Citrus County, Florida, a political subdivision of the State of Florida

Title VI Plan
Related to Transportation Planning Activities
August 22, 2016

http://www.citrusbocc.com

Prepared by:

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Engineering Division
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Recipient Information

Recipient:
Citrus County Board of County Commissioners

Submittal Date:
August 22, 2016

Expiration:
August 22, 2019

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County LAP Administrator
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Introduction

Citrus County, Florida, a political subdivision of the State of Florida as a sub-recipient of Federal funds from agency’s including the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and/or the Federal Motor Carrier Safety Administration (FMCSA), the County is required to submit a Title VI compliance report to the FDOT every three years. This document highlights the County’s efforts with regards to Title VI compliance.

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, creed, sex, age, or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 13166 addresses services to those individuals with Limited English Proficiency. Presidential Executive Order 12898 addresses Environmental Justice in minority and low-income populations. To address these federal requirements, the County has developed a Title VI Plan, a Limited English Proficiency Plan (LEP) and an Environmental Justice (EJ) Plan. The following sections provide a summary of the County’s activities relating to those requirements.

Title VI Program and Policy Statement

The County, as the FDOT designated sub-recipient, has a goal not to discriminate against any person with respect to a County program, activity or service. To meet this goal, the County developed a Title VI Program pursuant to Title VI of the Civil Rights Act of 1964 as amended. The County’s Title VI program defines what Title VI is, includes a written process on how to file a Title VI complaint should one arise, and describes the complaint investigation process.

Citrus 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.

This program is consistent with Title VI of the Civil Right Act of 1964, the Civil Right Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the age Discrimination Act of 1975; and Executive Order 12898 (Environmental Justice) and 13166 (Limited English Proficiency).
Public Notification Process

The County’s goal is not to discriminate against any person with respect to a County program or service. This commitment is incorporated into all public outreach efforts to engage all segments of the population in the transportation planning process. The County actively provides information regarding its Title VI obligations to the public using a variety of methods. Information, such as reference to the FDOT circulars and the County Title VI and LEP programs and complaint procedure, is available, upon request at the County office’s, on the County’s website, at the agencies included on the list of County’s Environmental Justice Program Participants (see Appendix B) consultants, subgrantees and contracted transportation providers. Notice of the non-discrimination policy is included in all County contracts, public meeting and bid advertisements. The County, as well as each subgrantee and transportation provider must certify each year that there have been no Title VI complaints or lawsuits.

As a policy, County staff is educated on the Title VI requirements including how to assist a person who has limited English proficiency. The non-discrimination clauses (see Appendix A) are included in all consultant contracts and sub-grantee agreements. The following statement is posted in the County office: “The Citrus County Board of County Commissioners does not discriminate on the basis of race, color, creed, sex, age, or national origin in administration of its programs, activities or services.”

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 the county’s programs, services or activities may file a complaint with the county’s Title VI/Nondiscrimination Coordinator:

To find out more, visit: [http://www.citrusbocc.com](http://www.citrusbocc.com)

OR Contact:

Jessica Flynn,
Title VI Nondiscrimination Coordinator
3600 W. Sovereign Path
Lecanto, FL, 34461
Phone: (352) 527-5370 ext. 5361
Fax: (352) 527-5372
Email: [Jessica.Flynn@citrusbocc.com](mailto:Jessica.Flynn@citrusbocc.com)

Inclusive Public Participation

The County seeks out and considers viewpoints of low-income, minority, elderly, disabled, LEP, ethnic and religious groups in the course of conducting public outreach and involvement activities in regards to transportation planning activities. The County has in place a Public Participation Plan that includes an objective to involve the traditionally underserved in transportation planning issues. The County is also actively pursuing the use of Social Media (Facebook, Twitter, YouTube, etc.) in order to expand its public outreach efforts.

