



REFERENCE: 1.9

BOARD ADOPTED DATE: September 7, 2016

REVISED: February 13, 2017

TITLE VI POLICY

Board Policy:

In accordance with the provisions of the Americans with Disabilities Act and the Civil Rights Act of 1964, Inspiration Field 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

Bruce Perkins, Transportation Specialist, 612 Adams Ave. La Junta, CO 81050. 719-384-8741 ext. 136 / bperkins@inspirationfield.org

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.

Inspiration Field's 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 Inspiration Field 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.inspirationfield.org. Inspiration Field Board meetings will be held at the Main Offices, located at 612 Adams Ave, La Junta, Colorado. This location is 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 Inspiration Field Web site. Www.inspirationfield.org. Currently Inspiration Field does not have any non-elected committees or councils.

This Title VI policy will be kept on file at the Inspiration Field office at 612 Adams Ave. La Junta, CO 81050 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

Inspiration Field 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. Inspiration Field does not discriminate against any person because of their language. To the extent practical, Inspiration Field 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 Inspiration Field at the following address:

Inspiration Field
Attn: Transportation Specialist/ Title VI Coordinator
612 Adams Ave.
La Junta, CO 81050

NOTE: Inspiration Field 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 Inspiration Field will be directly addressed by Inspiration Field. Inspiration Field shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, Inspiration Field 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.

Inspiration Field 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 Inspiration Field, 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 Inspiration Field, a written response will be drafted subject to review by the Chief Executive Officer. If appropriate, the Chief Executive Officer may administratively close the complaint. In this case, Inspiration Field 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:

Lower Arkansas Area Agency on Aging,
PO Box 494
La Junta, Colorado 81050

Title VI Complaint Form

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

Have you previously filed a Title VI complaint with FTA? Yes ____ No ____

If yes, what was your FTA Complaint Number? _____

[Note: This information is needed for administrative purposes; we will assign the same complaint number to the new complaint.]

Have you filed this complaint with any of the following agencies?

Transit Provider _____ Department of Transportation _____

Department of Justice _____ Equal Employment Opportunity Commission _____

Other _____

Have you filed a lawsuit regarding this complaint? Yes _____ No _____

If yes, please provide a copy of the complaint form.

[Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court.]

Section IV

Name of provider complaint is against:

Contact person: _____ Title:

Telephone number:

Discrimination Type, check

- _____ Race
- _____ Color
- _____ National Origin
- _____ Other

Section V

Please describe your complaint. You should include specific details such as names, dates, times, witnesses and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.