



**OCALA MARION  
TRANSPORTATION  
PLANNING  
ORGANIZATION**  
Website: [Ocalamariontpo.org](http://Ocalamariontpo.org)

# TITLE VI NON-DISCRIMINATION PLAN



**Adopted: January 24, 2023**

**Prepared in cooperation with: Cities of Ocala, Dunnellon, Belleview and Marion County  
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## **POLICY STATEMENT**

The Ocala Marion Transportation Planning Organization (TPO) is committed to ensuring that no person is excluded from the transportation planning process and welcomes input from all interested parties, regardless of background, income level or cultural identity. The Ocala Marion TPO does not tolerate discrimination in any of its programs, services, activities or employment practices. Pursuant to Title VI of the Civil Rights Act of 1964, and other nondiscrimination statutes, regulations and authorities. The Ocala Marion TPO 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 familial status. The Ocala Marion TPO welcomes and actively seeks input from the public, to help guide decisions and establish a vision that encompasses all area communities and ensure that no one person(s) or segment(s) of the population bears a disproportionate share of adverse impacts.

## **COMPLAINT PROCEDURES**

The Ocala Marion TPO has put in place a concise, prompt and reasonable complaint procedure to ensure that any discrimination is investigated and eliminated. The Title VI Coordinator has direct, easy and unimpeded access to the TPO Director for the purposes of discussing nondiscrimination issues. Any person(s) who believes has been subjected to discrimination based upon race, color, national origin, sex, age, disability, religion, income or family status in any of Ocala Marion TPO services, activities, plans, programs or employment practices may file a complaint with the Ocala Marion TPO.

The complaint should be submitted in writing and contain the identity of the complainant, the basis of allegation(s) (i.e. race, color, national origin, sex, age, disability, religion income or family status) and a description of the alleged discrimination with the date it occurred (refer to **APPENDIX B**). The official complaint will need to be submitted to our Title VI Coordinator or the TPO Director. The complaint can be submitted at the following location:

Liz Mitchell, Title VI/Nondiscrimination Coordinator  
2710 E. Silver Springs Blvd.  
Ocala, Florida 34470  
Email: [liz.mitchell@marionfl.org](mailto:liz.mitchell@marionfl.org)  
Phone: (352) 438-2634

Ocala Marion TPO investigates complaints received no more than 180 days after the alleged incident. The Ocala Marion TPO will process complaints that are complete. Once the complaint is received, Ocala Marion TPO will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

The Title VI/Nondiscrimination Coordinator has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, the Coordinator may contact the complainant.

The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, the Coordinator can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant:

- Closure letter- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

or

- Letter of Finding (LOF) - A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

Should the Ocala Marion TPO be unable to satisfactorily resolve a complaint, the Ocala Marion TPO will forward the complaint, along with a record of its disposition to the appropriate District of Florida Department of Transportation (FDOT). The written complaint may be submitted directly to FDOT if the complainant is unable or unwilling to complain to the Ocala Marion TPO. FDOT will serve as a clearinghouse, forwarding the complaint to the appropriate state or federal agency:

Florida Department of Transportation, Equal Opportunity Office  
ATTN: Title VI Complaint Processing  
605 Suwannee St. MS 65,  
Tallahassee, Florida 32399

The staff of the Ocala Marion TPO will maintain a log of all complaints received by the agency. The log will include all the following information:

- 1 Name of Complainant;
- 2 Name of Respondent;
- 3 Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation);
- 4 Date complaint received;
- 5 Explanation of the complaint and the actions that have been taken or are proposed to resolve the issue raised in the complaint.

In addition, you can find a complaint form in **APPENDIX B** and a complaint log in **APPENDIX C**. However, to date there have been no complaints, investigations, or lawsuits regarding Title VI discrimination.

## CIVIL RIGHTS CERTIFICATION AND ASSURANCE

The Ocala Marion Transportation Planning Organization (TPO) assures the Florida Department of Transportation that no person shall, on the basis of race, color, national origin, 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 undertaken by this agency.

The Ocala Marion TPO 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 or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, 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 language other than English.
3. Insert the clauses of **APPENDIX E** of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against the Ocala Marion TPO.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the primary recipients (refer to **APPENDIX A** of this plan).

