUNITY COUNCIL** will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. **TRI-COUNTY COMMUNITY COUNCIL** will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

Date_____

JOEL PAUL, JR., EXECUTIVE DIRECTOR

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

Tri-County Community Council, Inc. assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

Tri-County Community Council, Inc. further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendix A* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Dated _____

by _____, Executive Director

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.