

Inspiration Field

Title VI Program



Adopted September 7, 2016

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Table of Contents

Background.....	3
Board Policy.....	3
TITLE VI Coordinator Contact Information.....	3
Title VI Information Dissemination.....	3
Public Participation.....	4
PLANNING AND ADVISORY BOARDS	4
Record Keeping.....	4
Limited English Proficiency.....	4
Title VI Complaint Procedures	4
APPENDICIES	6

BACKGROUND

Inspiration Field (IF) is the sole provider of comprehensive services and support for approximately 180 children and at-risk adults with intellectual and developmental disabilities in Crowley, Otero, and Bent counties. IF provides these services in an area covering 3,611 square miles. Inspiration Field provides deviated fixed route transit service to individuals enrolled in our services.

TITLE VI POLICY FOR INSPIRATION FIELD

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 Manager, 612 Adams Ave. La Junta, CO 81050. 719-384-8741 ext. 136 / bdperkins@inspirationfield.org

Title VI Information Dissemination

Title VI Notice is prominently displayed at Inspiration Field’s main office lobby, in transit vehicles, and on the agency website in the Title VI Policy.

TITLE VI--NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS SEC. 601.

Inspiration Field operates programs without regard to race, color, or national origin. To request further Title VI information or to file a discrimination complaint, please contact your Case Manager, Program Supervisor or Transportation Manager to complete a Title VI Complaint Form at 612 Adams Ave. La Junta, CO 81050 or call (719) 384-8741 or visit www.inspirationfield.org. A complainant may also file a complaint directly with The Federal Transit Administration with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. If information is needed in another language, please contact (719) 384-8741

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 transit vehicles have a decal with the Title VI Notification prominently displayed inside the vehicle. The Title VI Policy including Complaint Procedures and Complaint Form 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

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.

Planning and Advisory Boards

Currently Inspiration Field does not have any non-elected committees or councils.

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.

Language Assistance Plan, 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. There are English /Spanish bilingual staff persons to interpret or translate if needed.

Title VI Complaint Procedures

The complainant may file a signed, written complaint up to 180 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 Manager/ 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 180 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 Federal Transit Administration, see below. 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

APPENDICES

Appendix A: Investigations Complaint Chart

Appendix B: Title VI Notice (English) and (Spanish)

Appendix C: Inspiration Field Board of Directors Meeting Minutes

Appendix D: Complaint Form

APPENDIX A

INVESTIGATIONS/COMPLAINTS CHART

Type	Date	Summary (basis)	Status	Action(s) taken
Complaints and Investigations Naming the recipient		None		

Lawsuits		None		
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APPENDIX B

Title VI Notice (English)

TITLE VI--NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS SEC. 601.

Inspiration Field operates programs without regard to race, color, or national origin. To request further Title VI information or to file a discrimination complaint, please contact your Case Manager, Program Supervisor or Transportation Manager to complete a Title VI Complaint Form at 612 Adams Ave. La Junta, CO 81050 or call (719) 384-8741 or visit www.inspirationfield.org. A complainant may also file a complaint directly with The Federal Transit Administration with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. If information is needed in another language, please contact (719) 384-8741

Title VI Notice (Spanish)

**TÍTULO VI--NO DISCRIMINACIÓN EN
PROGRAMAS DE ASISTENCIA FEDERAL SEC. 601.**

Inspiration Field opera programas sin tener en cuenta la raza, el color u origen nacional. Para solicitar más información sobre el Título VI o para presentar una queja por discriminación, comuníquese con su Administrador de Casos, Supervisor del Programa o Gerente de Transporte para completar un Formulario de Quejas del Título VI en 612 Adams Ave www.inspirationfield.org. Un reclamante también puede presentar una queja directamente ante la Administración Federal de Tránsito ante la Oficina de Derechos Civiles, Atención: Coordinador del Programa Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. Si se necesita información en otro idioma, comuníquese con (719) 384-8741

Appendix C



Board of Directors Special Meeting Minutes
September 7, 2016 – 1:30 p.m. at
612 Adams Ave., Johnnie DeLeon's Office, La Junta, CO 81050

MEMBERS PRESENT

Jim Clawson, President
Melvina Skinner, Secretary
Helen Hollar
Scott Monarco
Michael Matthews
Candi Hill
Steve Berg

MEMBERS ABSENT

John Haberman
Margie Gardner, Treasurer
John Gallegos, Vice-President

NON-MEMBERS PRESENT

Johnnie DeLeon, Chief Executive Officer
Caitlin Coffield, Comm Relations Director

Call to Order

President Clawson called the meeting to order at 1:32 p.m.

Public Comment

No public comment was given.

CDOT Title VI Compliance Revisions – Johnnie DeLeon

DeLeon reported to the board that several grants have been submitted to CDOT for additional funding, in which a letter was returned that stated we are not in compliance with the Title IV Policy for **InspirationField**. If compliance is not met by September 24, 2016, no funding will be given to **InspirationField** for grants. DeLeon reported that a new policy has been made and shared them with the board. DeLeon asked for approval of the Title VI Policy for **InspirationField**. (a copy is included with the meeting minutes.)

Board motion was made by Berg and seconded by Matthews and carried unanimously to approve the revisions made to the CDOT Title VI Policy and Procedures for **InspirationField**.

The board adjourned the meeting at 1:38 p.m.

The next scheduled meeting will be, **Monday, October 3, 2016 at 11:30 p.m.**
at **InspirationField**, 612 Adams Avenue, La Junta, CO.

Respectfully, submitted by Caitlin Coffield, Community Relations Director.

Appendix D

Title VI Complaint Form

Section I

Name: _____

Address: _____

Telephone Numbers:
(Home) _____ (Work) _____

Electronic Mail Address: _____

Accessible Format Requirements?
Large Print _____ Audio tape _____
TDD _____ Other _____

The Federal Transit Administration (FTA) Office of Civil Rights is responsible for civil rights compliance and monitoring, which includes ensuring that providers of public transportation properly abide by Title VI of the Civil Rights Act of 1964, Executive Order 12898, "Federal Actions To Address Environmental Justice in Minority Populations and Low Income Populations," and the Department of Transportation's Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries.

In the FTA complaint investigation process, we analyze the complainant's allegations for possible Title VI which includes discrimination because of race, color, national origin and related deficiencies by the transit provider. If deficiencies are identified they are presented to the transit provider and assistance is offered to correct the inadequacies within a predetermined timeframe. FTA also may refer the matter to the U.S. Department of Justice for enforcement.

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.