

# **Martin MPO**

## **Martin County, FL Board of County Commissioners Title VI and Other Nondiscrimination Policy and Plan**

### **I. Title VI/Nondiscrimination Protection:**

#### **Policy Statement:**

Martin County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, Martin County believes that the best transportation systems and community services result from careful consideration of the needs of all of its communities and when those communities are involved in the decision making process. Thus, Martin County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, Martin County will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

#### **Complaint Procedures:**

Martin County has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, family or income status in any of Martin County's programs, services or activities may file a complaint with the Martin County Title VI Coordinator:

A complaint must be filed within one hundred eighty (180) days after the date of the alleged discrimination, unless the time for filing is extended by the FTA, FHWA or other federal or state authorities.

If possible, complaints should be in writing, signed by the complainant or his/her representative(s), and must include the complainant(s) name, address and telephone number, along with a description of the alleged discrimination and the date of the occurrence. Allegations of discrimination received via e-mail will be acknowledged and processed. Allegations received by telephone will be documented in writing and provided to the complainant(s) for review before processing. If complainant is hearing or speech impaired, call the Florida Relay Service (FRS) by dialing 711 or 1-800-955-8771 (TTY) or email the Title VI Coordinator for assistance.

Complaints should be submitted to:

Martin County Board of County Commissioners

Martin MPO

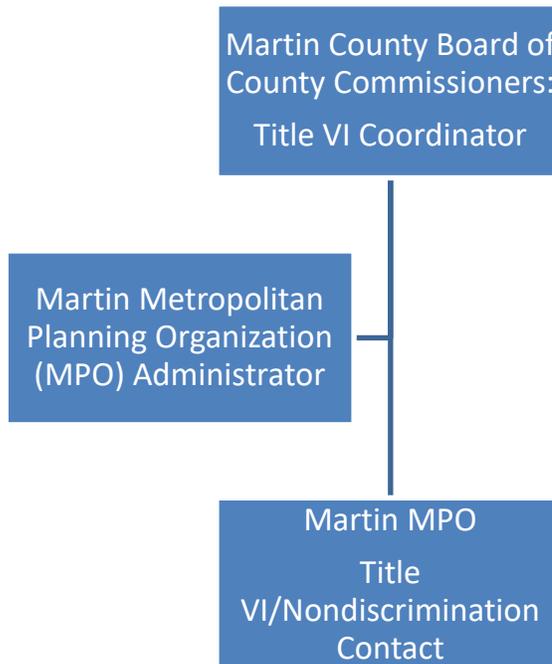
Kristopher Hansen  
ADA Safety and Training Officer  
2401 SE Monterey Road  
Stuart, FL 34996  
Email: khansen@martin.fl.us  
Phone: 772-320-3175

and/or

Ricardo Vazquez  
Title VI/Nondiscrimination Contact  
2401 SE Monterey Road  
Stuart, FL 34996  
Email: rvazquez@martin.fl.us  
Phone: 772-288-5412

**Organization Structure**

The following chart displays Martin County's organizational structure for the Title VI/Nondiscrimination Program:



**Complaint Investigation**

Upon receipt of a signed complaint, the Title VI Coordinator will, within five (5) working days, provide the complainant or his/her representative with a written acknowledgement of the complaint.

The Title VI Coordinator will take reasonable steps to resolve the matter and respond to the complaint within thirty (30) days. The Title VI Coordinator has 'easy access' to the Martin County Administrator and is not required to obtain management or other approval to discuss discrimination with the County Administrator.

Regardless of whether Martin County is able to satisfactorily resolve the complaint, the Title VI Coordinator will provide a copy of the complaint, along with a record of its disposition, to the applicable federal or state agency, or oversight board, for further processing, if required.

## **Retaliation**

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of Martin County that persons filing a complaint of discrimination should have the right to do so without interference, intimidation, coercion or fear of reprisal. Anyone who feels he/she has been subjected to retaliation should report such incident to the Title VI Coordinator.

## **II. ADA/504 Statement**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services and activities.

Martin County will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. Martin County will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

Martin encourages the public to report any facility, program, service or activity that appears inaccessible to the disabled. Furthermore, Martin County will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, Martin County asks that requests be made at least five (5) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the Martin County's ADA Officer:

Kristopher Hansen  
ADA Safety and Training Officer  
2401 SE Monterey Road  
Stuart, FL 34990  
Email: khansen@martin.fl.us  
Phone: 772-320-3175  
Hearing or speech impaired: 711 or 1-800-955-8771

Martin County has an informative ADA webpage that describes the County's accessibility program as well as provides certain resources to the community that is disabled. All website information is available in alternative formats. For more information, contact the Accessibility Coordinator.