Public Outreach Activities:

- **County Website and Publications:** The County includes information on its website regarding County planning activities and the Title VI and LEP programs. The Title VI complaint procedure and complaint forms are accessible on the website, at all county government offices, and at the agencies listed in Appendix B. County board meetings are broadcast live and are video archived on the Clerk of the Circuit Court and Comptroller’s website (http://citruscountyfl.iqm2.com/Citizens/default.aspx) also. The County can supply most documents, upon request, in a variety of alternative formats. Documents that have a wide distribution such as the County newsletter, the Capital Improvement Program and the Long Range Transportation Plan (LRTP) can all be made available for LEP persons upon request. When conducting public meetings and workshops, staff tries to anticipate the targeted audience and have translators and suitable materials in alternative formats available.

- **Public Meetings:** County staff hosts and participates in many public meetings and workshops to share information about the County programs, activities and services and to voluntarily collect information from users of these programs. The primary means of public outreach to low-income, minority, elderly, disabled, ethnic and religious groups and their concerns are implemented by the County’s Transportation Disadvantaged Program (TD Program). At many of these events, County staff receives input from disadvantaged citizens, including senior citizens, minorities, low-income and persons with physical or mental disabilities regarding transportation issues and concerns. All County sponsored meetings or workshops are conducted in ADA accessible locations and have readily available access to transit. Availability of language assistance stated in English and Spanish is included in each meeting and workshop notice.

- **Public Hearings:** The County conducts formal public hearings and provides opportunities for citizen input on County programs and transportation planning activities. Public hearings are conducted annually for the TD Program and adoption of the Capital Improvement Program. Public hearings are also conducted for the Hernando/Citrus MPO’s Long Range Transportation Plan Updates and the Transportation Disadvantaged Program Service Plan update. Public hearing notices are placed in the local newspapers and emailed to the County’s mailing list, posted in the County office’s, and on the website, and at the agencies listed in Appendix B. Availability of language assistance for any LEP individual is included in each notice.
- **Surveys**: County staff utilizes survey instruments on its website, distributed through email and direct mail; and at various workshops to voluntarily collect public input. Lobby and bus surveys have been used to collect information from disadvantaged citizens receiving transportation service from the Citrus Transit Program. They are often tailored to garner information from targeted populations such as transit riders, the elderly or minority persons. Staff considers the needs of those who cannot read or write and will verbally read the survey and record the respondent’s comments. Surveys have also been made available in alternative formats such as large type and Spanish.

### Record of Title VI Investigations, Complaints or Lawsuits

The County maintains a file for Title VI complaints, investigations and lawsuits. To date, there are no known investigations, complaints or lawsuits.

<table>
<thead>
<tr>
<th>Investigations</th>
<th>Date (Month, Day, Year)</th>
<th>Summary (include basis of complaint: race, color, or national origin)</th>
<th>Status</th>
<th>Action(s) Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td></td>
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<tr>
<td>2.</td>
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</tr>
</tbody>
</table>

| Lawsuits |                        |                                                                     |        |                 |
|----------|-------------------------|                                                                     |        |                 |
| 1.       |                         |                                                                     |        |                 |
| 2.       |                         |                                                                     |        |                 |

| Complaints |                        |                                                                     |        |                 |
|------------|-------------------------|                                                                     |        |                 |
| 1.         |                         |                                                                     |        |                 |
| 2.         |                         |                                                                     |        |                 |

*(Remainder of this page intentionally left blank)*
Signed Title VI Nondiscrimination Assurance

Pursuant to Section 9 of US DOT Order 1050.2A, the Board of County Commissioners of Citrus County, Florida, a political subdivision of the State of Florida assures the Florida Department of Transportation (FDOT) 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, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Board of County Commissioners of Citrus County, Florida, a political subdivision of the State of Florida further assures FDOT that it will undertake the following 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 Appendices A and E 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.

