

2016

TITLE VI  
AND  
NONDISCRIMINATION PLAN



SANTA ROSA COUNTY

Adopted 1/28/2016

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

**Prepared by  
Santa Rosa County Transportation Planning  
6051 Old Bagdad Highway, Suite 202  
Milton, Florida 32583  
(850) 981-7082**

## Event Tracking

<b>Date</b>	<b>Revision Area</b>	<b>Action</b>	<b>Resolution</b>	<b>Other</b>
1/9/14	Plan Adoption	Adoption	2014-01	
7/24/14	Addition of sub-recipient information. Item II. I.	Adoption	2014-25	
1/29/15	Change of sub-recipient information. Item II. I.	Adoption	2015-01	
1/28/16	Complaint Form	Adoption	2016-05	

# I. Title VI/Nondiscrimination Policy Statement

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Santa Rosa County 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 Environmental Justice component of Title VI guarantees fair treatment for all people and provides for Santa Rosa County to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations, such as undertaking reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to the programs, services, and information Santa Rosa County provides.

Environmental Justice Regulations are:

- (a) To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- (b) To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process;
- (c) To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The responsibility for carrying out Santa Rosa County's commitment to this program has been delegated to the Title VI Coordinator who will receive and investigate Title VI complaints, which come through the complaint procedure. The Title VI Coordinator and/or his designee will participate in any yearly FHWA and/or FTA Title VI training, including videos, power points, etc. that is made available and will disseminate to leadership staff. All managers, supervisors and employees share in the responsibility for making Santa Rosa County's Title VI Program a success. Implementation of the Title VI Program is accorded the same priority as compliance with all other legal obligations incurred by Santa Rosa County in its financial assistance agreements with DOT (See Appendix A).

## 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:

Notices for Title VI services are displayed in every transit vehicle, and information is provided in two different locations on Santa Rosa County's website, [www.santarosa.fl.gov/hr/titleVI.cfm](http://www.santarosa.fl.gov/hr/titleVI.cfm) and [www.santarosa.fl.gov/transportation](http://www.santarosa.fl.gov/transportation).

Title VI statement posted on the County's website is as follows:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Santa Rosa County is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by the Title VI in Federal Transit Administration (FTA) Circular 4702.1.A. **If you feel you are being denied participation in or being denied benefits of the transit services provided by Santa Rosa County, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact our office at:**

**Title VI Coordinator  
DeVann Cook, Human Resources Director  
6495 Caroline Street, Suite I  
Milton, FL 32570  
850-983-1863  
850-983-1868 FAX  
[Devannc@santarosa.fl.gov](mailto:Devannc@santarosa.fl.gov)**

Title VI statement posted in every transit vehicle is as follows:

**Florida Public Law and Title VI of the Civil Rights Act of 1964 prohibit discrimination in public accommodations on the basis of race, color, religion, sex, national origin, disability, age, or familial status. Persons who suspect discrimination based on these conditions may file a complaint with the Florida Commission on Human Relations at (850) 488-7082 or (800) 342-8170 for voice messaging.**

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

If a person believes they have been excluded from participation in, denied the benefits of, or subjected to discrimination based on race, color or national origin by Santa Rosa County, they may file an official Title VI complaint with the Title VI Coordinator, DeVann Cook, Human Resources Director, 6495 Caroline Street, Suite I, Milton, FL 32570 or by calling (850) 983-1863. We encourage that complaints be submitted in writing (see Title VI Complaint Form – Appendix C), and include the following:

- Name, address and contact information (phone number, email address, etc.)
- How, why, when and where the complainant believes they were discriminated against. Include the location, names and contact information of any witnesses. If the alleged incident occurred on the bus, give date, time of day, and bus number if available.
- The complainant must sign the letter of complaint.

A complaint should be filed no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA. Santa Rosa County will process complaints that are complete. Once the complaint is received, Santa Rosa County will review it to determine if the information is complete.

All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The Title VI Coordinator will review every complaint, and when necessary, begin the investigation process. At a minimum the investigation will:

- Identify and review all relevant documents, practices and procedures;
- Identify and interview persons with knowledge of the Title VI violation, i.e., the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity, or anyone with relevant information.

Upon completion of the investigation, the Title VI Coordinator will complete a final report for the County Administrator. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a final report together with any remedial steps.

If more information is needed to resolve the case, Santa Rosa County may contact the complainant. The complainant has 30 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 30 business days, Santa Rosa County 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 30 business days after the date of the letter or the LOF to do so.

If no violation is found and the complainant wishes to appeal the decision, he or she may contact the Federal Transit Administration, 230 Peachtree St., N.W., Suite 800, Atlanta, GA 30303 Attn: Region IV Civil Rights Officer or by calling (404) 865-5620, web site:

[http://www.fta.dot.gov/civilrights/title6/civil\\_rights\\_5104.html](http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html).

Complainants may also file their initial Title VI complaint directly, no later than 180 days after the date of the alleged discrimination, and he or she may contact the Federal Transit Administration, 230 Peachtree St., N.W., Suite 800, Atlanta, GA 30303 Attn: Region IV Civil Rights Officer or by calling (404) 865-5620, web site:

[http://www.fta.dot.gov/civilrights/title6/civil\\_rights\\_5104.html](http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html).

