Title VI Plan

Date Adopted: December 3, 2014
1.1 Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Taliaferro County Transit may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form (refer to Appendix E). Taliaferro County Transit investigates complaints received no more than 180 days after the alleged incident. Taliaferro County Transit will process complaints that are complete.

Once the complaint is received, Taliaferro County Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Taliaferro County Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Taliaferro County Transit may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Taliaferro County Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on the Taliaferro County website (www.taliaferrocountyga.org). This will be under Taliaferro County government.

1.2 Complaint Form

A copy of the complaint form in English is provided in Appendix E and on Taliaferro County’s website (www.taliaferrocountyga.org).

1.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients (GDOT) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Taliaferro County Transit will submit Title VI Plans to GDOT for concurrence on an annual basis or any time a major change in the Plan occurs.
Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

1.4 Sub-recipient Assistance and Monitoring

Taliaferro County Transit does not have any sub-recipients to provide monitoring and assistance to. As a sub-recipient to GDOT, Taliaferro County Transit utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed. In the future, if Taliaferro County Transit has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.

1.5 Sub recipients and Subcontractors

Taliaferro County Transit is responsible for ensuring that subcontractors (TPOs) are in compliance with Title VI requirements. Sub recipients may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. Taliaferro County Transit, subcontractors, and/or TPOs may not discriminate in their employment practices in connection with federally assisted projects. Subcontractors and TPOs are not required to prepare or submit a Title VI Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

Nondiscrimination Clauses

During the performance of a contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “Contractor”) must agree to the following clauses:

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 subcontractor’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 Georgia Department of Transportation and/or the Federal Transit 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 Georgia Department of Transportation, and/or the Federal Transit 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, Taliaferro County Transit shall impose contract sanctions as 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 (6) in every subcontract, including procurement 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 Taliaferro County Transit, Georgia Department of Transportation, and/or the Federal Transit Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

Disadvantaged Business Enterprise (DBE) Policy

As a condition of your agreement with GDOT, Taliaferro County Transit and its contractors and subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of contracts. Taliaferro County Transit and its contractor and subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of GDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

E-Verify

As a condition of your agreement with GDOT, vendors and contractors of Taliaferro County Transit shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the vendor or contractor while contracted with Taliaferro County Transit. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for Taliaferro County Transit shall likewise utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor while working for Taliaferro County Transit.
Taliaferro County Transit

- Taliaferro County Transit 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 Taliaferro County Transit.

- For more information on Taliaferro County Transit’s civil rights program, and the procedures to file a complaint, contact 706-456-2229, (TTY 706-456-2229); email taliaferro@nu-z.net; or visit our administrative office at 113 Monument St. Crawfordville, GA 30631. For more information, visit www.taliaferrocountyga.org.

- If information is needed in another language, contact 706-456-2229

- You may also file your complaint directly with the FTA at: 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
# Taliaferro County Transit
**Title VI Complaint Form**

## Section I:

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<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Telephone (Home):</td>
<td>Telephone (Work):</td>
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<tr>
<td>Electronic Mail Address:</td>
<td></td>
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</tbody>
</table>

## Section II:

**Are you filing this complaint on your own behalf?**

- Yes*  
- No

*If you answered "yes" to this question, go to Section III.

If not, please supply the name and relationship of the person for whom you are complaining:

**Please explain why you have filed for a third party:**

________________________________________________________________________

**Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.**

- Yes  
- No

## Section III:

**I believe the discrimination I experienced was based on (check all that apply):**

- [ ] Race  
- [ ] Color  
- [ ] National Origin  
- [ ] Age  
- [ ] Disability  
- [ ] Family or Religious Status  
- [ ] Other (explain) ________________________________

**Date of Alleged Discrimination (Month, Day, Year):**

__________

**Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.**

________________________________________________________________________

________________________________________________________________________

## Section IV:

**Have you previously filed a Title VI complaint with this agency?**

- Yes  
- No
**Section V**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

[ ] Yes  [ ] No

If yes, check all that apply:

[ ] Federal Agency: ____________________________
[ ] Federal Court ____________________________  [ ] State Agency ________________
[ ] State Court ____________________________  [ ] Local Agency ________________

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

**Section VI**

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

_____________________________  __________________________
Signature  Date

Please submit this form in person at the address below, or mail this form to:

Taliaferro County Transit Title VI Liaison
PO Box 114
Crawfordville, GA 30631