Signature: ___________________________________________ Date: August 22, 2016
Ronald E. Kitchen Jr., Chairman
Board of County Commissioners of
Citrus County, Florida, a political
subdivision of the State of Florida
Sub Recipient Title VI Assistance and Guidance

The County does not currently have any agreements in place with sub-recipients and/or sub-grantees. If such agreements are entered into with either party, it will actively assist its sub-recipients/sub-grantees in complying with the general Title VI reporting requirements in the following manner:

Education:

- Each sub-recipient/sub-grantee and program participant would be provided with plan documents and/or internet links to the County’s Title VI plan. The plan would include information on informing their beneficiaries of their rights under Title VI and procedures on how to file a complaint.

Enforcement:

- Each County sub-recipient/sub-grantee and program participant contract or agreement would include the Civil Rights clauses (see Appendices A and E) and the internet link to the County’s Title VI plan.

- Each sub-grantee and program participant will be required to certify annually that their organization has not had any Title VI complaints or active lawsuits with respect to service or other transit benefits.

- The County’s Title VI Coordinator will monitor the flow down of Title VI requirements associated with the sub-recipient/sub-grantee’s third party contracts.

(Remainder of this page intentionally left blank)
Title VI Complaint Process and Procedures

Citrus County’s Title VI Nondiscrimination Complaint Procedure

Title VI of the Civil Rights Act of 1964 as amended prohibits discrimination on the basis of race, color, creed, sex, age or national origin for programs and activities receiving federal financial assistance. As a recipient of federal financial assistance, the Board of County Commissioners of Citrus County, Florida, a political subdivision of the State of Florida has in place a Title VI complaint procedure.

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, from The Board of County Commissioners of Citrus County, Florida, a political subdivision of the State of Florida administration of federally funded programs, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. (Note: If the person filing a complaint believes they have been discriminated against by another branch of the Citrus County Government, they are directed to contact the Citrus County Office of Human Resources at (352) 527-5370. All written complaints received by the County are referred immediately by the County’s Title VI Coordinator, Jessica Flynn, to the FDOT’s District Seven Title VI Coordinator for processing in accordance with approved State procedures.

Written complaints may be sent to:
Jessica Flynn,
Title VI Nondiscrimination Coordinator
3600 W. Sovereign Path
Lecanto, FL, 34461
Phone: (352) 527-5370 ext. 5361
Fax: (352) 527-5372
Email: Jessica.Flynn@citrusbocc.com

Hearing Impaired: https://www.fcc.gov/consumers/guides/711-telecommunications-relay-service

The above notice is posted in the following locations:
- ALL Citrus County government offices;
- on the BOCC website;
- at the transit operators offices;
- on ALL transit vehicles;
- at ALL EJ participant offices;

2. The County’s Title VI Coordinator shall resolve verbal and non-written complaints received by the County informally. If the issue has not been satisfactorily resolved through informal means, or if at any time the complainant requests to file a formal written complaint, the Complainant shall be referred to the FDOT’s District Seven Title VI Coordinator for processing in accordance with approved State procedures.
3. The County’s Title VI Coordinator will advise the FDOT’s District Seven Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT’s District Seven Title VI Coordinator:

(a) Name, address, and phone number of the Complainant;
(b) Name, address, and phone number of the County;
(c) Basis of complaint (i.e., race, color, creed, national origin, sex, age, disability, religion, familial status or retaliation);
(d) Date of alleged discriminatory act(s);
(e) Date complaint received by the County;
(f) A statement from the complainant;
(g) Other agencies (state, local or Federal) where the complaint has been filed; and
(h) An explanation of the actions the County has taken or proposed to resolve the allegation(s) raised in the complaint.

4. Within ten (10) calendar days, the County’s Title VI Coordinator will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT’s Equal Opportunity Office (EOO).

5. Within thirty (30) calendar days, the County’s Title VI Coordinator will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the County Administrator.

6. Within sixty (60) calendar days of the verbal or non-written allegation(s) receipt, the County Administrator will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT’s EOO if they are dissatisfied with the final decision rendered by the County. The County’s Title VI Coordinator will also provide the FDOT’s District Seven Title VI Coordinator with a copy of this decision and summary of findings.