**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 agency.

Date: 1/24/2023

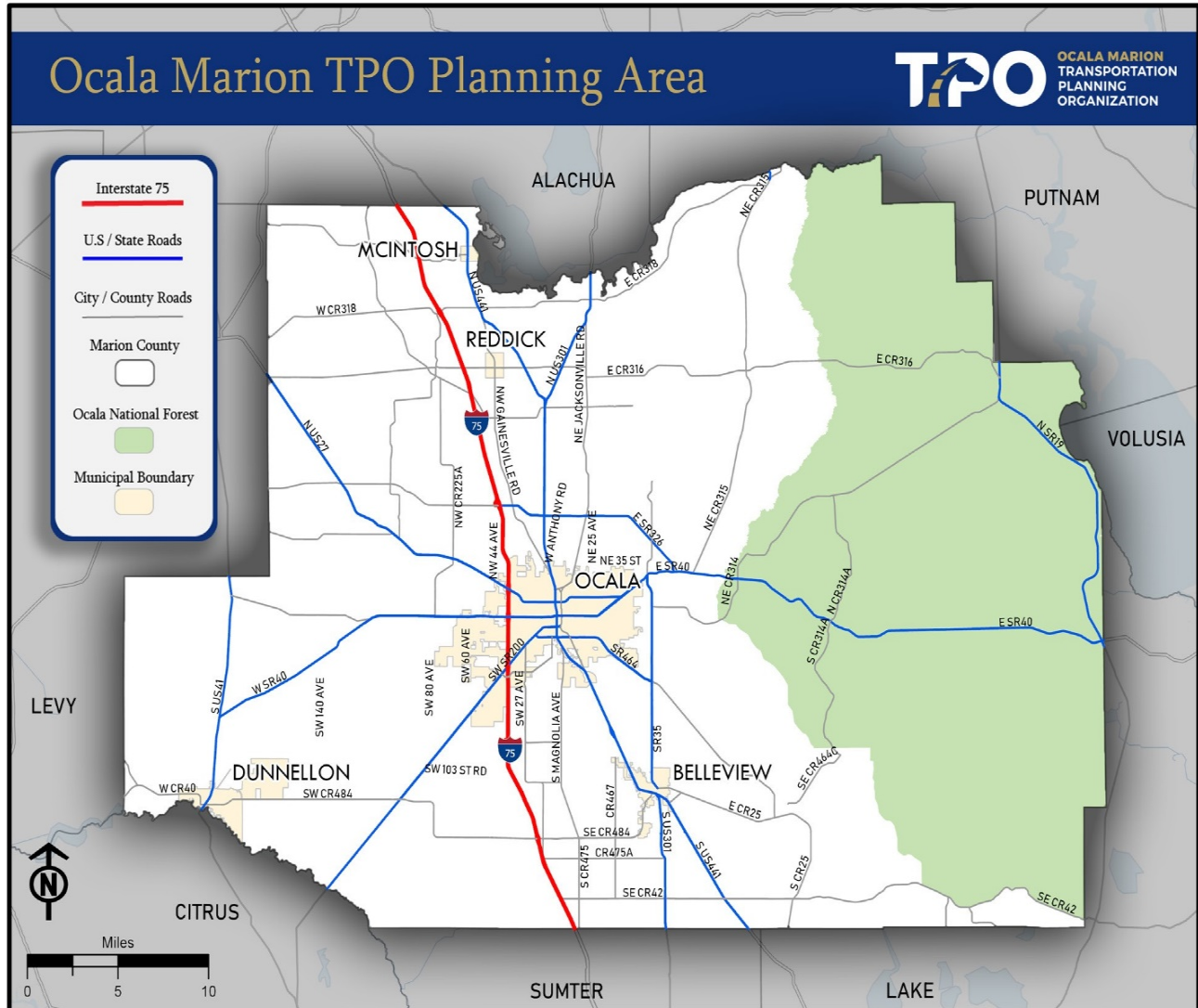


Robert Balmes  
TPO Director  
Ocala Marion TPO

## INTRODUCTION

The Ocala Marion TPO is a federally-mandated public agency responsible for the planning and implementation of several modes of transportation, including highway, transit, freight, bicycle, pedestrian and paratransit. The TPO was established in 1981 after the 1980 Census determined the urbanized area of Ocala exceeded a threshold of 50,000 people, to provide a forum for the development of transportation policy and transportation planning services for all of Marion County. Due to rapid population growth in the 1980s, the planning boundaries of the entire county were added. The below map illustrates the TPO planning area which includes all of Marion County.

Map of TPO Planning Area



The Title VI/Nondiscrimination Policy, Americans with Disabilities Act (ADA), Public Participation Plan (PPP), Environmental Justice (EP), and Limited English Proficiency Plan (LEP) all work in unison to ensure that participation is solicited with specific tactics for outreach and involvement from all of the communities and citizens throughout Marion County.

## GOVERNANCE

The Ocala Marion TPO is governed by the TPO Board and committees that work together to increase public involvement, transparency, awareness, economic vitality, and mobility. These committees are made up of an array of individuals with varying levels of expertise and backgrounds. This type of diversity helps garner greater efficiency, and effectiveness for accomplishing the transportation goals of the TPO planning area. In addition, having so many varying individuals involved in our committees helps to increase communication and awareness throughout the community. Communication, public involvement, and community awareness, are vital to the success of the transportation planning process.

