





PLACER COUNTY DPW/TRANSIT SERVICES TITLE VI NON DISCRIMINATION POLICY

Placer County DPW/Transit Services is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services or programs on the basis of race, color or national origin as afforded under Title VI of the Civil Rights Act of 1964.

Statement of Policy:

Placer County DPW/Transit Services, as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments. Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

The County is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with the County or affected by its programs. The County's commitment includes vigorously enforcing all applicable laws and regulations that affect the County and those organizations, both public and private, which participate and benefit through our programs.

The County will take positive and realistic affirmative steps to ensure that all persons and/or firms wishing to participate in its programs are given an equal and equitable chance to participate.

The County's sub-recipients and contractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities and services.

The Placer County Department of Public Works is responsible for providing leadership, direction and policy to ensure compliance with Title VI of the 1964 Civil Rights Act in respect to its transit services. Any person(s) who feels that they have been discriminated against is encouraged to report such violations in writing to the County's Risk Management office:

Placer County Department of Public Works 3091 County Center Drive, Suite 220 Auburn, CA 95603







Your Rights Under Title VI of the Civil Rights Act of 1964

This document outlines the Title VI complaint procedures related to providing programs, services, and benefits. It does not, however, deny the complainant the right to file formal complaints with the California Department of Transportation, the Secretary of the US Department of Transportation, Equal Employment Opportunity Commission (EEOC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or to seek private counsel for complaints alleging discrimination, intimidation or retaliation of any kind that is prohibited by law.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of **race**, **color or national origin** be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Two Executive Orders extend Title VI protections to Environmental Justice, which also protects persons of low income, and Limited English Proficiency (LEP).

Title VI Complaint Procedure:

- 1. Any person who believes that they have been subjected to discrimination may file a written complaint with the Placer County Department of Public Works. Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident. The complaint procedure may be obtained from the Placer County web page at either www.placer.ca.gov/transit or www.placer.ca.gov/tart. The complaint procedure may be requested via e-mail at pct@placer.ca.gov or tart@placer.ca.gov. The complaint may be via telephone at 530-745-7591. The complaint procedure can be obtained by writing to Placer County Department of Public Works, 3091 County Center Drive #220. Auburn. CA 95603.
- 2. The complaint must be a written statement that contains all of the information identified below in sections a through g.
- a. Name, address, and telephone number of the complainant.
- b. The basis of the complaint (race, color, national origin).
- c. The date or dates on which the alleged discriminatory event or events occurred.
- d. The nature of the incident that led the complainant to feel discrimination was a factor.
- e. Names, addresses and telephone numbers of persons who may have knowledge of the event.
- f. Other agencies or courts where complaint may have been filed and a contact name.
- g. Complainant's signature and date.

If the complainant is unable to write a complaint, Placer County Department of Public Works staff will assist the complainant. If requested by complainant, Placer County will provide a language or sign interpreter.

The complaint may be sent to the following address:

Placer County Department of Public Works 3091 County Center Drive, Suite 220 Auburn, CA 95603 Complainants also have the right to complain directly to the 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. Complaints must be filed within one-hundred eighty (180) calendar days of the last alleged incident.

- 4. PLACER COUNTY DEPARTMENT OF PUBLIC WORKS will begin an investigation within fifteen (15) working days of receipt of a complaint.
- 5. PLACER COUNTY DEPARTMENT OF PUBLIC WORKS will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed. If the complainant fails to provide the requested information in a timely basis, PLACER COUNTY DEPARTMENT OF PUBLIC WORKS may administratively close the complaint.
- 6. PLACER COUNTY DEPARTMENT OF PUBLIC WORKS will complete the investigation within ninety (90) days of receipt of the complaint. If additional time for investigation is needed, the Complainant will be contacted. A written investigation report will be prepared by the investigator. This report shall include a summary description of the incident, findings and recommended corrective action.
- 7. A closing letter will be provided to the complainant. The respondent or respondent department will also receive a copy of the closing letter. Each will have five (5) working days from receipt of the report to appeal. If neither party appeals, the complaint will be closed.
- 8. If the complainant is dissatisfied with the written decision, he or she may file a written appeal with the Director of Public Works, 3091 County Center Drive #220, Auburn CA, 95603 no later than 15 days of the date of the mailing of the decision and must be signed by the complainant or by someone authorized to do so on the complainant's behalf. If deemed necessary, the Director of Public Works may seek assistance from the Placer County Risk Management Division for further investigation.







NOTICE:

In order to comply with 49 CFR Section 21.9(d):

The County of Placer certifies that,

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.

Additional information on the County's obligations under this code can be obtained on the County website at http://www.placer.ca.gov/Departments/Works/Transit.aspx or by submitting a written request to Placer County Transit, 11460 F Ave. Auburn, CA 95603 or Tahoe Area Regional Transit, PO Box 1909 Tahoe City, CA 96145.

To file a complaint, filing instructions can be found on the County website at http://www.placer.ca.gov/Departments/Works/Transit.aspx or by requesting the form in writing from the Placer County Department of Public Works office at, 3091 County Center Drive, Suite #220, Auburn, CA 95603.