In addition, Martin County has a Transit ADA plan specific to transit services. That plan is included in Section VII of this plan.

### **III. Limited English Proficiency (LEP) Plan**

#### **Introduction**

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating against or otherwise excluding individuals on the basis of race, color, or national origin in any of their activities. It has been recognized that one form of discrimination occurs through an inability to communicate due to a limited proficiency in the English language. Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently.

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the County's programs, services or activities.
2. The frequency with which LEP individuals come in contact with these programs, services or activities.
3. The nature and importance of the program, service, or activity to people's lives.
4. The resources available and the overall cost to the County.

The goal of the *Martin County Limited English Proficiency (LEP) Access Plan* is to ensure that the County recognizes the needs of limited English proficient (LEP) members of the community and implements a plan to communicate effectively and ensure reasonable access to our processes, information and decision-making.

## Martin County Four Factor Analysis

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors. The following sections address each of these with respect to the Martin County planning area.

### Factor 1: Review of LEP Populations

Understanding the needs of the community begins with identifying the number of Limited English Proficiency (LEP) persons eligible to be served, likely to be served or likely to be encountered by the County through its programs, services or activities. In an effort to determine potential LEP needs in the County planning area, staff reviewed data available through the U.S. Census Bureau American Community Survey for 2016.

Data collected for Martin County indicated that 5.6% of the total population 5 years and older speak English less than “very well”. Further analysis shows that 9.8% of the population speaks Spanish; 2.5% speaks an Indo-European language; .8% speaks an Asian or Pacific Islander language; and .3% speaks another language (see Table 1). This information led staff to review the Spanish speaking LEP group to identify whether this population was concentrated into specific communities.

**Table 1: The Top Languages Spoken at Home in Martin County**

Population 5 years and older	No. of LEP Persons	% of LEP Persons	% of Persons who speak Spanish	% of Persons who speak Indo-Euro Languages	% of Persons who speak Asian or Pacific Islander Languages	% of Persons who speak Other Languages
152,612	8,529	5.6%	9.8%	2.5%	.8%	.3%

Source: US Census Bureau’s 2019 American Community Survey 5-Year Estimates

Spanish (9.8%) was reported to be the second most prevalent language spoken by the population of Martin County. After reviewing the data in GIS, it appears that a high concentration of LEP persons live in the Indiantown and Port Salerno areas.

## **Factor 2: Assessing Frequency of Contact with LEP Persons**

The results of the census data indicate that Spanish is the most prevalent language spoken by the LEP population in Martin County. To date, the County has not received any requests for translation or interpretation of its programs, services or activities into Spanish or any other language.

## **Factor 3: Assessing the Importance of County Programs**

All of the County programs are important; however, those related to safety, public transit, right-of-way, the environment, nondiscrimination and public involvement are among the most important. The County must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the planning processes to be consistent with its nondiscrimination goals.

## **Factor 4: Determining Available Resources**

When planning any activity, it is imperative that an organization assess the resources available to conduct the activity in a way that is meaningful and balances those efforts with the overall cost to the organization. To that end, Martin MPO contracted with Language Line in October 2013 to assure speakers of other languages may effectively participate in the transportation planning process. Language Line offers over the phone and face to face translation to more than 200 languages, 24 hours a day, 7 days a week. This professional translation service also provides translation of written documents to assure the most accurate translation of all written materials provided to the public. For meetings located in areas with a large percentage of LEP citizens, the Martin MPO has an on-site translator available. The Martin MPO will review and update this plan as needed.

## **Language access implementation plan and procedures**

Martin County will:

- Maintain a list of employees who competently speak Spanish and other languages and who are willing to provide translation and/or interpretation services and distribute this list to staff that regularly have contact with the public.
- Provide meeting, program and services availability notifications in English and Spanish, where appropriate, particularly where programs or activities are located in Indiantown, Port Salerno or any other area identified as having higher LEP populations.
- Develop agreements with agencies to provide oral and written LEP services with reasonable notification.
- Identify events and activities that may require a translator to ensure meaningful access by LEP persons.
- State in outreach documents that language services are available free of charge in a language LEP persons can understand.
- Provide Spanish language outreach materials from other organizations including federal, state and local transportation agencies when possible.
- Provide Spanish language format in informational materials that assist in the accessibility of Martin County services.

