

2022

TITLE VI & NONDISCRIMINATION  
PLAN

01/10/2022

Liberty County Board of  
County Commissioners/  
Liberty County Transit

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**Title VI and Nondiscrimination Policy and Plan  
Including Limited English Proficiency (LEP)**

***The Liberty County Board of County Commissioners/Liberty County Transit assures the Federal Transit Administration and 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, the Florida Civil Rights Act of 1992, as well as other applicable Federal statutes, 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 the agency.***

**Prepared by  
Monica Welles**  
*Monica Welles*

**Updated: January 10, 2022**

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### Title VI Program Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks
01/19/2020	Update		Yearly Review/Update
02/05/2021	Update		Yearly Review/Update
01/10/2022	Update		Yearly Review/Update

# I. Title VI Policy Statement

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The Liberty County Board of County Commission/Liberty County Transit's (Liberty County Transit) abides by both the Federal Transit Administration (FTA) and the Florida Department of Transportation's (FDOT) Title VI/Nondiscrimination Programs. As a result, it is the policy of this agency, under Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992, and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, disability/handicap, or income status, family or religious status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by this agency or its sub-recipients.

## II. Compliance Plan – General Requirements:

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### A. Title VI Notice to the Public, including a list of locations where the notice is posted:

The following is Liberty County Transit's Title VI and Non-Discrimination Notice to the Public:

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in:

Public accommodations on the basis of race, color, religion, sex, national origin, handicap, or of marital status.

Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at: 850-488-7082 or 800-342-8170 (voice messaging).

Complaint Liaison:

Monica Welles  
Executive Director  
Liberty County Transit  
(850) 643-2524

Notice to the Public is located in the following areas:

- Each Vehicle
- Drivers Office
- Dispatchers Office
- Employment Applications
- Any Bidding or Advertising
- Brochures

*\*Note: We currently do not have a transit website, however, a copy of the plan, including the complaint procedure, has been placed on the Liberty County Board of County Commissioners website. [www.libertybocc.com](http://www.libertybocc.com)*

**B. Title VI Complaint Procedures (i.e. instructions to the public regarding how to file a Title VI discrimination complaint)**

Liberty County Transit has a Complaint Procedure developed in compliance with FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients". This Procedure is included in Appendix A.

**C. Title VI Complaint Form**

Liberty County Transit has a Complaint Form developed in compliance with FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients". This Form is included in Appendix B.

**D. List of Transit-related Title VI investigations, complaints, and lawsuits**

There have not been any investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities. If there is a Title VI complaint in the future, Liberty County Transit will follow the Complaint Procedure in Appendix A. In addition, this complaint will be properly reported. This report shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint.

**E. Public Participation Plan**

Due to limited budget, Liberty County Transit depends on the Florida Commission for the Transportation Disadvantaged to include on their website our contact information for

transit activities and ride scheduling.

(Activities are approximate over the last 3 years)

- Brochures are regularly placed at community gathering places as well as local doctors' offices and the hospital (See Appendix C).
- Healthy Start (translator) is updated with any changes affecting ridership as well as reviewing periodically our processes and placement of brochures.
- Advertisement in the Calhoun-Liberty Journal for Jobs, Activities and Events for Transportation.
- (Monthly) Our Local radio station (WYBT/WPHK) advertises and also lists within our local grocery store, on announcements, of the activities placed in the Calhoun Liberty Journal
- Hurricane Preparedness outreach to the public, providing hurricane readiness supplies, and information.
- Department of Health public health awareness events. We provide information, give out brochures, and answer any questions.
- Community Awareness events outreach to the public, providing brochures, cards, and information.

**F. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance:**

Liberty County Transit's Limited English Proficiency (LEP) Plan:

In order to ensure meaningful access to our services, the following Four Factor Analysis was completed.

1. *The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.*

According to the US Census Bureau 2018 Census Block Groups with selected fields from the 2013-2017 American Community Survey (ACS), the total population aged 5 years and older included 8,365 residents within the entire Liberty County area with 196 persons that speak English "Less than Very Well" (2.5%),

Additionally, there are 378 persons that speak Spanish (4.8 %), 108 that speak other Indo-European Languages (1.4 %), 0 that speak an Asian or Pacific Island Language

(<1 %) and 25 (<1 %) that speak other languages.

2. *The frequency with which LEP persons come into contact with the program.*

Though infrequent, LEP’s contact us through the Health Start services that has a translator on staff. Any LEP person that is having difficulty speaking or understanding is referred to the translator or the translator is contacted to reach out to the individual.

