



DATE: December 2, 2013

TO: Miami-Dade Municipality Executive Officer

FROM: Cathy Lewis, Chief, MDT Office of Civil Rights & Labor Relations 

SUBJECT: American Recovery and Reinvestment Act (ARRA) Economic Stimulus Grant - Title VI Checklist Municipality Requirement Checklist and Instructions

In accordance with the Federal Transit Administration (FTA) legislation, for sub-recipients of funding received through the American Recovery and Reinvestment Plan (ARRA) Economic Stimulus Grant, *"non-discriminatory use of Federal funds by recipients of FTA assistance, including their sub-recipients and contractors is prohibited."*

In compliance with the FTA reporting requirements, the Miami-Dade Transit Office of Civil Rights and Labor Relations (OCR/LR) is responsible for ensuring that each participating municipality is in compliance with Title VI of the Civil Rights Act of 1964. Specifically, the Title VI Act of 1964 states, *"No person in the United States shall, on the grounds of race, color or national origin, be excluded from, participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."* Furthermore, federally supported transit services and related benefits must be distributed in an equitable manner.

Please see the attached checklist outlining the specific Title VI requirements. If you have any questions regarding the checklist please do not hesitate to contact Allison Aristide, Manager, Office of Civil Rights and Labor Relations at (786) 469-5473 or allison@miamidade.gov.

Additionally, the OCR/LR has attached a copy of the approved verbiage regarding Title VI Act of 1964 for display throughout your company dwelling, the Miami Dade County portal link address that references Title VI, as well as a copy of the Title VI Non-Discrimination Program Complaint of Discrimination Form. The Complaint of Discrimination Form, in addition to the explanation of the Title VI Act of 1964 can be found on the Miami-Dade County portal.

NOTE : *This information was previously distributed February 26, 2013.*

Attachments

MIAMI-DADE TRANSIT
 OFFICE OF CIVIL RIGHTS
 TITLE VI PROGRAM (FTA C 4702.1B)
 MUNICIPALITY INFORMATION SHEET



Municipality Name _____

Address _____

Contact Person & Title _____

Contact Numbers _____

e-mail address _____ Fax _____

Legal Status of Organization _____

TITLE VI DEFINITION - *Title VI of the Civil Rights Act of 1964 as amended states "No person in the United States shall, on the grounds of race, color or national origin, be excluded from, participation in, or be denied the benefits of, or be subjected to discrimination under any program, or activity receiving Federal financial assistance."*

ENVIRONMENTAL JUSTICE DEFINITION - *When municipalities plan or program activities that could potentially have a disproportionately high or adverse impact on human health or the environment, recipients should include explicit consideration of the effects on minority populations and low income populations.*

REQUIREMENTS (FTA 4702.1B)	YES	NO	NOTES
Title VI statement clearly posted within dwelling or on company website indicating organization's commitment to providing non-discriminatory services and how to file a Title VI discrimination complaint.			
Tracking system in place to monitor Title VI complaints, as well as a system in place to monitor active Title VI investigations.			
Does municipality collect <i>demographic</i> data?			
Has municipality conferred with MDT prior to completing a four factor analysis? If answer is NO, what other ways does the municipality provide meaningful access to the population they serve (provide answer in NOTES section).			
Does municipality monitor (every 3 years) the level and quality of service within predominantly minority areas to ensure equitable treatment.			

REQUIREMENTS	YES	NO	NOTES
<p>Does municipality have transit related, non-elected planning boards, advisory councils or committees, or similar bodies selected by municipality? IF YES, please attach a copy of a table depicting the racial breakdown of the membership of the committee and a description of efforts made to encourage participation of minorities on committees or councils. If NO, submit a statement indicating there is NO SUCH TRANSIT-RELATED, NON-ELECTED PLANNING BOARDS, ADVISORY COUNCILS OR COMMITTEES.</p>			
<p>Does municipality plan to raise fares within the next three years?</p>			
<p>Does municipality confer with MDT prior to siting or location of facility? (vehicle storage facility, maintenance facility or operations center) which requires land acquisition and or the displacement of persons from their residences and businesses for which a NEPA process has not been completed. A 'facility' does not include bus shelters, transit stations or power substations.</p>			
<p>Does municipality confer with MDT prior to making service adjustments to current system operations?</p>			
<p>Does municipality confer with MDT prior to making a decision to prepare an Environmental Assessment (EA) and an Environmental Impact Statement (EIS) when considering new projects?</p>			