## THE GOVERNING BOARD

The TPO Board is the final level of review and decision-making body in the TPO organizational structure. The Board is comprised of elected officials representing local jurisdictions. Recommendations from TPO staff and the advisory committee's substructure are reviewed, discussed and then either approved or rejected through a voting process. All meetings are conducted in an open public forum with an opportunity for public comment. The public is encouraged to attend all TPO committee and board meetings. Meetings are advertised at least seven (7) days in advance on the websites of the TPO, Marion County, and the cities of Belleview, Dunnellon, and Ocala, in accordance with the notification requirements of Florida Statute - Sunshine Law:

s.286.011,

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0200-0299/0286/Sections/0286.011.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0286/Sections/0286.011.html)

and

s.120.525,

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0100-0199/0120/Sections/0120.525.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0120/Sections/0120.525.html).

In addition to advertisement, meetings are also advertised on the TPO's social media platform.

The TPO Board voting membership is comprised of the following representatives:

- |   |                     |
|---|---------------------|
| 1. City of Belleview City Commission        | 1 member            |
| 2. City of Dunnellon City Council           | 1 member            |
| 3. City of Ocala City Council               | 5 members           |
| 4. Marion County Board County Commissioners | 5 members           |
| 5. FDOT District Five Secretary             | 1 member Non-voting |

## CITIZENS ADVISORY COMMITTEE (CAC)

The Citizens Advisory Committee (CAC) is comprised of Marion County residents who volunteer to provide input to the TPO from a citizen's point of view. A minimum of 6 and up to 15 members, with preferred representation from the following types of organizations and associations, or from individuals with educational or career experience in similar fields.

- Environmental and/or Conservation groups/associations
- Cycling and/or Trails advocacy group/associations
- Governor’s West Ocala Neighborhood Revitalization
- Council or other neighborhood groups/associations
- Business community groups/associations
- An equine group/association
- The transportation disadvantaged community
- Six (6) additional members that are residents of the TPO area

Appointments to this committee are made through an application process where the candidates are interviewed and are then recommended to the TPO board for approval. Consideration for appointment is based on geographic location, interviews, and overall background of each candidate with an emphasis on diversity to ensure broad socio-economic, racial, ethnic and geographic representation. The Ocala Marion TPO strives to maintain a cross-section of professional associations, neighborhood associations, civic and community associations, and private sector individuals representing individuals with disabilities, minority groups, and geographic areas of the region. CAC members assist in identifying the needs of the public and potential outreach opportunities.

**TECHNICAL ADVISORY COMMITTEE (TAC)**

The Technical Advisory Committee (TAC) membership is comprised of 11 members who are planners, engineers, technicians and other professionals representing local and state government agencies and local transit providers. The TAC recommendations are based on the professional experience of the committee members. TAC members review the Ocala Marion TPO work products and plans before they are presented to the Board.

The TAC is comprised of representatives from the following organizations:

1. City of Belleview: Public Works
2. City of Dunnellon: Public Works
3. City of Ocala: Traffic Engineering
4. City of Ocala: Growth Management
5. Marion County Board of County Commissioners: Traffic Engineering
6. Marion County Board of County Commissioners: Growth Services
7. Marion County School District
8. Marion County Tourism
9. Florida Department of Environmental Protection: Office of Greenways & Trails
10. SunTran - Mass Transit
11. Florida Department of Transportation (FDOT) District 5: a non-voting member



## TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

The Ocala Marion TPO provides staff support to the Transportation Disadvantaged Local Coordinating Board (TDLCB) in the region and oversight to the Community Transportation Coordinator (CTC). This board coordinates transportation needs of the disadvantaged in our community, including individuals with physical and economic challenges and senior citizens facing mobility issues. The TDLCB board assists the TPO in identifying local service needs and provides information, advice, and direction to the Community Transportation Coordinator (CTC) on services to be provided to the transportation disadvantaged community. Membership is comprised of one representative each from the City of Ocala, Marion County Public School Board, FDOT, and various health and labor not-for-profit organizations.

The TDLCB Board is comprised of representatives from the following organizations:

1. Marion County Board of County Commissioners
2. Marion County Department of Veteran Affairs
3. Department of Education and/or Marion County Public Schools
4. Ocala Housing Authority and/or Housing Finance Authority
5. Centers for Independent Living
6. CareerSource Citrus Levy Marion
7. Florida Center for the Blind
8. Agency for Health Care Administration and/or local health agency
9. Agency for Persons with Disabilities
10. Florida Department of Transportation
11. Florida Department of Elder Affairs
12. Public Transit System or local Mass Transit
13. Florida Department of Children and Families
14. Florida Association for Community Action
15. A person over sixty
16. A person with a disability

The non-elected advisory committee's racial breakdown for the TPO is as follows:

BODY	CAUCASIAN	LATINO	AFRICAN AMERICAN	ASIAN AMERICAN	NATIVE AMERICAN	OTHER
CAC	78%	0%	22%	0%	0%	0%
TAC	73%	0%	18%	9%	0%	0%
TDLCB	55%	13%	13%	0%	0%	19%

### NOTICES PROVIDED:

The Ocala Marion TPO posts notice of Title VI compliance in the reception area and on its website, as well as this plan to inform individuals regarding the Title VI policies, and procedures. The Ocala Marion TPO provides the following notice of nondiscrimination on all its plans, documents, studies, and websites as well as advertised in the local newspaper, in accordance with the notification requirements of Florida Statute s.286.011, F.S. with each meeting.

## **TITLE VI/NONDISCRIMINATION STATEMENT**

The Ocala Marion Transportation Planning Organization (TPO) complies with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and other federal equal opportunity laws and therefore does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in admission or access to and treatment in TPO programs and activities, as well as the TPO's hiring or employment practices. Title VI complaints related to the TPO can be submitted at, 2710 E. Silver Springs Blvd., Ocala, Florida 34470. Anyone requiring special assistance under the Americans with Disabilities Act (ADA), or requiring language assistance (free of charge) should contact Liz Mitchell, Title VI/Nondiscrimination Coordinator at (352) 438-2634 or email [liz.mitchell@marionfl.org](mailto:liz.mitchell@marionfl.org).

## **PUBLIC PARTICIPATION**

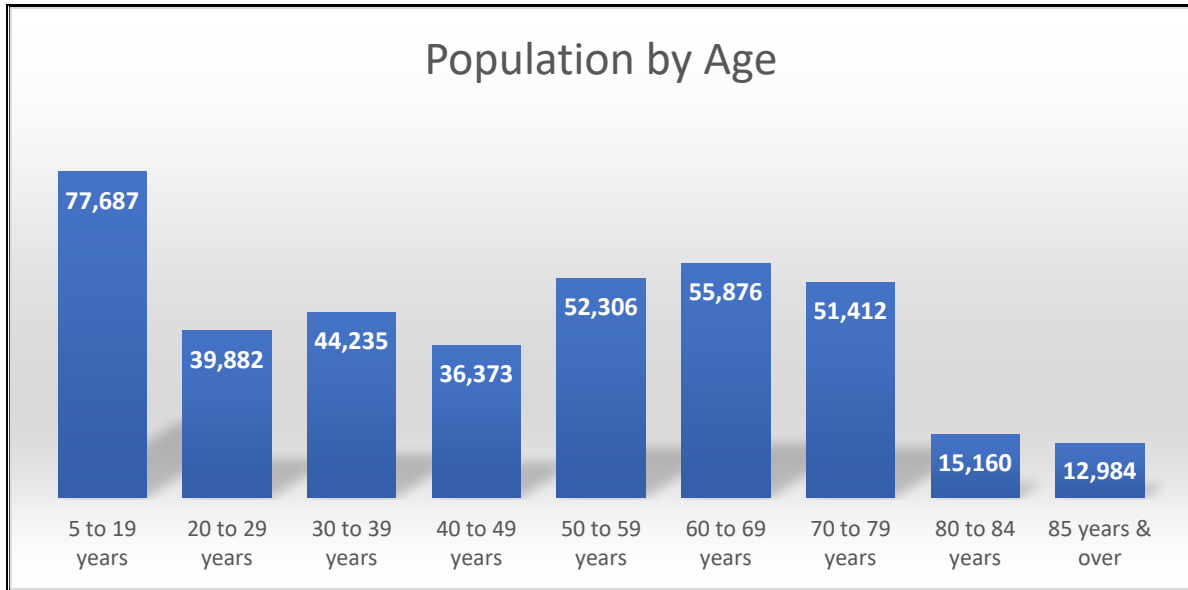
In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the Agency must have the input of its public. The Agency spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The Agency hosts an informative website that advises the public how it can access information and provide input. The Agency also holds public meetings, workshops and other events designed to gather public input on program and project planning. This includes engaging our minority and Limited English Proficiency (LEP) populations to receive input, and working diligently to increase awareness of the planning process for all our residents throughout the planning area.

The Public Participation Plan (PPP) for the TPO includes various goals, and objectives to increase public participation with the transportation planning process. This encompasses various outreach strategies such as, public forums, community meetings, project specific websites, and updating the TPO website. The strategies include holding these outreach events, activities, and meetings in locations that are accessible to all individuals. Therefore, meetings are held in Silver Springs Shores, Marion Oaks, City of Dunnellon, City of Belleview, as well as throughout the City of Ocala and other areas of unincorporated Marion County. This ensures that all communities have the chance to be involved in the transportation planning process, regardless of location. Public participation is highly encouraged and sought out to get a well-rounded view of the public's thoughts and concerns. The Ocala Marion TPO's PPP was updated in 2020. The update includes ways of measuring the TPO's effectiveness in public participation, various public participation opportunities, and strategies to increase our awareness to the citizens of Marion County. For more information regarding the PPP visit <http://www.ocalamariontpo.org>.

