

Community Action Commission of Fayette County
1400 US Route 22 NW
Washington Court House, OH 43160
740-335-7282

Notifying the Public of Rights Under Title VI

Fayette County Community Action of Fayette County 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 Community Action Commission of Fayette County.

Title VI: LEP Complaint Process

As a recipient of federal financial assistance, Community Action Commission of Fayette County has in place the following Title VI complaint procedure.

Form FTA C 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" may be viewed upon request. Accessible formats of this document as well as information regarding these accessible formats may be obtained by calling FTA's Administrative Service Help Desk, at 202-366-4865. Individuals with hearing impairments may contact the Federal Relay Service at 1-800-877-8339.

- 1. Submit complaint:** Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation from Community Action Commission of Fayette County 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. Such complaint must be filed within 180 calendar days after the date the person believes the discrimination occurred. To obtain a copy of Title VI/Nondiscrimination Complaint Form contact the Director of Transit, Joy Stanforth, at 740-335-9628 ext 212.

Submit written complaints to:

Bambi Baughn, Executive Director, Community Action Commission of Fayette County
1400 US Route 22 NW
Washington Court House, OH 43160

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination and shall include the following information:

- Name, address, and phone number of the Complainant.
- A written statement of the complaint, including the following details:

2. Review and Response: Upon receipt of the complaint, CACFC shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the Complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to CACFC's processes

relative to Title VI and environmental justice, as appropriate.

The staff review officer(s) shall forward their recommendations to the Director of Transit, for concurrence. If CACFC concurs, the Director of Transit shall issue CACFC's written response to the Complainant, which must be approved by the Executive Director. This response shall be issued no later than 30 calendar days after the date the complaint was received. If more time is required, the Director of Transit shall notify the complainant of the estimated time-frame for completing the review.

3. Appeal: The Complainant may appeal CACFC's response to the complaint by submitting a written appeal to the CACFC Executive Director no later than 15 calendar days after receipt of the CACFC's written response. A response to any appeals will be issued by the CACFC Executive Director within 15 days of receipt.

4. Submission of Complaint to the Ohio Department of Transportation: The Complainant may submit a complaint directly to the Ohio Department of Transportation Office of Equal Opportunity; Mailstop 3270, 1980 West Broad Street, 3rd floor, Columbus, Ohio 43223. Phone: (614) 466-3663; Ohio Relay Service: (800) 750-0750. If you need further assistance you may call the Central Office front desk at (614) 466-7170. A copy of the complaint form that you will need to submit can be found at www.dot.state.oh.us and entering "Title VI Complaint Form" into the web site's search bar. Title VI complaints must be filed within 180 calendar days from the date of the alleged discrimination.

5. Submission of Complaint to the Federal Transit Administration: If the Complainant is dissatisfied with PICCA's resolution of the Complaint, he or she may also submit a complaint to The Federal Transit Administration 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 800-555-1212. In accordance with Chapter VII, Title VI Discrimination Complaints, of Federal Transit Administration Circular 4702.1B, such a complaint must be submitted within 180 calendar days after the date of the alleged discrimination. Chapter IX of the FTA Circular 4702.1B, which outlines the complaint process to the Department of Transportation, may be obtained online at www.fta.dot.gov. Paper copies of the circular may be obtained by calling FTA's Administrative Services Help Desk, at 202-366-4865. These procedures do not deny the right of the complainant to file formal complaints with other state or Federal agencies or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

6. ATTENTION: ODOT and FTA are to be contacted *only* with Title VI: LEP concerns relevant to CACFC's transportation programs.

For more information on CACFC's civil rights program, and the procedures to file a complaint, please contact Bambi Baughn at 740-335-7282.

This information is available in other languages upon request by contacting CACFC at 740-335-7282.

Community Action Commission of Fayette County
1400 US Route 22 NW
Washington Court House, OH 43160
740-335-7282

Public Participation Plan

- **Notification:** CACFC will post notifications of its compliance with Title VI regulations, the Public Rights granted under Title VI, as well as the procedure for filing a Title VI complaint on PICCA's website, the PICCA office lobby, and in all of PICCA's vehicles. All literature pertaining to PICCA's transit program designed for distribution amongst the public will also illustrate it is compliant with all Title VI regulations.
 - **Resources:** CACFC staff will create a tracking system to record requests made by any individual with limited English proficiency. CACFC will work with local translators to create and make available alternate formats of our current printed and electronic publications in Spanish.
 - We continue to work with our local Job & Family Services, Homeless Services and Independent Living Centers to engage minority and limited English proficient populations in Fayette County. We have translators for the deaf at The Rose Community Center. For any additional translation needs CACFC staff will utilize the translation service Language Line Services at 1-800-752-6096, opt. 2. or via email at customer-care@languageline.com.
 - **Translation materials:** CACFC will work with local translators to create the following materials to be available in Spanish: page on the CACFC website, Elderly and Disabled application, transit brochure. CACFC will post signs notifying the public of the alternate forms and will also notify local agencies and organizations of these materials when they are available.
 - **Outreach efforts:** CACFC will include information pertaining to LEP in the annual surveys, conduct focus groups to develop an evaluation tool to assess the LEP service provision. CACFC will also work with our local shelters to help promote the LEP plan. Information pertaining to enforcement of Title VI and help those with LEP will be distributed during quarterly Transportation Coordination Committee meetings in which local agencies come to discuss transportation concerns within the community, and it is an open forum for the public to come and discuss their concerns.
 - CACFC will review the LEP plan on an annual basis. This review will include staff training on the LEP policy and procedures to ensure everyone at CACFC knows how to appropriately and efficiently handle any experience or communication barrier that may arise.
-
-

Title VI Data Collection Form

2015 Data

Purpose: The FTA requires ODOT and transit systems to provide certain types of demographic information in order to determine the number of minority persons served in its transit service area. ODOT has determined it is necessary to collect this data in the form of Transit Clients served.

Please complete the form using the number of **transportation clients served**. An individual client may be reported as **both** a low-income and minority client. **Only report the transit system's clients served. DO NOT** report US Census percentages or passenger trips. **Use your client database** to determine the number of low income and/or minority clients. Use agency contract data if available. If you don't have that information, provide your best estimate and footnote how you arrived at that estimate at the bottom of the page. Please use 2011 data.

Transportation Clients Served	Category
	<u>Low-Income</u> means a person whose median household income is at or below the Department of Health and Human Services' poverty guidelines.
<u>Minority Persons</u> include the following:	
	American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
	Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
	Black or African American Populations, which refers to peoples having origins in any of the Black racial groups of Africa.
	Hispanic or Latino Populations, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
	Native Hawaiian and Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

*Footnote: