



County Administrator
Allen J. Massey

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

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TITLE VI / NONDISCRIMINATION NOTICE TO THE PUBLIC

Policy Statement

Washington County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, Washington 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 decision-making process. Thus, Washington 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, Washington 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.

Complaint Procedures

Washington 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 Washington County's programs, services or activities may file a complaint with the Washington County Title VI/Nondiscrimination Coordinator

Karen Shaw
Title VI Coordinator
1331 South Boulevard
Chipley, FL 32428
Email: Kshaw@washingtonfl.com

Phone: 850-638-6058

Fax: 850-638-6079

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 Title VI/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 Washington County be unable to satisfactorily resolve a complaint, the complaint will be forwarded, along with a record of its disposition to the appropriate District of the Florida Department of Transportation (FDOT).

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.

Washington County will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. Washington 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.

Washington County encourages the public to report any facility, program, service or activity that appears inaccessible to those who are disabled. Furthermore, Washington 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, Washington County asks that requests be made at least seven (7) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to Washington County's ADA Officer:

Karen Shaw
Title VI Coordinator
1331 South Boulevard
Chipley, FL 32428
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Phone: 850-638-6058
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Limited English Proficiency (LEP)

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 the four following factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by Washington County's programs, services or activities.
 - Using census data, Washington County has determined that LEP individuals speaking English less than well represent approximately 1.8% of the community. Washington County realizes that such statistical data can be outdated or inaccurate. Therefore, Washington County contacted local law enforcement, social services agencies and the school board to determine the proportion of LEP served by those entities. Spanish was reported to be the prevalent LEP language and an estimation of less than 1% of calls for service for these agencies was in the Spanish language. Given this information, Washington County reasons that a very small portion of its service population is LEP speakers of Spanish.
- The frequency with which LEP individuals come in contact with these programs, services or activities.
 - Washington County has not received any requests for translation or interpretation of its programs, services or activities into Spanish or any other language.
- The nature and importance of the program, service, or activity to people's lives.
 - Washington County believes that transportation is of critical importance to its public, as access to health care, emergency services, employment, and other essentials would be difficult or impossible without reliable transportation systems. In that spirit, Washington County must ensure that all segments of the population, including LEP persons, have been involved or have the opportunity to be involved in the planning process to be consistent with its nondiscrimination goals.
- The resources available to Washington County and the likely costs of the LEP services.
 - Washington County is fortunate to have a good working relationship with Northwest Florida Community Hospital, which maintains an active list of Spanish interpreters that may be utilized when needed. Given the size of the Spanish LEP population and current financial restraints, full language translations of plan documents are not considered warranted or cost feasible at this time. However, Washington County has committed to the following:
 - Maintain a list of employees who competently speak Spanish and 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 Spanish of the availability of LEP assistance in public meeting notices and on public involvement event signage in areas identified as having higher LEP populations.
 - Develop agreements with local agencies to provide oral and written LEP services with reasonable notification.

Washington 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 Washington County's Title VI/Nondiscrimination Officer:

Karen Shaw

Title VI Coordinator

1331 South Boulevard

Chipley, FL 32428

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Fax: 850-638-6106

Public Involvement

In order to plan for efficient, effective, safe, equitable and reliable transportation systems and other county services, Washington County must have the input of its public. Washington County spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. Washington County holds a number of transportation meetings, workshops and other events designed to gather public input on project planning and construction. Further, Washington County attends and participates in other community events to promote its services to the public. Finally, Washington County is constantly seeking ways of measuring the effectiveness of its public involvement.

Persons wishing to request special presentations by Washington County; volunteer in any of its activities or offer suggestions for improvement of Washington County public involvement may contact:

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Data Collection

Federal Highway Administration 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. Washington County accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its community development department and other methods. From time to time, Washington 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 Washington County with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to Washington County will always be voluntary and anonymous. Moreover, Washington County will not release or otherwise use this data in any manner inconsistent with the federal regulations.

Assurances

Every three years, or commensurate with a change in Washington County executive leadership year, Washington 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 Washington County's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which Washington County may be held liable for breach. The public may view the annual assurance on Washington County's website or by visiting Washington County's offices.

Adopted this 22nd day of February, 2018 by the Washington County Board of County Commissioners.



Tray Hawkins, Chairman