Further, the Agency sponsors, attends, and participates in other community events to promote its services to the public, such as community outreach programs like "Marion County Day" designed to inform the community of the programs available within the County. Finally, the Agency is constantly seeking ways of measuring the effectiveness of its public participation. Persons wishing to request special presentations by the Agency; volunteer in any of its activities; offer suggestions for improvement; or to simply learn more about Agency programs and services should visit the <http://www.ocalamariontpo.org> website.

## DEMOGRAPHICS FOR THE OCALA MARION TPO AREA

The Ocala Marion TPO contains the incorporated cities of Belleview, Dunnellon, and Ocala, as well as Marion County in its entirety. Marion County has a population of 385,915, based on the 2021 ACS 1-year estimates Subject Tables. The following chart is a breakdown of population by age within the TPO planning area.



2021 ACS 1-year estimates Subject Tables

The Ocala Marion TPO planning area (Marion County) has experienced a higher percentage increase in its total population, than the State of Florida. The TPO has had an increase in total population of 7%, and the aging population from 2018 to 2021 estimates have a 6% increase. Overall, the State of Florida, has had a total population increase of 2.3%, and an increase of 5.5% for its aging population from 2018 to 2021. The following chart highlights the population percentages mentioned above:

Marion County	65 & Older	Total Population	State of Florida	65 & Older	Total Population
2018	104,024	359,977	2018	4,358,784	21,299,325
2021	110,581	385,915	2021	4,598,996	21,781,128
Percent Increase %	6%	7%	Percent Increase %	5.5%	2.3%

ACS Census 2021 - 1-year estimates

The TPO has experienced a higher percentage of growth with our total population since the year 2018, compared to the State of Florida as mentioned earlier. However, when examining the growth in greater detail, the percentage of growth is most concentrated with traditionally underserved and minority populations. Therefore, this makes the need to increase the TPOs public participation and awareness within these communities that much greater. The following chart highlights the percentage of growth mentioned earlier:

Demographics Marion County									
	White	Black	Hispanic or Latino	American Indian & Alaska Native	Asian	Native Hawaiian & Other Pacific Islander	Two or more races	Some other race (as identified by Census)	Total Population
2018	252,199	43,491	49,093	1,009	4,898	142	8330	815	359,977
2021	259,468	44,627	59,704	358	6,708	0	13,787	1263	385,915
Percent Increase %	2.9%	2.6%	21.6%	-64.5%	37%	-100%	65.5%	55%	7.2%

ACS Census 2021 - 1-year estimates

Demographics State of Florida									
	White	Black	Hispanic or Latino	American Indian & Alaska Native	Asian	Native Hawaiian & Other Pacific Islander	Two or more races	Some other race (as identified by Census)	Total Population
2018	11,344,261	3,252,558	5,562,452	41,492	580,229	9,694	426,855	81,784	21,299,325
2021	11,139,831	3,186,335	5,830,915	20,354	605,613	10,500	838,800	148,780	21,781,128
Percent Increase %	-1.8%	-2%	4.8%	-51%	4.3%	8.3%	96.5%	81.9%	2.3%

ACS Census 2021- 1-year estimates

The TPO is dedicated to increasing public participation and awareness with all the communities throughout the planning area. Staff will focus on advertising, continually updating the TPO website, and actively recruiting members from these communities to be a part of our committees, meetings, and any TPO associated activities to better serve the community.

For more information regarding goals, objectives, and strategies as it relates to public participation please see the TPOs Public Participation Plan (PPP). The PPP plan can be found on the TPOs website <http://www.ocalamariontpo.org>. Feel free to reach out to TPO staff for any additional questions or concerns at (352) 438-2630.

### ENVIRONMENTAL JUSTICE (EJ)

The TPO performs an Environmental Justice (EJ) Analysis when developing long range plans that consider the impacts of projects over at least a 20-year horizon, to compare how those projects adversely affect high concentration of minority, low-income, and other traditionally underserved communities. Therefore, seeking public input throughout the planning process is vital for ensuring all members of the community are involved and there are no adverse or disproportionate impacts.

For the 2045 Long Range Transportation Plan (LRTP), an EJ analysis was performed in the project evaluation and prioritization process, assessing projects in terms of their proximity to transportation disadvantaged populations, also referred to as Equity Areas. The identification of this segment of the Marion County population was accomplished through the analysis of US Census block group data on minority and low-income population levels. Additionally, block groups were analyzed in support of transit needs to account for higher than county averages of people without a vehicle, seniors over 65 and youth under age 16.

Based on the criteria used to identify the EJ population, the countywide average poverty rate in Marion County was 17.6% and the minority rate was 17.8%, in accordance with Census data. Areas in the County with both a poverty and minority rate above the countywide averages, respectively, were considered EJ areas for the purpose of the LRTP analysis. A minimum population threshold was also applied to isolate areas with substantial population. The threshold for both minority and poverty is a minimum of 500 population by census block group. Areas meeting either the minority or poverty definition were also considered, particularly in the identification of 2045 LRTP workshop locations to provide adequate citizen access to the planning process.