For more information about Santa Rosa County, contact:

Title VI Coordinator  
DeVann Cook, Human Resources Director  
6495 Caroline Street, Suite I  
Milton, FL 32570  
850-983-1863  
850-983-1868 FAX  
[Devannc@santarosa.fl.gov](mailto:Devannc@santarosa.fl.gov)

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

List any complaints here: None

**D. Public Participation**

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, and other county services, Santa Rosa County must have the input of its public. Santa Rosa County spends substantial staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. Santa Rosa County holds a number of meetings, workshops and other events designed to gather public input on project planning and construction. Santa Rosa County staff attends a number of transportation meetings, workshops, and other events designed to gather public input on transportation, bike paths and walkways with the local TPO.

Santa Rosa County utilizes the Florida-Alabama TPO and its committees to assist in decision-making. The TPO has a Technical Coordinating Committee (TAC), a Citizen's Advisory Committee (CAC), and the Santa Rosa County Transportation Disadvantaged Coordinating Board. All of the non-elected committees and councils allow public comment.

Santa Rosa County Transportation Disadvantaged Coordinating Board, Technical Coordinating Committee (TCC) and Citizens Advisory Committee (CAC)– advertised meetings in the Pensacola News Journal (Appendix B).

Santa Rosa County’s Community Transportation Coordinator (CTC) also provides individual training to assist anyone needing more information about demand service. Santa Rosa County promotes the Ride On program for van pooling, commuter assistance, emergency rides home, and other charitable organizations within the area. Further, Santa Rosa County official and employees attend and participate in other community events to promote its services to the public. Finally, Santa Rosa County is constantly seeking ways of measuring the effectiveness of its public involvement.

For more information on the Santa Rosa County’s public involvement or to request special presentations or offer suggestions for improvement of Santa Rosa County’s public involvement may contact:

Shawn Ward, AICP, Long Range Planning Manager  
Santa Rosa County  
6051 Old Bagdad Highway, Suite 201  
Milton, Florida 32583  
[Shawnw@santarosa.fl.gov](mailto:Shawnw@santarosa.fl.gov)  
(850) 981-7082  
(850) 983-9874 fax

For more information on the TPO’s public involvement and measures of effectiveness the public may view the TPO Public Participation Plan (PPP), available both on its website and at the TPO offices. Persons wishing to request special presentations by the TPO, volunteer in any of its activities, or offer suggestions for improvement of TPO public involvement may contact:

Title VI Coordinator  
Florida-Alabama TPO  
4081 E. Olive Road, Suite A  
Pensacola, FL 32514  
Telephone: 850-332-7976 1-800-226-8914 X 214  
Fax: 850-637-1923

**E. Data Collection Statement:**

Federal Executive Order (EC 12898) signed by President Clinton requires 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. Santa Rosa County accomplishes it is 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, Santa Rosa 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 Santa Rosa County with improving its targeted outreach and measures of effectiveness. Self identification of personal data to Santa Rosa County will always be voluntary and anonymous. Moreover, Santa Rosa County will not release or otherwise use this data in any manner inconsistent with the federal regulations.

**F. Assurances:**

Every three (3) years, Santa Rosa 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 Santa Rosa County's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which Santa Rosa County may be held liable for breach. The public may view assurances on Santa Rosa County's website or by visiting Santa Rosa County offices.

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

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 Santa Rosa County, or activities.*

Using census data, Santa Rosa County (158,512 pop.) has determined that LEP individuals speaking Spanish represent approximately 1.06% of the community. Santa Rosa County realizes that such statistical data can be inaccurate. Therefore, the Santa Rosa County contacted the local school district and social service agencies to determine the proportion of LEP served by those entities. Once again, Spanish was reported to be the prevalent LEP language. The Santa Rosa County School District did relate that they have 17 different languages represented within the ESOL Program. Given this information, Santa Rosa County reasons that a relatively small portion of its service population is LEP speakers of Spanish. The Florida Department of Transportation, Limited English Proficiency (LEP) Guidance references that 1,685 Spanish speaking residents are located in Santa Rosa County.

2. *The frequency with which LEP individuals come in contact with these programs, or activities.*

Santa Rosa County and the Community Transportation Coordinator have

not received any requests for translation or interpretation of its programs, services or activities into Spanish or any other language.

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

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.

Public transportation in Santa Rosa County is a demand response service operated by the local Community Transportation Coordinator which provides door-to-door service to the ambulatory and wheelchair clientele for such programs as Non-sponsored, Council on Aging, Agency for Persons with Disabilities, Vocational Rehabilitation Services, Department of Transportation, Medicaid, and the various other agencies who request transportation through the CTC's office. Service is provided 24 hours a day, seven days a week. The CTC has not received any requests for translation or interpretation of its programs, services or activities into Spanish or any other language. The CTC does occasionally provide trips to clients that are visually and hearing impaired. The drivers are aware of those special need clients due to the prior coordination with dispatch and indication on the manifest logs.

