



metroplan orlando  
*A REGIONAL TRANSPORTATION PARTNERSHIP*

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# Title VI Plan

Prepared by:

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**ADOPTED**

September 8, 2010



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# Introduction

MetroPlan Orlando is the metropolitan planning organization for Orange, Osceola and Seminole Counties. As a regional transportation planning organization, MetroPlan Orlando provides a forum for local elected officials and transportation experts to work together to improve mobility for residents, businesses and visitors.



Recipients of federal funds, like metropolitan planning organizations, must comply with Title VI of the Civil Rights Act of 1964, ensuring that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any disability, religion family or income status. This requirement includes the creation of a Title VI Plan, along with an annual review of its effectiveness and conformity with federal and state law.

The following Title VI Plan works in concert with the organization's Public Involvement Plan and Limited English Proficiency Plan, which identify specific tactics for outreach and involvement (i.e. notification, information, and opportunities for diverse participation).

## *Objectives*

- Comply with federal and state requirements associated with Title VI and the transportation planning process.
- Develop and execute a Title VI policy and complaint processing procedure.
- Identify and analyze relevant demographic data in Orange, Osceola, and Seminole Counties to further the effectiveness of the Title VI Plan.
- Engage citizens and other interested parties in MetroPlan Orlando activities through broad notification and proactive opportunities for full and fair participation by communities traditionally underserved in the planning process (i.e. environmental justice).

## *Staff Designation*

MetroPlan Orlando designates Cynthia Lambert, public information manager, as the individual responsible for oversight and implementation of the Title VI Plan and the Limited English Proficiency Plan. As Title VI specialist, responsibilities include coordinating and facilitating delivery of related services, staff training on the plan's policies and procedures, and ongoing monitoring and assessment of the plan's effectiveness.

Cynthia Lambert can be reached at (407) 481-5672 ext. 320 or [clambert@metroplanorlando.com](mailto:clambert@metroplanorlando.com)

### *Plan Review*

This plan will be reviewed annually to: (1) ensure compliance with federal and state law and (2) provide an assessment of the plan's effectiveness in addressing Title VI objectives.

### *Legislation and Guidance*

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under a program or activity receiving federal financial assistance.

The National Environmental Policy Act of 1969 (NEPA) addresses both social and economic impacts of environmental justice, stressing the importance of providing safe, healthful, productive, and aesthetically pleasing surroundings for all Americans. NEPA requires a systematic, interdisciplinary approach to aid in considering environmental and community factors in decision making.

The Civil Rights Restoration Act of 1987 expanded Title VI to include all programs and activities of federal aid recipients, sub-recipients, and contractors whether federally funded or not.

Subsequent Executive Orders followed and in 1999, the Federal Highway Administration and the Federal Transit Administration issued a memorandum implementing Title VI requirements in metropolitan and statewide planning. The memorandum articulated that environmental justice is just as important during planning stages as it is during the project development stage.

Obligations for metropolitan planning organizations that arise from Title VI include:

- Development of a policy and complaint processing procedure
- Broadly posting/disseminating policy and procedures
- Designation of a Title VI Coordinator
- Collection and analysis of data about beneficiaries affected by agency decisions
- Mitigation or options to avoid disparate impacts on low income and minority populations
- Execution of nondiscrimination agreement (assurance)
- Affirmative measures to ensure nondiscrimination and the elimination of discrimination when identified
- Development of a written plan for providing meaningful access to programs and services in languages other than English

### *Limited English Proficiency*

The U.S. Supreme Court has also interpreted Title VI to prohibit conduct that has a disproportionate effect on people with limited English proficiency; as such conduct constitutes discrimination based on national origin. MetroPlan Orlando has developed a separate, yet related, plan to provide meaningful access to programs and services in languages other than English. The Limited English Proficiency Plan works in concert with the Title VI Plan and the organization's Public Involvement Plan.

# Identification of Target Populations

The baseline analysis of minority, low-income, and disadvantaged populations in Central Florida is derived from the U.S. Census Bureau data. Though broad in scope, results are limited in geographic detail to a county-by-county snapshot.