For questions or concerns regarding Martin County's commitment to nondiscrimination or to request LEP services, contact the Title VI Coordinator.

### **IV. Public Involvement:**

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, and other county services, Martin County must have the input of its public. Martin County spends substantial staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) is composed of disabled representatives, persons over the age of 65, Veterans Service Office and the Florida Division of Vocational Rehabilitation or Division of Blind Services. The LCB-TD provides information, advice, direction and support to the Community Transportation Coordinator (CTC) of Martin County for the delivery of transportation disadvantaged services. Representatives of underserved populations will also serve on other MPO advisory committees. Further, Martin County holds a number of meetings, workshops and other events designed to gather public input on project planning and construction. Martin County officials and employees attend and participate in other community events to promote its services to the public.

Martin County is constantly seeking ways of measuring the effectiveness of its public involvement. Persons wishing to request special presentations by Martin County; volunteer in any of its activities or offer suggestions for improvement of Martin County's public involvement should contact the Title VI Coordinator or any other County department or official. For additional information about Martin MPO Public Involvement, please visit our website:

[https://martinmpo.com/wp-content/uploads/2021/01/FINAL-2016\\_Martin-MPO\\_PIP.pdf](https://martinmpo.com/wp-content/uploads/2021/01/FINAL-2016_Martin-MPO_PIP.pdf)

#### **Nondiscrimination Program Achievements & Goals:**

Identified during the completion of the Public Involvement Plan – Annual Report 2016, the following were accomplished in the Nondiscrimination program: Public involvement activities were geographically dispersed throughout the county (including various focus groups during the development of the 2045 Long Range Transportation Plan [LRTP]), all meeting notices and information were sent at least 7 days prior to the meeting, all meetings were held in ADA accessible locations, and various age groups were targeted. Various programs and planning products such as the LRTP, TIP and UPWP went through the advisory committees prior to being adopted to ensure nondiscrimination. The Citizens Advisory Committee (CAC) for instance, is made up of Citizen-At-Large – Racial Minority Person and Citizen-At-Large – Disabled Person or over 65. Two achievable goals for the Nondiscrimination Program are to conduct a survey to evaluate the effectiveness of public outreach techniques and efforts, and to use the updated Community Characteristics Report specified below (V. Data Collection) to assist in future project selection and assist in equity analysis.

#### **V. Data Collection:**

FHWA regulations require federal-aid recipients to collect and analyze racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. Martin County accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its Community Development Department and other methods. From time to time, Martin County may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists Martin County with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to Martin County will always be voluntary and anonymous. Moreover, Martin County will not release or otherwise use this data in any manner inconsistent with the federal regulations. The Martin MPO will be updating the Community Characteristics Report using the 2020 decennial census once the census data is released. The report will include minority, age, poverty, mobility, and Limited English Proficiency data, as well as additional demographic information that is vital in identifying diverse groups and incorporating their needs into the transportation decision-making process.

## **VI. ASSURANCES:**

Every three (3) years, or commensurate with a change in Martin County executive leadership, Martin County must certify to US DOT and other applicable federal and state agencies that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document the Martin County's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which Martin County may be held liable for breach. The public may view assurances on Martin County's website or by visiting Martin County offices.

## **NOTICE TO THE PUBLIC**

**Martin County Board of County Commissioners complies with Title VI of the Civil Rights Act of 1964 and other civil rights authorities.**

**NO PERSON OR GROUP OF PERSONS SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF OR SUBJECTED TO DISCRIMINATION IN ANY COUNTY PROGRAM, SERVICE, OR ACTIVITY BASED ON RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, RELIGION OR FAMILY STATUS.**

**For more information on Martin County's commitment to nondiscrimination or to file a discrimination complaint, visit the Martin County Title VI website (<https://www.martin.fl.us/TitleVI>) or call the Title VI Coordinator, Kristopher Hansen @ 772-221-1320 (711 Florida Relay).**

## **NOTICIA PARA EL PUBLICO**

**El tablero Del condado Martin County cumple y cooperan con Titulo VI regulaci3n y otros actos de derechos civiles autoridades.**

**NINGUNA PERSONA O GRUPO DE PERSONAS SERÁ EXCLUIDA DE LA PARTICIPACIÓN EN, NEGADA LOS BENEFICIOS O SUJETA A DISCRIMINACIÓN EN CUALQUIER PROGRAMA, SERVICIO O ACTIVIDAD DEL CONDADO BASADO EN RAZA, COLOR, ORIGEN NACIONAL, SEXO, EDAD, DISCAPACIDAD, RELIGIÓN O ESTADO FAMILIAR.**

