

Title VI/Nondiscrimination Policy and Plan

Policy Statement:

The Baker 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, national origin, sex, age, disability, religion, income or family status.

Title VI Liaison:

Complaint Procedures:

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, national origin, sex, religion, age, disability, family or income status in any of County's programs, services or activities may file a complaint with the County's Title VI/Nondiscrimination Coordinator:

Name: Mary Chrjapin
Title VI/Nondiscrimination Coordinator
Address: PO Box 183
Address: Sanderson, FL 32087
Email: mary.chrjapin@bakercountyfl.org
Phone: 904-275-2373
Fax: 904-275-2316
Hearing Impaired: 904-259-1443

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, national origin, sex, religion, age, disability or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Nondiscrimination Coordinator for assistance.

The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter. Should the County be unable to satisfactorily resolve a complaint, the County will forward the complaint, along with a record of its disposition to the appropriate District of the Florida Department of Transportation (FDOT).

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. However, should the complainant be unable or unwilling to complain to the County, the written complaint may be submitted directly to Florida Department of Transportation (FDOT). FDOT will serve as a clearing house, forwarding the complaint to the appropriate state or federal agency:

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

ADA/504 Statement:

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.

The County will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The County will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

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 disabled 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 Officer:

**Name: Sara Little
County's ADA Officer
Address: 55 North 3rd Street
Address: Macclenny, FL 32063
Email: sara.little@bakercountyfl.org
Phone: 904-259-3613
Fax: 904-259-7610
Hearing Impaired: 904-259-1443**

Limited English Proficiency (LEP) Guidance:

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:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the County's programs, services or activities.

- The frequency with which LEP individuals come in contact with these programs, services or activities.
- The nature and importance of the program, service, or activity to people's lives and;
- The resources available to the City/County and the likely costs of the LEP services.

Using the 2012 North Florida TPO Limited English Proficiency Plan census data, the County has determined that LEP individuals speaking English less than well represent approximately 3% of the community. The County realizes that such statistical data can be outdated or inaccurate. Given this information, the County reasons that relatively small portions of its service population are LEP speakers.

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.

Persons requiring special language services should contact the County's Title VI/Nondiscrimination Officer:

Name: Mary Chrjapin
Title VI/Nondiscrimination Coordinator
Address: PO Box 183
Address: Sanderson, FL 32087
Email: mary.chrjapin@bakercountyfl.org
Phone: 904-275-2373
Fax: 904-275-2316
Hearing Impaired: 904-259-1443

Public Involvement:

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. BOCC meetings are generally held on the first and third Tuesday of each month at 5:00 pm. Such BOCC and Committee meetings are held at the Baker County Administration Building, 55 North 3rd Street, Macclenny, FL 32063. Persons should check the BOCC's website at www.bakercountyfl.org for a list of scheduled meetings and agendas. Meeting location is accessible to the disabled. The BOCC and/or staff members also attend other Community meetings as necessary.

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:

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County's ADA Officer
Address: 55 North 3rd Street
Address: Macclenny, FL 32063
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Data Collection:

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.

Assurances:

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' and serve two important purposes. First, they document the County's commitment to nondiscrimination and equitable service to its community. The public may view the assurance on the County's website or by visiting the County's main office.

Revised January 26, 2018