## U.S. Census Bureau: Central Florida Statistics

	ORANGE COUNTY		OSCEOLA COUNTY		SEMINOLE COUNTY		TOTAL	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total population*	1,075,737	100%	266,609	100%	410,658	100%	1,753,004	100%
Whites*	537,869	50.0%	119,174	44.7%	281,711	68.6%	938,754	53.6%
Blacks*	194,708	18.1%	20,262	7.6%	41,066	10.0%	256,036	14.6%
Hispanic or Latino*	266,783	24.8%	111,443	41.8%	64,062	15.6%	442,288	25.2%
American Indian/ Alaskan Native*	5,379	0.5%	1,866	0.7%	1,643	0.4%	8,888	0.5%
Asian*	48,408	4.5%	8,265	3.1%	14,784	3.6%	71,457	4.1%
Native Hawaiian/ Pacific Islander*	2,151	0.2%	533	0.2%	411	0.1%	3,095	0.2%
Persons reporting 2 or more races*	20,439	1.9%	5,066	1.9%	6,981	1.7%	32,486	1.8%
English not spoken at home (age 5+)*	337,781	31.4%	112,509	42.2%	80,489	19.6%	530,779	30.3%
Persons 65 years & over*	106,498	9.9%	30,927	11.6%	47,636	11.6%	185,061	10.6%
Persons below poverty level*	147,376	13.7%	31,726	11.9%	38,191	9.3%	217,293	12.4%
Disability (age 5+)**	165,831 (2000)	18.5% (2000)	35,044 (2000)	20.3% (2000)	58,390 (2000)	16.0% (2000)	259,265 (2000)	18.1% (2000)
Households with no vehicle**	24,460 (2000)	7.3% (2000)	3,492 (2000)	5.7% (2000)	6,253 (2000)	4.5% (2000)	34,205 (2000)	6.4% (2000)

Source: U.S. Census Bureau

\*2008 Estimate 3

\*\*2000 Census

# Additional Data

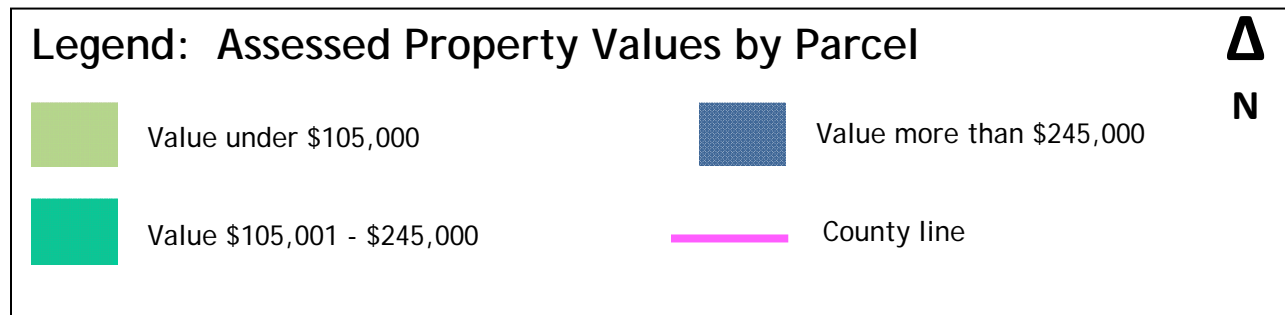
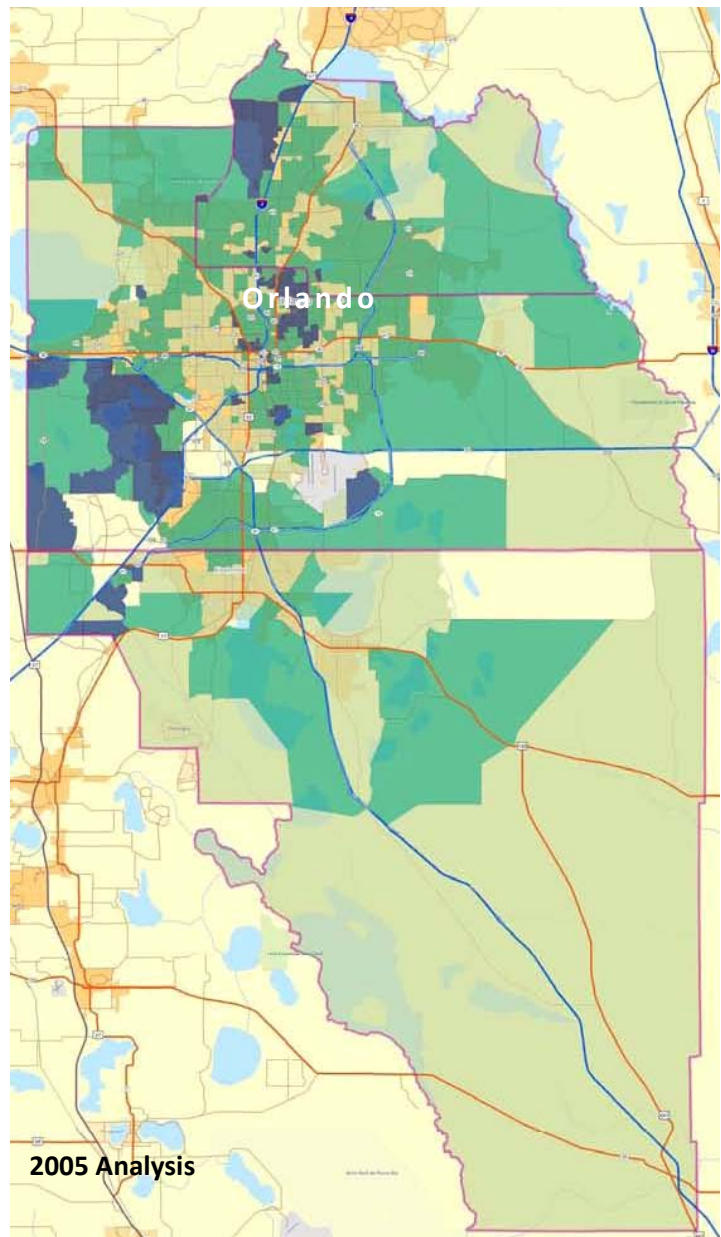
## *Modeling*