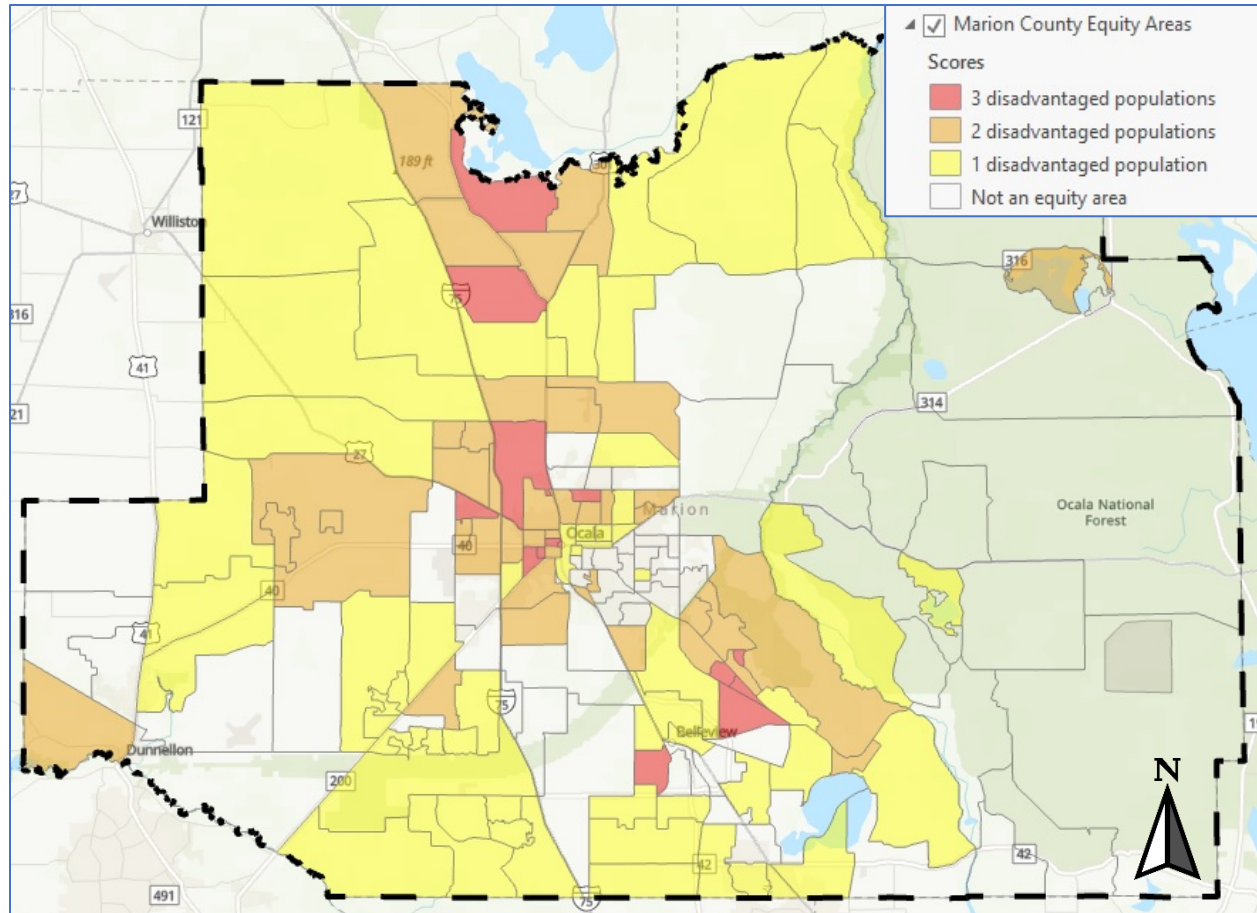
The following table summarizes the Needs Plan in EJ versus non-EJ areas. Roadway improvements were represented in terms of cost, due to the high degree of variability in the cost of various improvements. Only the portions of projects in EJ areas are included in the cost/mileage summaries in the EJ Areas column. Other improvements are represented in terms of miles of improvements. As reflected in the table, 16% of non-motorized and 13% of motorized projects in the Needs Plan are located in EJ areas, as measured by population distribution in EJ versus non-EJ areas.

2045 Long Range Transportation Plan, Assessment of Investments in Environmental Justice Areas

	EJ AREAS	NON-EJ AREAS	TOTAL
<b>Population</b>	62,300	270,900	333,200
<b>Roadway Needs</b>	\$194,256,000	\$1,247,293,000	\$1,441,549,000
Per Capita	\$3,118	\$4,604	\$4,326
<b>ITS Needs Mileage</b>	49.1	169.7	225.4
Per thousand residents	0.79	0.63	0.68
<b>Bicycle/Pedestrian Needs (mileage)</b>	84	431	515
Per thousand residents	1.34	1.59	1.55
<b>Public Transit Needs (route mileage)</b>	45.2	92.4	137.6
Per thousand residents	0.73	0.34	0.41

Note: Project cost estimates are represented in present day cost. Multimodal and ITS improvements represent all candidate projects in boxed fund programs.

