

TITLE VI POLICY FOR LACRC/SCDDS

Board Policy:

In accordance with the provisions of the Americans with Disabilities Act and the Civil Rights Act of 1964, LACRC/SCDDS does not discriminate on the basis of disability, race, color, national origin or gender. 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. Section 2000d).

INFORMATION & PROCEDURES

Title VI Coordinator Contact Information

Jeremy Topping, Program Director, 1205 Congress Dr Trinidad, CO 81082. 719-846-33888

Title VI Information Dissemination

Title VI information is prominently displayed in vehicles purchased with grant funds administered through FTA as follows:

"TITLE VI--NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

SEC. 601. 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. If you feel you have been discriminated against, please contact your Case Manager, Program Supervisor or Transportation Specialist to complete a Title VI Complaint Form." Any additional information relating to Title VI nondiscrimination obligation can be obtained from the Title VI Coordinator/ Transportation Specialist.

LACRC/SCDDS Equal Employment Opportunity/ Affirmative Action Policy can be found in section 100.02 of the Employee Handbook and is the foundation of the organizations non-discrimination policy which is "to prevent discrimination based on race, age, sex, color, national origin, HIV, or AIDS status, and physical or mental disability in every area of its services."...

Each new employee of LACRC/SCDDS receives their own copy of the Employee Handbook which is reviewed during initial training. The employee is required to sign a statement of understanding when signing for the above handbook. This statement is kept in the employee personnel file.

Public Participation

All vehicles purchased with grant funds have a decal with the Title VI Notification prominently displayed inside the vehicle. The Title VI Policy is also available on the organization web site www.scdds.com. LACRC/SCDDS Board meetings will be held at the Main Offices, located at 1205 Congress Dr, Trinidad, Colorado and 330 West Ninth St, Walsenburg, Colorado. These locations are ADA accessible and meetings are open to the public. Any change in meeting location is communicated via the agency's website. All board meetings will be advertised on the LACRC/SCDDS Web site. LACRC/SCDDS www.scdds.com Currently LACRC/SCDDS does not have any non-elected committees or councils.

This Title VI policy will be kept on file at the LACRC/SCDDS office at 1205 Congress DR Trinidad CO 81082 and also accessible via the agency's website.

Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to the Title VI plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

Limited English Proficiency

LACRC/SCDDS is focused on supporting individuals with developmental disabilities. This includes individuals who have difficulty speaking and individuals with little or no language development. The predominant languages in the service area are English and Spanish. LACRC/SCDDS does not discriminate against any person because of their language. To the extent practical, LACRC/SCDDS will post Signage (Primarily the Bus Schedule) in Spanish on Transit vehicles used for general public Transportation if applicable.

Title VI Complaint Procedures

The complainant may file a signed, written complaint up to 30 days from the date of the alleged discrimination. The complainant is encouraged to file the complaint as soon as possible after the incident. The complaint should include the following information:

1. Your name, mailing address, and how to contact you (i.e. telephone number, email address, etc.)
2. How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
3. Other information that you deem significant.

The Title VI Complaint Form (see appendix A) may be used to submit the complaint information. The complaint may be filed in writing with LACRC/SCDDS at the following address:

LACRC/SCDDS
Attn: Program Director/ Title VI Coordinator 1205
Congress Dr
Trinidad, CO 81082

NOTE: LACRC/SCDDS encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 30 days from the alleged date of discrimination.

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by LACRC/SCDDS will be directly addressed by LACRC/SCDDS. LACRC/SCDDS shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, LACRC/SCDDS shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

LACRC/SCDDS will send a final written response letter to the complainant that will notify them of the outcome of the complaint. In the letter notifying complainant that the complaint is not substantiated the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from LACRC/SCDDS, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 10 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by LACRC/SCDDS, a written response will be drafted subject to review by the Executive Director. If appropriate, the Executive Director may administratively close the complaint. In this case, LACRC/SCDDS will notify the complainant of the action as soon as possible.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

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 the complaint is by a Senior Citizen, a complainant may also file with:

LACRC/SCDDS,
1205 Congress DR
Trinidad, Colorado 81082