In addition to U.S. Census Bureau data, MetroPlan Orlando also derives detailed information about low income populations using data generated through a unique modeling approach developed for the 2030 Long Range Transportation Plan.

In recent years, standard trip generation models for long range planning were criticized for failing to capture variations in family lifestyle, which may affect travel behavior and travel-forecasting accuracy.

Technical work on the 2030 Long Range Transportation Plan incorporated income-related data in the trip characteristics model using assessed property values in the three-county area. Results were factored into the overall travel demand forecasting model, allowing planners to better anticipate future transportation impacts and needs.

Results were also relevant to identify and analyze low income populations throughout Central Florida. Assessed value of residential parcels can be closely correlated to income. Why? Unlike U.S. Census Bureau data, which is collected in a broad snapshot, assessed values are calculated annually, by parcel.



# Analysis

As data from the U.S. Census Bureau suggests, Central Florida is a community comprised of diverse racial, ethnic, and economic backgrounds. Statistical information in the Title VI Plan provides the framework for analyzing the size and scope of *target populations* (as defined by the Federal Highway Administration) to identify opportunities to minimize, mitigate, or avoid disparate impacts associated with the transportation planning process.

## *Target Populations*

Low Income: Generally, low income is defined as a person with a household income at or below U.S. Department of Health and Human Services poverty guidelines. The U.S. Census Bureau data, which reports 12.4 percent of the area's population is at or below poverty level, is released annually in the Small Area Income and Poverty Estimates (SAIPE) report. MetroPlan Orlando also identifies a general geographic distribution of low income households using assessed property values incorporated in modeling during the long range planning process.

Minority Populations: Related to Executive Order 12898 (Environmental Justice), the Department of Transportation and Federal Highway Administration define *minority* as an individual belonging to any of the following groups:

- Black - persons having origins in any of the black racial groups of Africa
- Hispanic - of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race
- Asian American - having origins in any of the original peoples the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands
- American Indian/Alaskan Native - having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition

Elderly: Any persons over the age of 65.

People with Disabilities: Persons who have mobility and/or self-care limitations, as defined by the U.S. Census. The disability may be physical or mental.

Zero-Car Households: Households without automobiles or access to an automobile.

Limited English Proficiency Persons: An individual who does not speak, read, write, or understand the English language at a level that permits effective interaction. (NOTE: This target population is addressed in the organization's Limited English Proficiency Plan.)

The outcome of this process provides the foundation for the MetroPlan Orlando Public Involvement Plan, which includes: (1) tactics to ensure effective participation and meaningful community representation, (2) varying ways to disseminate information and receive input, and (3) outreach activities that provide affirmative measures to ensure nondiscrimination.

## Title VI Policy and Complaint Processing Procedure

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Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the recipient shall be referred immediately by the recipient's Metropolitan Planning Organization (MPO) Title VI Specialist to the FDOT's District Five Title VI Coordinator for processing in accordance with approved State procedures.