3. *The nature and importance of the program, activity, or service provided by the program to people’s lives.*

Liberty County Transit provides paratransit subscription, demand response, and reservation transportation serves for all of Liberty County and its transportation disadvantaged populations. There are no fixed routes available in Liberty County.

4. *The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.*

Currently, we partner with our Healthy Start Program within the county that has a Spanish translator available to help with any Spanish speaking needs.

If any LEP language group reaches the five percent trigger or 1,000 persons (from Census data), translated vital documents will be provided in the applicable language and/or oral interpretation services will be provided upon request. Liberty County Transit will at that time formalize an LEP Plan as a separate document to this Title VI policy.

In the interim, Liberty County Transit staff members will continue to attend community outreach events; ensure appropriate postings in vehicles; continue coordination with operators, office staff and drivers as they are most likely to interact with the public; continue to update/train available interpreters (Healthy Start) on services, including changes to services, etc. If any of these action items or an update in Census data reflects a change in the potential ridership that may require a more comprehensive LEP plan, Liberty County Transit will develop this plan.

**G. Non-Elected Committees and Councils, broken down by race, and agency**

Currently, the makeup of Liberty County is as follows:

Census Area	RACE				ETHNICITY		SEX	
	White Alone	Black/African American	Asian Alone	American Indian/Alaskan Native	Hispanic	Non-Hispanic	Male	Female
Liberty	77.0%	19.6%	0.4%	1.2%	7.2%	71.2%	61.7%	38.3%

*Based on 2018 Census Data*

**Local Coordinating Board**

Liberty County Board of County Commission/Liberty County Transit is a direct recipient of funding. The BOCC does not have a designated transportation non-elected board at this time.

**H. Primary recipients shall include a description of how the agency monitors its sub recipients for compliance with Title VI, and a schedule of sub recipient Title VI Program submissions**

We currently do not have sub recipients, however if that changes, they will submit an agreement to follow the Liberty County Transit's Title VI Plan.

**I. A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.**

Liberty County Maintenance Shop. The Maintenance Shop was built on our current site location, next to our former maintenance shop so an Analysis was deemed not needed as it would not change any effects on any groups according to this plan. In addition, any future construction site related to Liberty County Transit will have an Equity Analysis if needed, to ensure the location does not disproportionately affect any group according to this Title VI plan.

**J. Board Minutes, Resolution, and other appropriate documentation showing the Board of Directors reviews and approved the Title VI Program**

Please see Appendix D.

## Conclusion

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Liberty County Transit firmly believes in the Title VI and non-discriminatory statement "no person in the United States shall, on the ground of race, color, or national origin, age, disability, family or religious status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Liberty County Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI and non-discrimination policy.



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# Appendix A

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## **LIBERTY COUNTY BOARD OF COUNTY COMMISSIONERS/LIBERTY COUNTY TRANSIT (LIBERTY COUNTY TRANSIT) TITLE VI COMPLAINT AND NON-DISCRIMINATION POLICY**

The purpose of this document is to detail specific complaint procedures for better documentation efforts regarding to Title VI and related statutes.

***The Liberty County Board of County Commissioners/Liberty County Transit assures the Federal Transit Administration and 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, the Florida Civil Rights Act of 1992, as well as other applicable Federal statutes, 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 the agency.***

The Liberty County Board of County Commissioners/Liberty County Transit does not condone discrimination and believes all persons should be protected based on the above listed criteria and will not be excluded from participation in, being denied benefits of, or be subject to discrimination under Liberty County Board of County Commissioners/Liberty County Transit transportation activities.

### **LIBERTY COUNTY TRANSIT COMPLAINT PROCEDURE**

Any person who believes she or he has been discriminated on the basis of race, color, or national origin by the Liberty County Board of County Commissioners/Liberty County Transit (further referred to as Liberty County Transit) may file a complaint by completing and submitting the agency's complaint form. This form is available in our offices, can be mailed or emailed on request, and will be added to our website if we decide to develop one.

The Liberty County Transit investigates complaints received no more than 180 days after the alleged incident. The Liberty County Transit will process complaints that are complete. Once the complaint is received, the Liberty County Transit will review it to determine if the information is complete.

If more information is needed to resolve the case, the Liberty County Transit may contact the complainant. The complainant has 7 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 7 business days, the Liberty County Transit can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue a written notice to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the information 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 10 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

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According to the 2010 Census data, our service area does not meet the Safe Harbor threshold of 5% (or over 1,000) for any LEP language group. However, if that should change in the future, we will provide the procedure and complaint form in the applicable language if needed.

