

2020

TITLE VI AND NONDISCRIMINATION PLAN



1/24/2020

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 OUR OFFICE:

TITLE VI COORDINATOR
JOEL PAUL, JR., EXECUTIVE DIRECTOR
302 NORTH OKLAHOMA STREET
P.O. BOX 1210 (MAILING ADDRESS)
BONIFAY, FL 32425
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. These relationships provide opportunities to share information and receive feedback about the services we provide. The Executive Director serves on the Chipola Workforce Development Board, Okaloosa-Walton TPO Technical Coordinating Committee, and the Learning Resource Committee for FPTC. 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 information is posted on agency website.

Outreach Efforts for the past three years is summarized in the following table:

CareerSource Chipola	2017, 2018, 2019
CareerSource Okaloosa-Walton	2017, 2018, 2019
Chipola Board Meeting	2017, 2018, 2019
Chipola Healthy Start	2017, 2018, 2019
COPE Center	2017, 2018, 2019
Federal Prison - Job Transition	2017, 2018, 2019
Head Start Volunteer Meeting	2017, 2018, 2019
Holmes County Health Fair	2017, 2018, 2019
Holmes County Jail – Inmate Re-entry Program	2017, 2018, 2019
Holmes Emergency Operations Meeting	2017, 2018, 2019
Jackson County Inmate Re-entry Program	2017, 2018, 2019
LCB Meetings - Holmes/Washington, Walton, Santa Rosa	2017, 2018, 2019
Okaloosa Walton TPO Meeting	2017, 2018, 2019
Panhandle Technical College Learning Resource Committee	2017, 2018, 2019
Title I - Walton School District	2017, 2018, 2019
United Way of Northwest Florida	2017, 2018, 2019
Walton Academy Meeting	2017, 2018, 2019
Walton Board of County Commissioners Meeting	2017, 2018, 2019
Walton County Affordable Housing	2017, 2018, 2019
Walton County Health Department	2017, 2018, 2019
Walton County Health Fair	2017, 2018, 2019
Walton Emergency Operations Meeting	2017, 2018, 2019
Walton Hope House	2017, 2018, 2019
Walton Senior Citizens	2017, 2018, 2019
Walton Tourist Development Council	2017, 2018, 2019
Washington Board of County Commissioners	2017, 2018, 2019

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 for the State of Florida with selected fields from the 2013-2017 American Community Survey (ACS), the total population aged 5 years and older included 18,614 residents within the entire Holmes County area with 136 persons that spoke English "Less Than Very Well" (0.7%). Within the Walton County area, there were 59,655 residents with 1,543 persons that spoke English "Less Than Very Well" (2.6%). Within the Washington County area, there were 23,180 residents with 352 persons that spoke English "Less Than Very Well" (1.5%).

Additionally, according to the FDOT LEP plan, in Holmes 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 1,543 LEP in Walton County, 1,101 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 one transportation staff member that speaks 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	88.6%	7.4%	0.3%	1.1%	0.2%	.6	1.9	2.7	97.3

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	80.5%	15.4%	0.3%	1.5%	0.3%	.2	1.8	3.5	96.5

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
Walton	86.2%	4.9%	1.3%	.6%	0.2%	3.8	3.0	6.0	94.0

Based on 2010 Census Data

Holmes/Washington County Local Coordinating Transportation Board:	Walton County Local Coordinating Transportation Board:
0 Hispanic Female	0 Hispanic Female
6 White Females	8 White Females
1 Black Females	1 Black Female
0 American Indian Female	0 American Indian Female
0 Black Male	0 Black Male
7 White Male	5 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. was awarded funding for a new Maintenance Facility and construction is complete. 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 the Board of Director’s meeting on May 9, 2019 and will be approved every three years thereafter.