7. The County’s Title VI Coordinator will maintain a log of all verbal and non-written complaints received by the recipient. The log will include the following information:

(a) Name of Complainant;
(b) Name of Respondent;
(c) Basis of complaint (i.e., race, color, creed, national origin, sex, age, disability, religion, familial status or retaliation);
(d) Date verbal or non-written complaint was received by the recipient;
(e) Date recipient notified the FDOT’s District Seven Title VI Coordinator of the verbal or non-written complaint; and
(f) Explanation of the actions the County has taken or proposed to resolve the issue raised in the complaint.
<table>
<thead>
<tr>
<th>Name:</th>
<th>Telephone (home):</th>
<th>Telephone (work):</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City, State, Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of County Staff Person that You Believe Discriminated Against You:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>----------</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Date of Alleged Incident:</th>
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</table>

<table>
<thead>
<tr>
<th>You were discriminated because of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Race  □ Retaliation  □ Sex  □ Familial Status  □ Religion</td>
</tr>
<tr>
<td>□ Color  □ National Origin (Language)  □ Age  □ Disability  □ Other</td>
</tr>
</tbody>
</table>

Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FORMULARIO DE QUEJA  
CONDADO DE CITRUS

<table>
<thead>
<tr>
<th>Nombre de la persona discriminada:</th>
<th>Nºmero de Teléfono (residencia):</th>
<th>Nºmero de Teléfono (trabajo):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dirección de Residencia (Nºmero y calle, nºmero de departamento):</td>
<td>Ciudad, Estado y Código Postal de Residencia:</td>
<td></td>
</tr>
</tbody>
</table>

| Nombre de la persona que discriminó contra usted, y nombre de la dependencia (si lo sabes): |
| Dirección de la persona o dependencia que discriminó contra usted: | Ciudad, Estado y Código Postal de la persona o dependencia que discriminó contra usted: |

| Fecha del incidente discriminatorio: |
| Causa de la discriminación: |
|☐ Raza | ☐ Retalición | ☐ Sexo | ☐ Estado Civil | ☐ Religión |
|☐ Color de Piel | ☐ Nacionalidad | ☐ Edad | ☐ Impedimento Físico o Mental | ☐ Otro |

Explique claramente como sucedió la discriminación y quienes participaron en ella. Incluya en su explicación cualquier conocimiento que tenga de tratamiento diferente a otras personas. Adjunte cualquier otro escrito relacionado con su caso.

Firma:  Fecha:
Access for LEP Persons

To provide meaningful access to County programs and services to persons who are Limited English Proficient (LEP), the County developed a LEP Plan in 2016. The LEP Plan serves as a training tool and guide for County staff on how to recognize a person who may need language assistance and how to provide that assistance. Using the 2010 Census Bureau, 2013 ACS and the Florida Department of Education data, the County identified a relatively small portion of its service population are LEP speakers of Spanish.

Sub Recipient LEP Assistance and Guidance

The County actively assists its sub-recipients/sub-grantees and program participants in complying with the general LEP requirements through:

Education:

- Each sub-recipient/sub-grantee and program participant is provided with the plan and/or the Internet link to the County’s LEP plan. The LEP plan also includes information on informing their beneficiaries of their rights under Title VI and procedures on how to file a complaint.

- The County posts a sign in the lobby area or at the reception desk indicating the availability of language assistance where in-person contact with beneficiaries is likely.

- The County also provides LEP program information to all of the agencies listed in Appendix B.

Enforcement:

- Each County sub-recipient/sub-grantee and program participant contract or agreement includes the Civil Rights clauses (see Appendices A and E) and internet link to the County’s LEP plan.

- The County Title VI Coordinator monitors the flow down of LEP requirements associated with the sub-recipient/sub-grantee’s third party contracts.