The following map displays the transportation disadvantaged populations, which comprise the EJ Equity Areas of Marion County. The Equity Areas are based on the five disadvantaged groups – poverty, minorities; and higher than county average for no vehicle, seniors over 65 and youth under 16. Equity Areas with composite scores of 1, 2, or 3 have either 1, 2 or 3 disadvantaged groups.



**LIMITED ENGLISH PROFICIENCY (LEP)**

The Ocala Marion Transportation Planning Organization (TPO) is committed to increasing awareness and involvement with all individuals throughout the planning area, including those communities that have been traditionally underserved, and individuals that have Limited English Proficiency (LEP). In the Ocala Marion TPO service area there are residents who describe themselves as not able to communicate in English very well. The Ocala Marion TPO is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Any person(s) requiring special language services (free of charge) should contact Liz Mitchell, Title VI Coordinator, at least seven (7) days in advance, so proper accommodations can be made to: Ocala Marion TPO, 2710 E. Silver Springs Blvd., Ocala, Florida 34470, Attn: Liz Mitchell (352) 438-2634, [liz.mitchell@marionfl.org](mailto:liz.mitchell@marionfl.org).

The TPO website allows translation of the site to various languages to significantly remove language as a barrier to access, and to help accommodate the navigation, and awareness of TPO related events, activities, and meetings. Also, the Title VI Statement and Complaint Procedure for filing a Title VI related complaint have been translated into Spanish and placed on the website. This allows for those individuals who are Limited English Proficient to be aware of their rights as it relates to Title VI and LEP. For more information including demographics,

outreach efforts, staff training, and overall procedures please see the TPO's LEP Plan in **APPENDIX D.**

#### **AMERICANS WITH DISABILITIES ACT/SECTION 504 OF THE REHABILITATION ACT**

The Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973 and related federal and state laws and regulations forbids discrimination against those who have disabilities and requires agencies and government entities to take reasonable steps to accommodate the disabled and ensure their needs are represented in transportation programs, plans, services and activities.

The Ocala Marion TPO makes every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The TPO also makes every effort to ensure that its advisory committees, public participation activities and all other programs, services and activities include representation by communities with disabilities and disability service groups. The TPO will provide reasonable accommodation to individuals with disabilities who wish to participate in public meetings or events or who require special assistance to access facilities, programs, services or activities. Persons who require special accommodations, assistance or resources should contact Liz Mitchell, Title VI Coordinator, at least seven (7) days in advance, so proper accommodations can be made.

## **APPENDIX A GENERAL REQUIREMENTS**

General Requirements (Chapter 3) based on the FTA Circular 4702.1B are as follows:

1. A copy of the Title VI notice to the public, and a list of locations where the notice is posted.
2. Instructions on how to file a complaint, complaint procedures, and a copy of a complaint form.
3. A list of any public transportation-related Title VI investigations, complaints, or lawsuits.
4. A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI program submission.
5. A plan for providing language assistance to persons with limited English proficiency, based on the FDOT LEP Guidance.
6. Must provide a table depicting the racial breakdown of the non-elected advisory committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.
7. If a facility has been constructed, shall include a copy of the Title VI equity analysis that was conducted during the planning stage with regard to the location or facility.

Requirements for Metropolitan Transportation Planning Organizations based on the FTA Circular 4702.1B (Chapter 6) are as follows:

1. All general requirements set out in section 4 of Chapter 3 (see above).
2. Demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate.
3. A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process.
4. Demographic maps that overlay the percent minority and non-minority populations as identified by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the MPO as a designated recipient
5. An analysis of impacts identified in (#4 of this section) any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.





**APPENDIX B**

**TITLE VI/NON-DISCRIMINATION PROGRAM COMPLAINT FORM**

<b>Complainant(s) Name:</b>	<b>Complainant(s) Address:</b>
<b>Complainant(s) Phone Number:</b>	<b>Date of Complaint:</b>
<b>Complainant(s) Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc.):</b>	
<b>Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):</b>	
<b>Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:</b>	

<b>Discrimination Because of:</b>	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<b>Date of Alleged Discrimination:</b>
	<input type="checkbox"/> Sex	<input type="checkbox"/> Age	<input type="checkbox"/> Handicap/Disability	
	<input type="checkbox"/> Income Status	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Other	

**Please list the name(s) and phone number(s) of any person, if known, that the Florida Department of Transportation could contact for additional information to support or clarify your allegation(s):**