Does municipality confer with MDT prior to determining whether to notice or involve the public when considering proposed Title VI related programs/projects?			
When considering Title VI related programs/projects, does municipality confer with MDT to ensure all requirements from (FTA C 4702.1B) are adhered to prior to completion?			

ADDITIONAL INFORMATION

PLEASE ATTACH A COPY OF ALL INFORMATION REQUESTED AND SUBMIT IT ALONG WITH THE CHECKLIST.

Please Note that the Municipality is Responsible for IMMEDIATLY notifying MDT of any changes regarding plans for Service, Fares, Enviornmental Assessments, Sitings, Title VI Related Programs and Projects prior to rendering a decision.

**MIAMI-DADE TRANSIT
Title VI Non-Discrimination Program
Complaint of Discrimination**

Complainant (s) Name: <i>Nombre(s) de(los) Reclamante(s):</i>	Complainant (s) Address: <i>Dirección(es) de(los) Reclamante(s):</i>
Complainant (s) Phone Number: <i>Número(s) de teléfono de(los) Reclamante(s):</i>	
Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, ect); <i>Nombre del representante del Reclamante, dirección, teléfono y relación (por ejemplo amigo, abogado, padre, etc.):</i>	
Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You: <i>Nombre y dirección de la agencia, institución o departamento que usted alega discriminó en su contra:</i>	
Names of the Individual (s) Whom You Allege Discriminated Against You (If Known): <i>Nombre(s) de(los) individuo(s) que usted alega discriminaron en su contra (si lo sabe):</i>	
I believe the discrimination I experienced was based on (check all that apply): <i>Creo que la discriminación que yo experimenté fue basada en (marque todos los que apliquen):</i>	<input type="checkbox"/> Race <i>Raza</i> <input type="checkbox"/> Color <i>Color</i> <input type="checkbox"/> National Origin <i>Origen Nacional</i>
Date of Alleged Discrimination: <i>Fecha de la supuesta discriminación:</i>	

Mail to: *Envíe por correo a:* Miami-Dade Transit, Office of Civil Rights & Labor Relations, 701 NW First Court, Suite 1700, Miami, Florida 33136

This form may also be faxed to: *Este formulario también se puede enviar por fax a:* 786-469-5589

Miami-Dade Transit has 180 days from receipt of form to complete investigation and issue findings.

Miami-Dade Transit tiene 180 días desde que recibe la forma para completar la investigación y comunicar los resultados.

**MIAMI-DADE TRANSIT
Title VI Non-Discrimination Program
Complaint of Discrimination**

Please list the name(s) and phone number(s) of any person, if known, that Miami Dade Transit could contact for additional information to support or clarify your allegation(s).
Por favor enumere el(los) nombre(s) y teléfono(s) de cualquier persona, si sabe, que Transporte de Miami-Dade podría contactar para obtener información adicional para respaldar o aclarar lo que usted alega.

Please explain as clearly as possible how, why, when and where you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.
Por favor explique lo más claramente posible cómo, por qué, cuándo y dónde cree usted que discriminaron en su contra. Incluya la mayor cantidad de información de segundo plano posible acerca de los supuestos actos de discriminación. Puede agregar páginas adicionales si es necesario.

Complainant(s) or Complainant(s) Representatives Signature:
Firma de(los) Reclamante(s) o de los representantes de(los) Reclamante(s):

Date of Signature:
Fecha de la firma:



Miami-Dade Transit is committed to providing equal access to its services regardless of race, color or national origin, in accordance with Title VI of the Civil Rights Act.