Record of Language Assistance

The County maintains a file for language assistance requests. To date, no requests have been received.
Environmental Justice (EJ)

Principles

The County seeks to achieve environmental justice by addressing three principles:

1. To avoid, minimize or mitigate the disproportionately high and adverse health, social and economic effects on minority and low-income populations;
2. To ensure full and fair participation by all potentially affected communities in the transportation decision-making process; and
3. To collect and analyze data relating to environmental justice.

Goals

The County will continue to monitor impacts to the minority and low-income populations that could be affected by any of its programs or policies. By conducting analysis of these impacts, the County will ensure that no disparate treatment or consequences result from any of its activities. This analysis has been a useful tool in examining the distribution of transportation planning impacts on the traditionally underserved populations. Using this tool the County has developed strategies to address environmental justice that are integrated throughout its numerous planning processes, programs and activities. The following plans contain significant elements that support environmental justice goals:

- The Capital Improvement Plan (CIP) – Elements of the plan address the County’s commitments to a safe and efficient transportation and multi-modal system and to keeping communities intact and to provide information and opportunities for input from the traditionally underserved.

- The Title VI Complaint Process provides a procedure for individuals who believe they were subjected to discrimination or retaliation through the County’s programs or activities. The County recognizes that the Spanish-speaking population of this county is a relatively small portion of the population, as indicated in the 2010 Census and 2013 ACS. Regardless of the population size, a Spanish language complaint form is provided.

- The Limited English Proficiency (LEP) Plan describes the County’s commitment to provide language assistance for LEP persons seeking meaningful access to County programs, as required by Executive Order 13166.
Qualitative and Quantitative Data Gathering

The County will conduct periodic Environmental Justice (EJ) studies when warranted. Information drawn from the results of these studies is useful in developing subsequent County plans.

- *The Demographic Analysis for Environmental Justice* uses the 2010 Census data to determine the broad geographic location, total number and percentage of population groups (see Appendix C) addressed by the *U.S. Department of Transportation Order on Environmental Justice and Executive Order 12898*.

- In the future, studies consisting of interviews of representatives with health and social service organizations in the community will be performed to obtain a clearer picture of where minority groups and low-income persons can be found and what types of barriers they face in gaining access to transportation services.

Required Consultant and Sub-grantee Title VI Contract Clauses

As a policy, the following civil rights clauses regarding non-discrimination are included in all County contracts and sub-grantee agreements:

CIVIL RIGHTS – The following requirements apply to this AGREEMENT:


   “The CONSULTANT or SUBGRANTEE shall not discriminate on the basis of race, age, creed, disability, marital status, color, national origin, or sex in the performance of this contract. The CONSULTANT or SUBGRANTEE shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the CONSULTANT or SUBGRANTEE to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy, as the County deems appropriate.”

Each subcontract the CONSULTANT or SUBGRANTEE signs in regards to this federal aid PROJECT must include the assurance in this paragraph (see 49 CFR 26.13(b)). The CONSULTANT or SUBGRANTEE agrees to comply with applicable federal implementing regulations and other implementing requirements FDOT may issue.
b. Equal Employment Opportunity – The following equal employment opportunity requirements apply to this AGREEMENT:

(1) Race, Color, Creed, National Origin, Sex – In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, 23 U.S.C. § 324, and Federal transit laws at 49 U.S.C. § 5332, the CONSULTANT or SUBGRANTEE agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the PROJECT. The CONSULTANT or SUBGRANTEE agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FDOT may issue.

(2) Age – In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 through 634, Title 42 U.S.C. § 6101 and Federal transit law at 49 U.S.C. § 5332, the CONSULTANT or SUBGRANTEE agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FDOT may issue.

(3) Disabilities – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the CONSULTANT or SUBGRANTEE agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. Part 1630, and 29 C.F.R. Part 27, pertaining to employment of persons with disabilities. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FDOT may issue.