**PARA OBTENER MÁS INFORMACIÓN SOBRE EL COMPROMISO DEL CONDADO DE MARTIN CON LA NO DISCRIMINACIÓN O PARA PRESENTAR UNA QUEJA POR DISCRIMINACIÓN, VISITE EL SITIO DEL TÍTULO VI DEL CONDADO DE MARTIN (<https://www.martin.fl.us/TitleVI>) O LLAME AL COORDINADOR DEL TÍTULO VI, KRISTOPHER HANSEN @ 772-221-1320 (711 FLORIDA RELAY).**

Martin County Board of Commissioners

Title VI / Nondiscrimination Program

Complainant(s) Name:		Complainant(s) Address:	
Complainant(s) Phone Number:		E-mail Address:	
Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc.):			
Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:			
Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):			
Discrimination Because of:		<input type="checkbox"/> Race <input type="checkbox"/> Origin <input type="checkbox"/> Sex	<input type="checkbox"/> Color <input type="checkbox"/> National <input type="checkbox"/> Age <input type="checkbox"/>
Date of Alleged Discrimination:			
Please list the name(s) and phone number(s) of any person, if known, that the Volusia Transportation Planning Organization could contact for additional information to support or clarify your allegation(s).			
Please explain as clearly as possible <b>how, why, when</b> and <b>where</b> 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.			
Complainant(s) or Complainant(s) Representative(s) Signature:		Date of Signature:	

**Junta de comisionados del Condado de Martin**  
**Título VI / Programa Antidiscriminatorio**  
**Querrela de Discriminación**

Nombre del querellante:	Dirección:
Número de teléfono:	Dirección de correo electrónico:

Nombre, dirección, teléfono y relación (ej. amigo, abogado, pariente, etc.) del Representante del querellante:

Nombre y dirección de la Agencia, Institución, o Departamento que usted alega discrimino en su contra:

Nombre(s) del Individuo(s) Quien(es) Usted Alega Discrimino Contra Usted Si lo(s) Conoce:

Razón de la discriminación:	<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional <input type="checkbox"/> Incapacidad/Impedimento Físico <input type="checkbox"/> Edad <input type="checkbox"/> Sexo <input type="checkbox"/> Represalia <input type="checkbox"/> Status de Ingreso <input type="checkbox"/> Otro	Fecha de la alegada discriminación:
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Favor de indicar el nombre (s) y número(s) de teléfono(s) de alguna persona(s) que del Condado de Martin puede comunicarse para información adicional que clarifique o respalde su alegación o alegaciones.

Favor de explicar tan claro como sea posible, **como, porque, cuando y donde** usted cree que fue discriminado. Incluya suficiente información acerca de los antecedentes según le sea posible, de los alegados actos de discrimen. Puede añadir paginas adicionales, si es necesario.

Firma del Querellante(s) o su Representante:	Fecha:
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<b>Martin MPO            Title VI/Nondiscrimination Activity            Log</b>		
<b>Date</b>	<b>Activity</b>	<b>Additional Comment(s)</b>
<b>September 13, 2017</b>	FHWA Fundamentals of Environmental Justice	Web-based training
<b>August 22-24, 2018</b>	Rural Transportation Planning by FDOT; Data Collection for Equity in Regional Transportation Planning; Understanding Equity Empirically; Assessing EJ Effects of Toll Implementation/Rate Changes	Transportation Research Board, 16 <sup>th</sup> National Tools of the Trade Conference
<b>September 24-28, 2018</b>	Public Involvement Session Part 1; Effective Community Engagement in a Small Area with Diverse Populations	2018 AMPO Conference
<b>January 16, 2019</b>	MPO Title VI/Nondiscrimination Roundtable	Held at Martin MPO Office
<b>October 21-25, 2019</b>	Transportation Planning Equity Assessment session	2019 AMPO Annual Conference
<b>October 8, 2020</b>	Webinar – The Surprising Places Discrimination Shows Up in the Workplace	2020 Virtual FPTA Conference
<b>October 27, 2020</b>	Law and Equity - Webinar	2020 AMPO Virtual Annual Conference
<b>October 27, 2020</b>	Transportation and Planning Equity Issues: Opportunities and Obligations Under Title VI	2020 AMPO Virtual Annual Conference
<b>October 29, 2020</b>	EJ, LEP and Title VI	2020 AMPO Virtual Annual Conference