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## Appendix B

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## Complaint of Discrimination

The Liberty County Board of County Commissioners/Liberty County Transit abides by both the Federal Transit Administration and the Florida Department of Transportation's Title VI/Nondiscrimination Programs. As a result, it is the policy of this agency, under *Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992*, and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by this agency or its sub-recipients.

### Section I:

Complainant(s) Name:

Complainant(s) Address:

Telephone (Home):

Telephone (Work):

Email Address:

Accessible Format Requirements?

Large Print

TDD

Audio Tape

Other

### Section II:

Are you filing this complaint on your own behalf?

Yes\*

No

If you answered "yes" to this question, go to Section III.

If not, please supply the name and relationship of the person for whom you are complaining for:

Name:

Relationship:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:

Yes

No

### Section III:

I believe the discrimination I experienced was based on (check all that apply):

Race

Color

National Origin

Sex

Age

Handicap/Disability

Income Status

Retaliation

Other

Date of Alleged Discrimination:

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witness. If more space is needed, please use back of this form.

### Section IV

Have you previously filed a Title VI complaint with this agency?

Yes

No

### Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court?

Yes

No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

State Agency: \_\_\_\_\_

Local Agency: \_\_\_\_\_

Federal Court: \_\_\_\_\_

State Court: \_\_\_\_\_

### Section VI

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:	Telephone:
Address:	
You may attach any written materials or other information that you think is relevant to your complaint.	
Complainant(s) or Complainant(s) Representatives Signature:	Date of Signature:

**Please submit this form in person at the address below, or mail this form to:**

Liberty County Transit  
 Monica Welles, Title VI Coordinator  
 P.O. Box 399, Bristol, FL 32321  
 (850) 643-2524 or Fax (850) 643-5672  
 Libertyt@gtcom.net

Internal Use Only:	
Date Received by Staff:	Date Investigation Completed:

# Appendix C

## our MISSION

Liberty County Transit will strive to deliver coordinated transportation services in Liberty County. We shall operate as safely as possible. All personnel and contractors are charged with the safety of employees, property, passengers, and those who come in contact with the transit system.



is powered by the  
**Liberty County**  
Board of County Commissioners

in partnership with



Questions?

Call Liberty County Transit at (850) 643-2524.

*Florida Law and Title VI of the Civil Rights Act of 1964 prohibits discrimination in public accommodation on the basis of race, color, religion, sex, national origin, handicap, or of marital status. Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging)*

This brochure was developed in partnership with



# Liberty County TRANSIT

Liberty County Transit is the designated public transportation provider for Liberty County. We provide vital transportation services for Liberty County residents including medical, education, and work trips.

Our services are reservation-based, so you must call ahead to schedule a trip. Liberty County Transit's friendly staff are available to help.



## Reservations & Cancellations

Requests for transportation service must be made at least 3 days in advance. Call (850) 643-2524 to make a reservation.

If you have to cancel a scheduled trip, please call our offices as soon as possible. If the office is closed, leave a voice mail message that includes your name and the day & time of your appointment. This will help us better serve you. If a vehicle has already been dispatched for your trip prior to cancellation, a "no-show" charge of \$3 will occur.

## Hours of Operation

Liberty County Transit's normal office hours are Monday through Friday from 8:00 am to 5:00 pm (Eastern), but transportation services are provided 24 hours a day, seven days a week as long as a reservation has been made.

For an after-hours, non-medical emergency, call (850) 643-2524. If it is a medical emergency, please call 911.

## Passenger Safety

Safety is a top priority for Liberty County Transit. All passengers are required to wear safety belts, and all children under the age of five (5) will be required to use a child safety seat. Liberty County Transit has wheelchair equipped vehicles.

We keep our vehicles clean and comfortable. Tobacco products, eating, or drinking are not allowed on the vehicles.

For answers to any questions, call Liberty County Transit at 850-643-2524.

## Service Area

We provide trips to locations both inside and outside Liberty County. This includes Tallahassee, Marianna, Pensacola, Panama City, Gainesville, and even Jacksonville.



## Be Ready for Your Pick-Up

We transport a lot of people to a lot of different locations on a daily basis. It is important that you be ready for your pick-up at least thirty (30) minutes ahead of your scheduled pick-up time.

## Shopping Thursdays



Thursdays are shopping days for Liberty County Transit. Call our office for more information.



## Locations of Brochures:

Pan Care

Liberty Community HealthCare

Buy Rite Drugs

Liberty County EMS

Liberty County Libraries

Piggly Wiggly Board

Post Office Board

Liberty County Clerk of Court

Liberty County Tax Collectors

Liberty County Property Appraisers

Liberty County Department of Health

Liberty County Supervisors of Elections



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## Appendix D

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