

# Title VI Nondiscrimination Policy and Plan

## Policy Statement:

The Brevard County Board of County Commissioners (hereinafter "County") value diversity and welcome input from all interested parties, regardless of cultural identity, background or income level. Moreover, the County believes that the best public policy and governmental services result from careful consideration of the needs of all of its communities and when those communities are involved in the public policy and governmental services decision making process. Furthermore, the County does not tolerate discrimination in any of its programs, services or activities.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "**no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance**" (42 U.S.C. § 2000d).

Brevard County's Title VI/Nondiscrimination Coordinator is the County's Employee Relations Manager who is responsible for civil rights compliance and monitoring to ensure non-discriminatory provision of the County's programs, services, or activities. In addition, the Title VI/Nondiscrimination Coordinator is responsible for implementing all aspects of the Title VI Program. The County Manager, senior leadership, all managers/supervisors, and their staff share in the responsibility for making the County's Title VI Program a success. Implementation of the Title VI Program is accorded the same priority as compliance with all other legal obligations incurred by Brevard County in its financial assistance agreements with the Federal Highway Administration and U.S. Department of Transportation.

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

Juanita D. Jackson

Title VI/Nondiscrimination Coordinator

Address: 2725 Judge Fran Jamieson Way Bldg. B. Viera, Florida 32940

Email: [TitleVI.NondiscriminationCoordinator@brevardfl.gov](mailto:TitleVI.NondiscriminationCoordinator@brevardfl.gov)

Phone: (321) 633-2031

Fax: (321) 633-2036

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The County encourages the filing of a complaint be submitted in writing and contain the name, address, and other information so that you may be contacted in regards to the matter. Please see the attached Title VI Complaint Form. You are asked to provide information regarding: *identity of the complainant; the basis for the allegations (i.e., race, color, national origin, sex, age, disability, religion, income 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.

All complaints will be investigated promptly. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated. The Title VI Nondiscrimination Coordinator will respond to the complaint within thirty (30) days and will take reasonable steps to resolve the matter. If more time is required the Title VI/Nondiscrimination Coordinator shall notify the complainant of the anticipated timeframe for completing the review. The County's Title VI/Nondiscrimination Coordinator shall have easy access to the County Manager. Should the County be unable to satisfactorily resolve the complaint, the Title VI/Nondiscrimination Coordinator will forward the complaint, along with a record of its disposition, to the appropriate Federal and/or State agency for further processing.

Should the complainant be unable or unwilling to file a complaint with the County, or if the complainant is dissatisfied with the County's handling of a complaint, the written complaint may be submitted directly to the United States Department of Justice.

United States Department of Justice Civil Rights Division

Federal Coordination and Compliance Section, NWB

950 Pennsylvania Avenue, N.W.

Washington, D.C. 20530

Title VI Hotline: 1-888-TITLE-06

(1-888-848-5306) (Voice / TTY)

[Link to United States Department of Justice](#)

## **Americans with Disabilities Act/504 Statement:**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 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 County programs, service 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 encourages the public to report any facility, program, service, or activity that appears inaccessible to the 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 five (5) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the County's Americans with Disabilities Officer:

Brian Breslin American with Disabilities Officer

Address: 2725 Judge Fran Jamieson Way, Bldg. B., Viera, FL 32940

Email: [TitleVI.ADA@brevardfl.gov](mailto:TitleVI.ADA@brevardfl.gov)

Phone: (321) 637-5347

Fax: (321) 633-2170

Hearing Impaired: Florida Relay 7-1-1

## **Limited English proficiency Guidance:**

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from federal agencies 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 limited English proficiency services are required and in which languages, the law requires the analysis of four (4) factors:

- The number or proportion of Limited English proficiency persons eligible to be served or likely to be encountered by the County's programs, services, or activities.
- The frequency with which Limited English Proficiency individuals come in contact with these programs, services, or activities.
- The nature and importance of the program, service, or activity to people's lives.

- The resources available to the County and the costs of the Limited English Proficiency services.

1. Using census data, the County has determined that limited English Proficiency individuals speaking English less than well represent approximately 3% of the community. The County realizes that such statistical data can be outdated or inaccurate. Therefore, the County contacted County departments, local law enforcement, social service agencies and schools to determine the proportion of limited English proficiency persons served by those entities. Spanish was reported to be the prevalent limited English proficiency language calls for service for these agencies were limited English proficiency Spanish speakers. Given this information, the County reasons that relatively small portions of its service population are limited English proficiency speakers of Spanish.

2. The County believes that housing assistance, emergency management, emergency medical services and solid waste collection are of critical importance to the citizens of Brevard County. In that spirit, the County has various documents for each department translated into Spanish. Additionally, the County will post this policy and plan in Spanish and English on the County website so every member of the public is aware of its nondiscrimination and public involvement policies.

3. The County occasionally receives requests for translation or interpretation of its programs, services, or activities in Spanish.

4. The County is fortunate to have several employees who speak Spanish. This allows translation to be conducted between Spanish speaking members of the County and the employees of the County. Additionally, the County shall maintain a contract with a qualified vendor who can provide on-call translation services for Spanish and most other languages spoken by anyone who may be in the United States.

The analysis of these findings suggests that the following limited English proficiency services are needed:

- Continue to provide the documents that are currently provided in Spanish, adding and discontinuing documents based upon demand.
- Maintain a list of employees who speak Spanish and other languages and who are willing to provide translation or interpretation service
- Distribute the list to staff that regularly have contact with the public.
- Provide notification in Spanish of the availability of limited English proficiency assistance in public meeting notices and on public involvement event signs.

- Attain an agreement with a qualified vendor who can provide oral limited English proficiency services, as needed.

The County understands that its community demographics are ever changing and the four factors of analysis may reveal the need for more limited English proficiency services in the future. As such, it will biennially examine its limited English proficiency 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 Coordinator:

Juanita D. Jackson

Title VI/Nondiscrimination Coordinator

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Email: [TitleVI.NondiscriminationCoordinator@brevardfl.gov](mailto:TitleVI.NondiscriminationCoordinator@brevardfl.gov)

Phone: (321) 633-2034

Fax: (321) 633-2036

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### **Public Involvement:**

In order to plan for the efficient, effective, safe, equitable and reliable government services, the County must have the input of its citizens. The County spends extensive staff and financial resources in an effort towards this goal and strongly encourages the participation of the entire community. Any person may attend any County Commission meeting and speak during the hearing of the public portion of the agenda concerning a matter of County business of concern to the person. County Commission meetings are generally held the second Tuesday of each month at 5:00 pm and the fourth Tuesday of each month at 9:00 am. Meetings are held in the Commission Chambers, 2725 Judge Fran Jamieson Way, Building C, 1<sup>st</sup> Floor, Viera, FL 32940. Person should check the County's website, [Link to Brevard County website](#) for any changes to meeting dates, times, and location.

Meeting locations are accessible to the disabled.

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:

Juanita D. Jackson

Title VI/Nondiscrimination Coordinator

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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 or those affected by transportation programs, services, and activities. The County accomplishes this through the use of census data, American Community Survey reports, 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 outreach and measures effectiveness. Self-identification of personal data to the County will always be voluntary and anonymous. Furthermore, the County will not release or otherwise use this data in any manner inconsistent with Federal laws and regulations.

**Assurances:**

Every three years the County must certify to the Federal Highway Administration and Florida Department of Transportation that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed "assurances" and document the County's commitment to nondiscrimination and equitable service to the community. The public may view the assurances on the County's website or by visiting the County's office.