

Title VI Plan

Dixie County Board of County Commissioners

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the County must have the input of its public. The County spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. Any person may attend any Board of County Commissioner (BOCC) Meeting including Committee Meetings and speak during the Public Comment portion of the agenda concerning a matter of the BOCC business or concern of the person. Persons should check the BOCC's website at <http://www.dixie.fl.gov/> for a list of scheduled meetings and agendas. Persons may also call the County Manager's Office to receive a calendar of upcoming meetings. Meeting location is accessible to the disabled. The BOCC and/or staff members also attend other Community meetings as necessary or when invited.

The Dixie County Board of County Commissioners (County) values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the County believes that the best programs and services result from careful consideration of the needs of all of its communities and when those communities are involved in the transportation decision making process. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the County will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, sex, national origin, age, religion, income status and physical, mental disability, sexual orientation and gender identity status.

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services and activities.

REFERENCE

Title VI of the Civil Rights Act of 1964 Section 504
of the Rehabilitation Act of 1973 Americans with
Disabilities Act of 1990 (ADA)

POLICY

- (1) **Title VI/Nondiscrimination Coordinator Designated:**
- (a) The coordinator tasked with ensuring the County's compliance with this policy shall be the County Grant Coordinator. The coordinator's contact information is listed below:

Name: Martha McCaskill
Title VI/Nondiscrimination
Coordinator
56 NE 210 Ave, Cross City, FL 32628
352-498-1426

(2) Complaint Procedures:

- (a) The County has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, sex, national origin, age, religion, income status and physical, mental disability, sexual orientation and gender identity status in any of the County's programs, services or activities may file a complaint with the County Title VI/Nondiscrimination Coordinator. Likewise, any person who feels that he or she has been retaliated against for having made such a complaint or for having testified on behalf of another who has made such a complaint may file a complaint with the County Title VI/Nondiscrimination Coordinator.
- (b) If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., race, color, sex, national origin, age, religion, income status and physical, mental disability, sexual orientation and gender identity status); and a complete description of the alleged discrimination. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance.
- (c) The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter.

- (i) Should the County receive a complaint related to the administration of a federally or state funded project, the County will forward the complaint, along with a record of its disposition to the appropriate state agency for assistance/documentation purposes. For example, complaints of discrimination related to Florida Department of Transportation (FDOT) funded projects can be forwarded to the following address:

Florida Department of Transportation
 Equal Opportunity Office
 ATTN: Title VI Complaint Processing
 605 Suwannee Street MS 65
 Tallahassee, FL 32399

- (ii) Should the complainant be unable or unwilling to complain to the County, the written complaint may be submitted directly to the assisting state agency.
- (d) The County's Title VI/Nondiscrimination Coordinator has "easy access" to the County Manager and is not required to obtain management or other approval to discuss discrimination issues with the County Manager.

(3) ADA/504 Statement:

- (a) The County will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The County encourages participation on its advisory committees, public involvement activities and all other programs, services and activities by the disabled community and disability service groups.
- (b) The County encourages the public to report any facility, program, service or activity that appears inaccessible to those who are disabled. Furthermore, the County will

provide reasonable accommodation to all individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the County asks that requests be made at least ten (10) calendar days prior to the need for accommodation. Questions, concerns, comments or requests for accommodation should be made to the County's ADA/504 Coordinator.

Angie Crowley - Human Resources
214 Us Hwy 351, Cross City, FL 32628
352-498-1206

(4) Limited English Proficiency (LEP) Guidance:

- (a) Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:
- (i) The number or proportion of LEP persons eligible to be served or likely to be encountered by the County's programs, services or activities.
 - (ii) The frequency with which LEP individuals come in contact with these programs, services or activities.
 - (iii) The nature and importance of the program, service, or activity to people's lives and;
 - (iv) The resources available to the County and the likely costs of the LEP services.
- (b) Based on 2016 census data, the County has determined that LEP individuals speaking English less than well represent approximately .3% of the community. The County understands that its community profile is changing and the four factor analysis may reveal the need for more or varied LEP services in the future. Persons requiring special language services should contact the County's Title VI/Nondiscrimination Coordinator.
- (c) The County has not received any requests for translation or interpretation of its programs, services or activities in any other language.

The analyses of these factors suggest that LEP services are (or are not) required at this time. Therefore the county/city has committed to the following:

- Maintain a list of employees who competently speak other languages and who are willing to provide translation and/or interpretation services.
- Distribute this list to staff that regularly has contact with the public.
- Provide notification in the requested language of the availability of LEP assistance in public meeting notices and on public involvement event signage.
- Develop agreements with other local entities to provide oral and written LEP services with reasonable notification.
- Translate the following essential documents into other requested languages.