(4) Access to Services for Persons with Limited English Proficiency – To the extent applicable and except to the extent that FDOT determines otherwise in writing, the CONSULTANT or SUBGRANTEE agrees to comply with the policies of Executive Order No. 13166, “Improving Access to Services for Persons with Limited English Proficiency,” 42 U.S.C. § 2000d-1 note,


(6) Drug or Alcohol Abuse – Confidentiality and Other Civil Rights Protections – To the extent applicable, the CONSULTANT or SUBGRANTEE agrees to comply with the confidentiality and other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 et seq., with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 et seq., and with the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 201 et seq., and any amendments to these laws.

(7) Other Nondiscrimination Laws – The CONSULTANT or SUBGRANTEE agrees to comply with all applicable provisions of other federal laws, regulations, and directives pertaining to and prohibiting discrimination, except to the extent the Federal Government determines otherwise in writing. The CONSULTANT or SUBGRANTEE also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance provided by FDOT, modified only if necessary to identify the affected parties.

(Remainder of this page intentionally left blank)
APPENDICES A and E

Title VI Nondiscrimination Policy Language

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 (7) 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.

(7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
# APPENDIX B
## CITRUS COUNTY
### ENVIRONMENTAL JUSTICE PROGRAM PARTICIPANTS

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact</th>
<th>Agency</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American Club President: Purvis L. Hunt, Jr.</td>
<td>PO Box 641103 Beverly Hills, FL 34464 Tel: (352) 201-4326</td>
<td>Citrus Memorial (HCA) Hospital</td>
<td>502 W. Highland Blvd Inverness, FL 34452 Tel: (352) 726-1551</td>
</tr>
<tr>
<td>Citrus County Habitat for Humanity President/CEO - George Rusaw</td>
<td>7800 W. Gulf to Lake Hwy Crystal River, FL 34429 P.O. Box 1041 Crystal River, FL 34423-1041 Tel: (352)563-2744 Email: <a href="mailto:habitatgeorge@gmail.com">habitatgeorge@gmail.com</a></td>
<td>Wishing Well Center for the Blind Chief Executive Officer: Sylvia Stinson-Perez</td>
<td>6055 N. Carl G Rose Hwy Hernando, FL 34442-2140 Tel: (352) 637-1739 <a href="http://www.lvib.org/contact-us">http://www.lvib.org/contact-us</a></td>
</tr>
<tr>
<td>Children &amp; Families Circuit 5 Administrator: Joelle Aboytes</td>
<td>1601 W. Gulf Atlantic Hwy Wildwood FL 34785 Tel: (352) 330-2162</td>
<td>City of Inverness City Manager: Frank DiGiovanni</td>
<td>212 W. Main St Inverness, FL 34450 Tel: (352) 726-2611</td>
</tr>
<tr>
<td>FL Dept of Education (Vocational Rehabilitation) Supervisor Ashley Harper</td>
<td>Inverness Unit 10AA 204 S. Apopka Ave. Inverness, FL 34452 Tel: (352) 560-6029</td>
<td>Key Training Center Director: Chet Cole</td>
<td>5399 W. Gulf to Lake Hwy Lecanto, FL 34461 Tel: (352) 795-5541 E-Mail: <a href="mailto:info@keytrainingcenter.org">info@keytrainingcenter.org</a></td>
</tr>
<tr>
<td>Dept. of Elder Affairs</td>
<td>1515 E. Silver Springs Blvd, # 203 Ocala, FL 34470 Tel: (352) 620-3461</td>
<td>Hospice of Citrus County &amp; The Nature Coase</td>
<td>PO Box 641270 Beverly Hills, FL 34464 Tel: (866) 642-0962 <a href="http://hospiceofcitrus.org">http://hospiceofcitrus.org</a></td>
</tr>
<tr>
<td>City of Crystal River City Manager: Dave Burnell</td>
<td>123 NW Hwy 19 Crystal River, FL 34428 Tel: (352) 795-4216 <a href="http://www.crystalriverfl.org">http://www.crystalriverfl.org</a></td>
<td>Health Department</td>
<td>3700 W. Sovereign Path Lecanto, FL 34461 Tel: (352) 527-0068</td>
</tr>
<tr>
<td>Spanish American Club of Citrus County: President: Josie Coury</td>
<td>PO Box 2591 Inverness FL 34451-2591 Tel: (352) 422-3785</td>
<td>St. Benedict Catholic Church…. Deacon James R. Pullar, PhD</td>
<td>455 S. Suncoast Blvd Crystal River, FL 34429 Tel: 352-795-4479</td>
</tr>
<tr>
<td>Citrus County Board of County Commissioners Executive Assistant to the Board: Doug Wright</td>
<td>110 N. Apopka Ave. Inverness, FL Tel: (352) 341-6560</td>
<td>Citrus County Social Service</td>
<td>2804 W. Mac Knighton Ct. Lecanto, FL 34461 Tel: (352) 527-5989</td>
</tr>
<tr>
<td>Veterans Services Division Service Officer: Kimberly Stibbs-Menster</td>
<td>2804 W. Marc Knighton Ct. Lecanto, FL 34461 Tel: (352)527-5915 <a href="http://www.citrushboc.com/commserv">http://www.citrushboc.com/commserv</a> /suppserv/vets/veterans.htm</td>
<td>Salvation Army Phillip &amp; W. Lynn Irish</td>
<td>712 S. School Ave Lecanto, FL 34461 Tel:(352) 513-4960</td>
</tr>
<tr>
<td>United Way of Citrus County: Chairman: Dr. Vernon Lawter</td>
<td>1205 NE 5th St., Ste. A Crystal River, FL 34429 Tel:(352) 795-5483 <a href="http://www.citrusunitedway.org/">http://www.citrusunitedway.org/</a></td>
<td>Temporary Assistance to Needy Families (TANF)</td>
<td>Tel: (866) 762-2237 <a href="http://www.myflorida.com/accessflorida">www.myflorida.com/accessflorida</a></td>
</tr>
<tr>
<td>Citrus County Community Support Services: Director: Pat Coles</td>
<td>2800 W. Marc Knighton Ct., Ste. B Lecanto, FL 34461 (352) 527-5900</td>
<td>Citrus County Housing Authority Director: Tammy Harris</td>
<td>Citrus County Housing Services 2804 W. Marc Knighton Ct. Lecanto, FL 34461 Tel: (352) 527-7520</td>
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APPENDIX C