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
Angie Moore, Community Resource Director
Heather Craft, Chief Finance Officer

2019 BOARD OF DIRECTORS (OFFICERS)

Rox Kelley, Chairman
Dorey Chiswell, Vice Chairman
Bicycle Galbraith, Treasurer
Susan Giga, Secretary
Sheila Fitzgerald, Member-at-Large

HOLMES COUNTY

Phyllis Noman
Roxley Calahan
Patricia Latona

JACKSON COUNTY

Cliff Pate
Edward Crumbride

OKALOOSA COUNTY

John Hofstad
Esti Peneloch

SANTA ROSA COUNTY

Sheila Fitzgerald
Bass Henderson
Howard Vanalstou

WALTON COUNTY

Dorey Chiswell
Ron Kelley
Bruce Smith

WASHINGTON COUNTY

Alan Cook
Michele Nelson
Sharon Gage

BAY COUNTY

Patricia Chapman

CENTRAL OFFICES

700 Box 1210
403 North Florida Street
Bonifay, Florida 32425
(850) 547-2609 - Office
Toll Free 1-870-398-2698
(850) 547-9806 - Fax
(850) 547-9505 - TDD
<http://www.tricountyccouncil.com>

Head Start Information
3499 Cypress Street
Bonifay, Florida 32425
(850) 548-9200 - Office
(850) 548-5644 - Fax
hm@tricountyccouncil.com

OUTREACH OFFICES

Transportation Operations
Holmes & Washington
Transportation
712 N Oklawaha St
Bonifay, Florida 32425
(850) 547-3698 - Office
(850) 547-5503 - Fax

Walton Transportation
194 North 6th Street
DeFuniak Springs, Florida 32435
(850) 892-2622 - Office
(850) 892-5886 - Fax
(850) 892-0594 - TDD

Santa Rosa
Transportation
1255 East Hwy. 90
Milton, Florida 32587
(850) 626-6906 - Office
(850) 626-2122 - Fax

Life Enrichment Sr. Center
512 College Ave, Warner Bldg
DeFuniak Springs, FL 32435
(850) 892-4746 - Office
(850) 892-4141 - Fax

Bar Services
343 Waks Ave, Suite 1
Panama City, Florida 32401
(850) 218-0734 - Office

Holmes Services
320 Highway 90 West
Bonifay, Florida 32425
(850) 547-2603 - Office
(850) 547-1010 - Fax
(850) 547-9505 - TDD

Walton Services
41 West Main Street
DeFuniak Springs,
FL 32435
(850) 892-3612 - Office
(850) 892-0114 - Fax

Washington Services
623 Hwy. 273
Chipley, Florida 32428
(850) 536-5200 - Office
(850) 638-3595 - Fax
(850) 638-6344 - TDD

Santa Rosa Services
6607 E. Hwy 90
Walton, Florida 32570
(850) 951-0936

Okaloosa Services
290 Miami Teller Ave.
Crestview, FL 32536
(850) 306-1744 - Office

915 Beal Parkway N.W. #1
E. Waldo Beach, FL 32547
(850) 400-4428 - Office

Tri-County Community Council, Inc.



"Helping People
Help Themselves"

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

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

"HELPING PEOPLE HELP THEMSELVES"

VISION STATEMENT

Tri-County Community Council, Inc., is a not-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 for low-income, emergency medical assistance, nutritional, shopping, education, recreation, appointment, training and other daily needs. A 24-hour advance notice is recommended. **Contact Person:** Luz Cavallero, Transportation Director for Holmes, Walton, Washington and Santa Rosa Counties, 8 in Nivens - Office Manager for Santa Rosa County.

HEAD START - Serves two hundred and three (202) 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, it provides a safe social and cognitive development of children through the provision of educational, health, nutritional, social and other services. **Contact Person:** Rita Kelly, Director, Karen Jackson, Walton County Coordinator, Michele Howard, Chairman, Center Coordinator, Debra Walker, Wellness Center Coordinator.

COMMUNITY SERVICES - Community services provided include self-sufficiency, transportation, education, employment services, youth development, emergency assistance, job development, food centers, and teen girls. **Contact Person:** Angie Moore - Community Resource Director, Lisa Claycomb-Frederick's Assistant, Charlytte Shum - Holmes County specialist, Anita Arnold & Victoria Coates - Okaloosa County Specialist, Ora Cummings & Betty Wise - Santa Rosa County specialist, Vanessa Thompson - Jackson & Washington County Specialist, Walter N. Lee - Bay County Community Specialist at Parkville Manor, Walton Community Specialist.