### Title VI Complaint Procedure:

1. Verbal and non-written complaints received by the recipient shall initially be addressed informally by the recipient's MPO Title VI Specialist. If the issue has not been satisfactorily resolved through this informal means, or if at any time the person requests to file a formal written complaint, the recipient's MPO Title VI Specialist shall refer the Complainant to the FDOT's District Five Title VI Coordinator for processing in accordance with approved State procedures.
2. The recipient's MPO Title VI Specialist will advise the FDOT's District Five Title VI Coordinator within five (5) calendar days of receipt of the allegations.
3. The following information will be included in every notification to the FDOT's District Five Title VI Coordinator:
  - (a) Name, address, and phone number of the Complainant
  - (b) Name(s) and address(es) of Respondent
  - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
  - (d) Date of alleged discriminatory act(s)
  - (e) Date of complaint received by the recipient
  - (f) A statement of the complaint
  - (g) Other agencies (state, local or Federal) where the complaint has been filed
  - (h) An explanation of the actions the MPO has taken or proposed to resolve the allegation(s) raised in the complaint

4. Within ten (10) calendar days, the MPO Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EEO).
5. Within sixty (60) calendar days, the MPO Title VI Specialist will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the MPO.
6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the MPO Title VI Specialist will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EOO, if they are dissatisfied with the final decision rendered by the MPO. The MPO Title VI Specialist will also provide the FDOT's District Five Title VI Coordinator with a copy of this decision and summary of findings.
7. The MPO Title VI Specialist will maintain a log of all verbal and non-written complaints received by the MPO. The log will include the following information:
  - (a) Name of Complainant
  - (b) Name of Respondent
  - (c) Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
  - (d) Date verbal or non-written complaint was received by the MPO
  - (e) Date the MPO notified the FDOT's District Five Title VI Coordinator of the verbal or non-written complaint
  - (f) Explanation of the actions the MPO has taken or proposed to resolve the issue raised in the complaint

## NOTE

Consistent with the organization's *Title VI Complaint Processing and Procedure*, MetroPlan Orlando accepts written or verbal complaints related to Title VI.

A standard form, titled *MetroPlan Orlando Title VI Complaint Form*, is available in English and Spanish, online or by request. This form, whether completed by the individual filing the complaint or by staff when reducing elements of a verbal complaint to writing, also serves as: (1) standard written notification transmitted to the FDOT District Five Title VI Coordinator and (2) documentation filed in the official MetroPlan Orlando log of Title VI complaints.

## Appendix

- i. Title VI: Non-Discrimination Policy Statement - SAMPLE
- ii. MetroPlan Orlando Assurance of Compliance with Title VI - SAMPLE
- iii. Intergovernmental Review Certification - SAMPLE
- iv. Federal Transit Administration Civil Rights Assurance - SAMPLE
- v. MetroPlan Orlando Assurance Concerning Nondiscrimination on the Basis of Handicap - SAMPLE
- vi. Sample MetroPlan Orlando Title VI Complaint Form - SAMPLE

## TITLE VI: NONDISCRIMINATION POLICY STATEMENT

### Florida Department of Transportation

MetroPlan Orlando assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

MetroPlan Orlando further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendix A* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Harold W. Barley, Executive Director

# APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (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 Contractor'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 *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety 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 *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety 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, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be 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 procurements 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 *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

ORIGINAL AVAILABLE  
ON REQUEST

# ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

(For Technical Studies Projects)

The Metropolitan Planning Organization for the Orlando Urban Area, d.b.a. MetroPlan Orlando (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat, 252, 42 U.S.C. 2000d 42 U.S.C. 2000d 4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration (FTA), and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement.

This assurance is required by subsection 21.7(a) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the project:

1. That the Recipient agrees that each "program" and each "facility", as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all projects under the Federal Transit Act Amendments of 1991, and, in adapted form, in all proposals for negotiated agreements:

*The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d 4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in regard to any contract entered into pursuant to this advertisement,*

*minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.*

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the project, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property of interest therein or structures or improvement thereon; in which case, the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) The period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
5. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other Recipients, subgrantees, contractors, subcontractors, transferees, in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.
6. The Recipient agrees that the United States has a right to judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Transit Administration Programs and is binding on it, other Recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal Transit Administration Programs. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

DATE: \_\_\_\_\_

Metropolitan Planning Organization for the Orlando  
Urban Area, d.b.a.

MetroPlan Orlando

(Recipient)

By: \_\_\_\_\_

Harold W. Barley, Executive Director

**ORIGINAL AVAILABLE  
ON REQUEST**

# **INTERGOVERNMENTAL REVIEW CERTIFICATION**

## **FTA CIRCULAR 9500.1**

Certification is given by the recipient named herein, the Orlando Urban Area Metropolitan Planning Organization (MPO), with respect to its application for assistance pursuant to Section 8 of the Federal Transit Act Amendments of 1991, filed with the Federal Transit Administration (FTA), that the recipient has complied with the provision of 49 CFR 17, Intergovernmental Review of Department of Transportation Programs and Activities.