**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.**

<b>Complainant(s) or Complainant(s) Representatives Signature:</b>	<b>Date of Signature:</b>
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**Please submit to: Liz Mitchell**  
**Title VI Coordinator**  
**2710 E. Silver Springs Blvd.**  
**Ocala, FL 34470**  
**Phone: (352) 438-2634**

<http://www.ocalamariontpo.org>  
 **Additional Pages are attached**



**APPENDIX C**  
**COMPLAINTS AND INVESTIGATIONS LOG**

<b>Date</b>	<b>Name of Complainant</b>	<b>Basis of Complaint (race, color, or national origin)</b>	<b>Complaint Summary</b>	<b>Action Taken/Status</b>
<b>Date</b>	<b>Name of Respondent</b>	<b>Lawsuit</b>	<b>Lawsuit Summary</b>	<b>Action Taken/Status</b>
<b>Date</b>	<b>Name of Complainant</b>	<b>Basis of Complaint (race, color, or national origin)</b>	<b>Complaint Summary</b>	<b>Action Taken/Status</b>
<b>Date</b>	<b>Name of Respondent</b>	<b>Lawsuit</b>	<b>Lawsuit Summary</b>	<b>Action Taken/Status</b>

**APPENDIX D  
LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

In order to ensure meaningful access to programs and activities, the Ocala Marion Transportation Planning Organization (TPO) uses the information obtained in a Limited English Proficiency (LEP) survey that utilizes a four-factor analysis to determine the specific language services that are appropriate for the Ocala Marion TPO Metropolitan Planning Area (MPA). This analysis helps the TPO to determine if it communicates effectively with LEP persons and engages adequately and timely in language access planning. To complete this four-factor analysis the TPO utilized the U.S. Department of Transportation LEP guidance. The results are as follows:

Factor 1: According to Census data, only 3.9% or 14,415 individuals respectively, of the population 5 years and over, speak English less than “very well.” Therefore, due to this limited number of individuals who speak English less than “very well” there has been little to no contact with LEP individuals over the years.

Language Spoken at Home	Number	Speak English very well	Percent	Speak English less than very well	Percent
Population 5 years & over	367,879	353,464	96.1	14,415	3.9
Only English	318,862	--	86.7	--	--
Spanish or Spanish Creole	37,154	25,822	69.5	11,332	30.5
Other Indo-European	5,763	3,978	69	1,785	31
Asian and Pacific Island	4,194	3,119	74.4	1,075	25.6
All Other Languages	1,906	1,683	88.3	223	11.7

American Community Survey (ACS) 1-Year Estimates 2021

Factor 2: Considering the small amounts of individuals that live in the planning area who have Limited English Proficiency, the probability of interaction with LEP individuals is very low. Also, the Title VI Complaint procedures and forms have been translated into Spanish and are accessible on the website. Any other language deemed necessary will be made available upon request. In addition, the TPO website [www.ocalamariontpo.org](http://www.ocalamariontpo.org), has been translated into various languages.

Factor 3: Transportation is a vital part of people’s everyday lives. It affects the roads they drive on, congestion, development, and their safety on the roadways. Therefore, increasing awareness with all individuals regarding the transportation planning process is an objective of the TPO. Bilingual information (English/Spanish) is distributed in several different manners through:

- a. Managing a bilingual website
- b. Distributing bilingual informational material
- c. Providing bilingual translators at meetings
- d. Providing bilingual customer service staff
- e. Provide “I speak cards” at meetings and events

Factor 4: With such a limited number of individuals (< 5%) contained within the Metropolitan Planning Area (MPA), it would not be cost effective to translate all documents into Spanish. In addition, the TPO website can be translated into a wide array of languages.

### **TRANSLATION**

When and if an interpreter is needed, first a determination of what language is needed. Then, depending on the language needed the TPO will utilize all available resources to ensure that the needs of that individual(s) are met. However, as there are no translation services within the Ocala area, further assistance would be sought out from the Ocala Police Department, and the University of Florida language department.

### **TRAINING**

All TPO staff will be provided with the LEP plan as part of the Title VI Plan in the Employee Orientation. Employees will be educated on procedures and services available under Title VI. Training topics include:

- Understanding the Title VI LEP program responsibilities;
- What language assistance is available;
- Documentation of language assistance requests;
- How to handle a complaint
- Availability of “I speak cards” at meetings and events

### **MONITORING**

The TPO understands that its community profile is changing and the four-factor analysis may reveal the need for more or varied LEP services in the future. As such, it will annually examine its LEP plan to ensure that it remains reflective of the changes in the community.



**APPENDIX E**  
**STATEMENTS AND ASSURANCES**

Inserted

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Ocala/Marion County TPO assures the Florida Department of Transportation (FDOT) 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, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Ocala/Marion County TPO further assures FDOT that it will undertake the following 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 *Appendices A and E* 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.



Name: Ire Bethea Sr.  
Title: TPO Chair



Date

## STATEMENTS AND ASSURANCES

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 (7) 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.

(7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on



the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)