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (HEAD) - The purpose of this program is to provide assistance to meet the cost of home heating and cooling needs for eligible individuals and households who are without an energy as in danger of losing home energy during a winter. **Contact Person:** Angie Moore, Community Resource Director, Lisa Claycomb-Frederick's Assistant, Charlytte Shum - Holmes County Specialist, Anita Arnold, Okaloosa County Specialist, Victoria Coates, Santa Rosa County Specialist, Vanessa Thompson, Jackson & Washington County Specialist, Walter N. Lee - Bay County Community Specialist, Pam Minger - Walton Community Specialist.

CAMPING CENTER - A facility is available for public camp on first-come, first-served basis, offering camping, fishing, canoeing, and canoe tripping. **Contact Person:** Angie Moore - Community Resource Director, Lisa Claycomb-Frederick's Assistant.

FUND RAISING - We receive Federal funding for several grants and are required to raise matching funds varying from 2% to 20% of grant award. We conduct several fund raising each year to help meet this match. Fund raising include: United Way, support from county commissioners, 5k, annual yard sale and other fundraisers. We also accept donations of cash and large scale property.

PINK PROTECTION IS IN KNOWLEDGE - Serves women in Holmes County who are pregnant or expect to be pregnant when no other resources are available. **Contact Person:** Angie Moore - Community Resource Director, Lisa Claycomb-Frederick's Assistant.

Project Share - The purpose of this program is to provide material and monetary assistance to eligible individuals and families in Walton County. **Contact Person:** Pamela Minger, 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 literacy, reading, cross word, and functional development, assist pregnant women to access comprehensive prenatal and postpartum care, support parents' efforts to fulfill their parental roles, and help parents cope toward self-sufficiency. The EHS program is being offered only in Oklawaha Springs and its home-base services. If you are interested in the program please call Kim Gillis at 8-8-9906, or Mimi Thomas at 951-0484.

EXTENDED CARE - Early Head Start Only (Walton County) - Extended Care is offered to parents/guardians that work or go to school. The hours are 8:00am-5:00pm, Monday through Friday. Currently there are 22 slots. **Contact Person:** Mimi Thomas, Center Coordinator.

LIFE ENRICHMENT SENIOR CENTER - The Life Enrichment Senior Center is a facility located at DeFuniak Springs, FL - 512 College 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 indoor facility that offers a wide variety of events for persons 50 years of age and older. Some of the activities are available at the ESC are: Zumba, Yoga, Tai Chi, Line Dancing, Bridge, Canasta, Domino, Wii Bowling, Lunch Bunch, Speakers, Movie, Monthly Showings, Guest Talks, Seminars on Educational Topics, Social Security Assistance, AARP Driver Safety Course opportunities, Pool Tournaments, Walton County Air Langue opportunities, Chinese and Pottery Art opportunities. Monthly Booked Meals as well as occasional Live Band and Dancers events. Weekly Scissors on the Go! **Monthly fee:** \$10.00 per month or \$5.00 per month. Come and check us out! Santa Rosa 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, ancestry or marital status. Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-484-7082 or 800-842-8170 (voice assistance).

Visit our website @
<http://www.tricountycommunitycouncil.com>

MISSION STATEMENT

Our mission is to identify and provide needed services to the citizens in our communities.



<http://www.facebook.com/tricountycommunitycouncil>

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 in writing to the attention of Title VI Coordinator, Joel Paul, Jr., Executive Director, P.O. Box 1210 Bonifay, Florida 32425. This form is available on our website, in our offices, or can be mailed or emailed upon request.

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 Title VI Coordinator/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:

<input type="checkbox"/> Federal Agency: _____	<input type="checkbox"/> State Agency: _____	<input type="checkbox"/> Local Agency: _____
<input type="checkbox"/> Federal Court: _____	<input type="checkbox"/> 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 to:

TRI-COUNTY COMMUNITY COUNCIL, INC.
 ATTN: TITLE VI COORDINATOR
 JOEL PAUL, JR., EXECUTIVE DIRECTOR
 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.
2. Issue a policy statement signed by the Executive Director, 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.