If you feel you have been discriminated against because of any of these conditions, you may contact the Office of Civil Rights & Labor Relations at 3-1-1 or 305-468-5900. Evenings and weekends call 305-375-1952. (For TDD Service, call 305-468-5402.)

La Agencia de Transporte Público de Miami-Dade se compromete a observar el Título VI de la ley de derechos civiles y proporcionar igualdad de acceso a sus servicios sin consideración de raza, color u origen nacional.

Si a usted le parece que han discriminado en su contra debido a alguna de estas condiciones, usted puede ponerse en contacto con la Oficina de Derechos Civiles y Relaciones Laborales por el 3-1-1 o el 305-468-5900. Noches y fines de semana llame al 305-375-1952. (Para obtener servicio de TDD [Dispositivo de Telecomunicación para el Sordo] por favor llamar al 305-468-5402.)

Miami-Dade Transit angaje li a bay aksè ekita b a sèvis li yo san fè regadans sou ras, koulè, oswa orijin nasyonal, an akò ak Tit VI nan Lwa Dwa Sivil la.

Si w panse w te vikim diskriminasyon poultè youn nan kondisyon sa yo, w ka kontakte Biwo Dwa Sivil ak Relasyon Travay nan 3-1-1 ouwa 305-468-5900. Non sava ak (an sèman nò 305-375-1952. (Pou sèvi TDD, rele 305-468-5402.)



Complaint Procedures

The following procedures apply to complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program and/or activity administered by MDT or its sub-recipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest possible level. The option of informal mediation meeting(s) between the affected parties and the investigator may be utilized for resolution, at any stage of the process. MDT will make every effort to pursue a resolution of the complaint.

Any person who believes himself, herself or any specific class of persons to be subjected to discrimination on the basis of race, color, or national origin, may by himself or by a representative file a written complaint with FTA. A complaint must be filed no later than 180 days after the date of the alleged discrimination.

The MDT Office of Civil Rights and Labor Relations (OCR/LR) is responsible for the following:

1. Monitoring complaints investigated by the field to ensure their resolution;
2. Ensuring that complaints are investigated and a finding issued within 60 days of receipt
3. In order for a complaint against MDT to be considered timely, it must first be filed within 180 calendar days after the alleged incident has occurred.

Written Complaint

1. OCR/LR intake staff receives copy of written complaint. The complaint form can be downloaded (<http://transitlibrary/titl6-vi-discrimination-form.pdf>) and printed.
2. Pertinent information from written complaint inputted into Info Com system; (5 days)
3. OCR/LR staff monitors complaint status in Info Com system until resolution reached and customer notified; (45 days)
4. Monthly report generated and distributed as necessary.
5. Review the findings of investigation for appropriate action.

Via Telephone

1. OCR/LR intake staff listens to phone messages taken from after hours complaint line 305-375-1952.
2. Pertinent information from Title VI Nondiscrimination Program Complaint of Discrimination form inputted into Info Com system; (2 days)
3. OCR/LR staff monitors complaint status in Info Com system until resolution reached and customer notified; (45 days)
4. Monthly report generated and distributed as deemed necessary.
5. Review the findings of the investigation for appropriate action.

311 System

1. Customer(s) can place a complaint by calling 3-1-1 (or or 305-468-5900). TDD Service (persons who are deaf or with hearing impairments): 305-468-5402.
2. Call takers take complaint.
3. Pertinent Information from complaint inputted into Info Com system; (2 days)
4. OCR/LR staff monitors complaint status in Info Com system until resolution reached and customer notified; (45 days)
5. Monthly report generated and distributed as deemed necessary.
6. Review the findings of the investigation for appropriate action.

Appeals

If Miami-Dade Transit concludes that the respondent is in compliance with laws/regulations and the complainant disagrees, the complainant may, if dissatisfied, file an action with the Federal Transit Authority (FTA).

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<http://www.centerdigital.gov/survey/BR92012>