MEDIAN HOUSHELD INCOME AND MINORITY POPULATIONS MAPS

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APPENDIX D

TITLE VI - NOTICE TO PUBLIC

The Board of County Commissioners of Citrus County, Florida, a political subdivision of the State of Florida operates its programs and services without regard to race, color, national origin, age, sex, religion, disability, familial or income status. Any person who believes he or she has been subjected to any unlawful discriminatory practice under Title VI may file a complaint with the Board of County Commissioners.

Any person who believes that he or she, has been subjected to discrimination or retaliation, from the Board of County Commissioners administration of federally funded programs, may file a written complaint. Note: If the person filing a complaint believes they have been discriminated against by another branch of the Citrus County Government, they are directed to contact the Citrus County Office of Human Resources at (352) 527-5370. All written complaints received by the Board of County Commissioners are referred immediately to the FDOT’s District Seven Title VI Coordinator for processing in accordance with approved State procedures.

Written complaints or questions may be sent to:

Jessica Flynn
Title VI Nondiscrimination Coordinator
3600 W. Sovereign Path
Lecanto, FL, 34461
Phone: (352) 527-5370 ext. 5361
Fax: (352) 527-5372
Email: Jessica.Flynn@citrusbocc.com

Hearing Impaired: https://www.fcc.gov/consumers/guides/711-telecommunications-relay-service

If information is needed in another language or accessible in another required format, please contact us at the above phone number and assistance will be provided.

Si necesita información en otro idioma o accesibles en otro formato requerido, por favor contacte con nosotros en el número de teléfono arriba y se prestará asistencia.