

Title VI Public Notice (FTA Version in English & Spanish)

Notifying the Public of Rights Under Title VI

Bay County Transportation Planning Organization (TPO)

- The TPO operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the TPO.
- For more information on the TPO's civil rights program, and the procedures to file a complaint, contact 850-332-7976, ext. 220; email leandra.meredith@ecrc.org; or visit our administrative office at 4081 East Olive Road, Suite A, Pensacola, Florida 32514. For more information, visit www.ecrc.org.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- If information is needed in another language, contact 850-332-7976, ext. 220.

Approved by the Federal Transit Administration (FTA)

Notificación al Público de Derechos Bajo el Título VI

Bay County Organización de Planificación de Transporte (TPO)

- El TPO (por sus siglas en español) opera sus programas y servicios, sin distinción de raza, color y origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante el TPO.
- Para obtener más información sobre el programa de derechos civiles del TPO, y los procedimientos para presentar una queja, contacte a 850-332-7976, ext. 220; leandra.meredith@ecrc.org correo electrónico; o visite nuestra oficina administrativa en 4081 East Olive Road, Pensacola, Florida 32514. Para obtener más información, visite www.ecrc.org.
- El demandante puede presentar una queja directamente con la Administración Federal de Transporte mediante la presentación de una queja ante la Oficina de Derechos Civiles, Atención: Coordinador de Programa del Título VI, edificio Oriente, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- Si se necesita información en otro idioma, llame al 850-332-7976, ext. 220.

Aprobado por la Administración Federal de Tránsito (FTA)

Title VI Public Notice (FDOT Version in English & Spanish)

**Notifying the Public of Rights
Under Title VI
Bay County Transportation Planning Organization (TPO)**

No person in the United States and State of Florida shall, on the basis of race, color, national origin, sex, age, handicap/disability, income status, retaliation, or other reason be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation, under any Federally or non-federally funded activity or program administered by a recipient of federal financial assistance. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the TPO. For more information on Title VI or to file a complaint, contact the Title VI Coordinator at 850-332-7976, ext. 220 or visit www.ecrc.org.

Approved by the Florida Department of Transportation (FDOT)

**Notificación al Público de Derechos
Bajo el Título VI
Bay County Organización de Planificación de Transporte (TPO)**

Ninguna persona en los Estados Unidos será, sobre la base de raza, color u origen nacional, sexo, edad, hándicap/discapacidad, nivel de ingresos, represalias, or otro razón ser excluida de participar en, negado los beneficios de, o ser objeto de otro modo a discriminación o represalia, bajo cualquier actividad o programa federal o no fondos federales administrado por un receptor de la asistencia financiera federal. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante el TPO. Para obtener más información sobre el Título VI o para presentar una queja, comuníquese con el Coordinador del Título VI al 850-332-7976, ext. 220 o visite www.ecrc.org.

Aprobado por el Departamento de Transporte de la Florida (FDOT)

Title VI Complaint Procedure

The Bay County Transportation Planning Organization abides by both the Federal Transit Administration and the Florida Department of Transportation's (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, 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.

Any person who believes he or she has been discriminated against by the TPO, (hereinafter referred to as "TPO") may file a Title VI complaint by completing and submitting the TPO's Title VI Complaint Form. The Title VI Coordinator investigates complaints received no more than 180 days after the alleged incident. The Title VI Coordinator will only process complaints that are complete. The following procedures will be used to investigate formal Title VI complaints:

Once the complaint is received, the Title VI Coordinator will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter or email informing her/him whether the complaint will be investigated by our office. The complaint will be confidential.

The TPO has 60 days to investigate the complaint. If more information is needed to resolve the case, the Title VI Coordinator may contact the complainant. The complainant has 10 business days from the date of contact to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Title VI Coordinator can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, he/she will present the case to the TPO board only. The TPO will issue one of two determinations to the complainant: a closure letter/email or a letter/email of finding. A closure letter/email summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter/email of finding summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, he/she has 30 days after the date of the determination letter/email to do so. The complaint case will be filed in the office electronically.

The person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, East Building, 5th Floor TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590.