The County understands that its community profile is changing and the four factor analysis may reveal the need for more or varied LEP services in the future. As such, it

will annually examine its LEP plan to ensure that it remains reflective of the community's needs.

(5) Public Involvement:

- (a) Persons wishing to request special presentations by the County; volunteer in any of its activities or offer suggestions for improvement of County public involvement may contact the Title VI/Nondiscrimination Coordinator identified above.

(6) Data Collection for Specific Programs:

- (a) Federal Highway Administration (FHWA) regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The County accomplishes this through the use of census data, and other methods. From time to time, the County may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the County with improving its targeted outreach and measures of effectiveness.

(7) Assurances for Specific Programs:

- (a) Every three years the County must certify to FHWA and FDOT that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed "assurances".

RESPONSIBLE DEPARTMENT

Office of the County Manager

Revision Date(s):

April 18, 2024, approved within the Dixie County Board of County Commissioners Meeting

Title VI / Nondiscrimination Program

Complaint of Discrimination

Complainant(s) Name:	Complainant(s) Address:
Complainant(s) Phone Number:	

Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc):

Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:

Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):

Discrimination Because Of:	<input type="radio"/> Race	<input type="radio"/> Color	<input type="radio"/> National Origin	Date of Alleged Discrimination:
	<input type="radio"/> Sex	<input type="radio"/> Age	<input type="radio"/> Handicap/Disability	
	<input type="radio"/> Income Status	<input type="radio"/> Retaliation	<input type="radio"/> Other	

Please list the name(s) and phone number(s) of any person, if known, that the Dixie County Board of County Commissioners could contact for additional information to support or clarify your allegation(s).

Please explain as clearly as possible **how, why, when** and **where** you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.

Complainant(s) or Complainant(s) Representatives Signature:	Date of Signature:
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Mail or Fax Completed Form to:

Title VI/Nondiscrimination Coordinator

Name: Martha McCaskill

56 NE 210 Ave, Cross City, FL

32628 Telephone: 352-498-1277

Complainant(s) Name:		Complainant(s) Address:		
Complainant(s) Phone Number:				
Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc):				
Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:				
Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):				
Discrimination Because Of:	<input type="radio"/> Race	<input type="radio"/> Color	<input type="radio"/> National Origin	Date of Alleged Discrimination:
	<input type="radio"/> Sex	<input type="radio"/> Age	<input type="radio"/> Handicap/Disability	
	<input type="radio"/> Income Status	<input type="radio"/> Retaliation	<input type="radio"/> Other	
Please list the name(s) and phone number(s) of any person, if known, that the Dixie County Board of County Commissioners could contact for additional information to support or clarify your allegation(s).				
Please explain as clearly as possible how, why, when and where you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.				
Complainant(s) or Complainant(s) Representatives Signature		Date of Signature:		
Mail or Fax Completed Form to: Title VI/Nondiscrimination Coordinator Martha McCaskill Post Office Box 2600 Cross City, FL 32628 352-498-1277- FAX				

Resolution 2024-29

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, ADOPTING A TITLE VI/NONDISCRIMINATION POLICY AND PLAN FOR ALL COUNTY DEPARTMENTS; PROHIBITING DISCRIMINATION BASED ON RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, RELIGION, INCOME STATUS AND PHYSICAL, MENTAL DISABILITY, SEXUAL ORIENTATION AND GENDER IDENTITY; PROVIDING AN EFFECTIVE DATE.

RECTIALS

WHEREAS, the Board of County Commissioners of Dixie County (“the Board”) desires to continue and enhance its policies of nondiscrimination in its operations through departments; and

WHEREAS, the Board desires to achieve this continuation and enhancement of nondiscrimination by adoption of a policy and plan pursuant to Title VI of the Civil Rights Act of 1964 (“Title VI”), that implement Title VI in all County programs, services and activities, in order to not exclude from participation in, deny the benefits of, or subject to discriminate anyone on the grounds of race, color, sex, national origin, age, religion, income status and physical, mental disability, sexual orientation and gender identity; and

WHEREAS, the Board finds it is in the best interest of the general welfare of the County and its citizens that it adopt a Title VI Plan; and

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Dixie County, Florida that:

The Board hereby adopts the Title VI Plan attached hereto and incorporated herein by this reference as the Title VI Plan applicable to all County Departments.

PASS AND DULY ADOPTED this 18TH day of April 2024.

Board of County Commissioners
of Dixie County, Florida



Jamie Storey, Chairman

Attest: Dixie County Clerk of Court


Barbie Higginbotham