Date: \_\_\_\_\_

Orlando Urban Area Metropolitan Planning  
Organization

d.b.a. MetroPlan Orlando

Legal Name of Applicant

By: \_\_\_\_\_

Harold W. Barley, Executive Director

**ORIGINAL AVAILABLE  
ON REQUEST**

## **FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE**

The Metropolitan Planning Organization of the Orlando Urbanized Area HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act Amendments of 1991, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit related benefits.
2. The Metropolitan Planning Organization of the Orlando Urbanized Area will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The Metropolitan Planning Organization of the Orlando Urbanized Area will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

Date: \_\_\_\_\_

Orlando Urban Area Metropolitan Planning  
Organization

d.b.a. MetroPlan Orlando

Legal Name of Applicant

By: \_\_\_\_\_

Harold W. Barley, Executive Director

**ORIGINAL AVAILABLE  
ON REQUEST**

# **Assurance Concerning Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities Receiving or Benefiting from Federal Financial Assistance**

(Department of Transportation)

The Orlando Urban Area Metropolitan Planning Organization, d.b.a. MetroPlan Orlando (the "Recipient") AGREES THAT, as a condition to that approval or extension of any Federal financial assistance from the United States Department of Transportation to construct any facility, or to participate in or obtain any benefit from any program administered by the Department, to which the Department's regulation set forth in Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 27 "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance" (the "Regulation") applies, no otherwise qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance administered by the Department of Transportation including the Federal Transit Administration, and GIVES ASSURANCE that it will conduct any program or operate any facility so assisted in compliance with all of the requirements imposed by the Regulation, or any directive issued pursuant to that Regulation.

Date: \_\_\_\_\_

Orlando Urban Area Metropolitan Planning  
Organization

d.b.a. MetroPlan Orlando

Legal Name of Applicant

By: \_\_\_\_\_

Harold W. Barley, Executive Director



**SAMPLE**

## MetroPlan Orlando Title VI Complaint Form

Name	Daytime Phone (if available)	Evening Phone (if available)		
Address (Street, P.O. Box, etc.)		City, State, Zip Code		
Name of person(s) who discriminated against you, position (if known):				
Please describe the event, occasion, place, etc. where the discrimination took place:				
Date of alleged incident:				
Discrimination on the basis of (please check):				
<input type="checkbox"/> Race	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex	<input type="checkbox"/> Familial Status	<input type="checkbox"/> Religion
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	
Please briefly explain the incident that triggered a Title VI violation, including the nature of the event, who was involved and any other details necessary for an investigation. (NOTE: You may use the other side of this paper and/or attach a separate document.)				
Signature		Date		
Mail to: Cynthia Lambert, MetroPlan Orlando, 315 E. Robinson Street, Suite 355, Orlando, FL., 32801 Email: <a href="mailto:clambert@metroplanorlando.com">clambert@metroplanorlando.com</a> Fax: (407) 481-5680				



# MetroPlan Orlando Título VI

## Forma de Reclamo

**SAMPLE**

Nombre de la persona discriminada	Número de teléfono diurno (si disponible)	Número de teléfono nocturno (si disponible)
Dirección de residencia (número y calle, número de departamento)	Ciudad, estado, y código postal de residencia	
Nombre de la persona que discriminó contra usted, y la posición de trabajo (si conocido):		
Describa por favor el acontecimiento, la ocasión, el lugar, etc. donde la discriminación sucedió:		
Fecha del incidente discriminatorio:		
Causa de la discriminación (marque por favor):		
<input type="checkbox"/> Raza	<input type="checkbox"/> Retaliación	<input type="checkbox"/> Sexo
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad	<input type="checkbox"/> Edad
<input type="checkbox"/> Estado Civil	<input type="checkbox"/> Impedimento Físico o Mental	<input type="checkbox"/> Religión
Por favor explique brevemente el incidente que provocó una infracción de Título VI, incluyendo quienes participaron y cualquier otros detalles necesarios para una investigación. (Puede utilizar el otro lado de este papel y/o conectar un documento adicional.)		
Firma	Fecha	
Envíe por correo a: Cynthia Lambert, MetroPlan Orlando, 315 E. Robinson Street, Suite 355, Orlando, FL., 32801		
Correo Electrónico: <a href="mailto:clambert@metroplanorlando.com">clambert@metroplanorlando.com</a> Fax: (407) 481-5680		