4. *The resources available to Santa Rosa County and the likely costs of the LEP services.*

Santa Rosa County is fortunate to house within its jurisdiction a number of institutions of higher education and military facilities, some of which have extensive language services. Further, Santa Rosa County intends to develop relationships with these organizations as well as a number of faith based and community organizations who could perhaps offer competent language services at no cost to Santa Rosa County. The analysis of these factors suggests that extensive LEP services are not required at this time. Nevertheless, Santa Rosa County believes that occasional Spanish language assistance may be necessary for meaningful access by members of the public.

The First Circuit Court has a contract through the State of Florida to provide interpretive services if needed upon request for the court system and the Santa Rosa Clerk of Court. The Santa Rosa County School District has some ESOL forms produced in Spanish. The school district utilizes the company Languages Unlimited located in Vienna, Virginia for form interpretation.

Santa Rosa County understands that its community profile is changing and that the four factor analysis may reveal the need for more LEP services in the future.

As such, Santa Rosa County will triennially examine its LEP plan to ensure that it remains reflective of the community’s needs. Persons requiring special language services should contact the TPO’s Title VI Officer:

**Title VI Coordinator  
DeVann Cook, Human Resources Director  
6495 Caroline Street, Suite I  
Milton, FL 32570**

**H. Non-Elected Committees and Councils**

Currently, the makeup of Santa Rosa County is as follows:

RACE				ETHNICITY		SEX	
Census Area	White Alone	Black/African American	Asian Alone	American Indian/Alaskan Native	Hispanic	Male	Female
Santa Rosa	87.5%	6.5%	2.0%	0.9%	4.9%	51.0%	49.0%

The Santa Rosa County Board of County Commission is a direct recipient of funding. The public transit services in Santa Rosa County are governed by the Santa Rosa County Board of County Commissioners. The commissioners are elected in accordance with the State of Florida District Designations as follows:

- District 1 – Jayer Williamson
- District 2 – Robert A. “Bob” Cole
- District 3 – W.D. “Don” Salter
- District 4 – Rob Williamson
- District 5 – Lane Lynchard

The Santa Rosa County Board of County Commissioners is the official decision-making body for Santa Rosa County and, because they are elected by the general public, have no ability to ensure that there is adequate representation of minorities on this body.

In addition, Santa Rosa County utilizes the Florida-Alabama TPO and its committees to assist in decision-making. The TPO has a Technical Coordinating Committee (TAC), a Citizen’s Advisory Committee (CAC), and the Santa Rosa County Transportation Disadvantaged Coordinating Board. All of the non-elected committees and councils allow public comment; the racial composition of these two committees is provided below in Table 1.

Santa Rosa County Transportation Disadvantaged Coordinating Board, Technical Coordinating Committee (TCC) and Citizens Advisory Committee (CAC)– advertised meetings in the Pensacola News Journal (Appendix B).

Table 1

<b>TCC Racial Composition</b>	<b>CAC Racial Composition</b>	<b>TD Racial Composition</b>
White Male - 23	White Male - 6	White Male - 5
White Female - 6	White Female - 1	White Female - 10
Black Male – 2	Black Male - 0	Black Male - 0
Black Female - 0	Black Female - 0	Black Female - 0
Hispanic Male - 1	Hispanic Male - 0	Hispanic Male - 1
Other Male – 1	Other Male - 0	Other Male - 0
Other Female - 0	Other Female - 0	Other Female - 0

**I. 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.**

Sub-recipients must sign a contract with Santa Rosa County asserting that they will carry out the project in accordance with the grant application and federal, state, and local guidelines. In addition, sub-recipient agreements contain language ensuring that the sub-recipient is aware of and understands that acceptance of the funding means that they are also required to comply with the same FTA Certifications and Assurances as Santa Rosa County, as applicable.

Santa Rosa County conducts sub-recipient monitoring activities to ensure compliance. The sub-recipient monitoring occurs on-site so that staff or their designee(s) may inspect how programs are administered and the maintenance of capital equipment.

Tri-County Community Council, Inc. is Santa Rosa County’s Community Transportation Coordinator and a sub-recipient of funding. Tri-County Community Council, Inc. understands and will adhere to Santa Rosa County’s Title VI and Nondiscrimination Plan per FTA Circular 4702.1B. The following monitoring mechanisms apply:

- 1) Yearly service surveys of riders/customers conducted by the West Florida Regional Planning Council as part of the CTC evaluation
- 2) Periodic unannounced inspections/visits of the system routes and facilities

- 3) A review of the contractors published Title VI policy
- 4) Santa Rosa County will review any complaint made by a citizen against a sub-recipient to ensure necessary and appropriate action.

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

Santa Rosa County has not constructed any facilities, vehicle storage, and maintenance facilities or operations centers. A demographic analysis would be done during the planning phases to ensure construction activities do not disproportionately affect/impact minority or low income populations.

**K. Board Minutes, Resolution, and other appropriate documentation showing the Board of Directors reviews and approved the Title VI Program (Appendix D)**

### III. Conclusion

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Santa Rosa County understands that its community profile is changing. As such, Santa Rosa County will biennially examine its Title VI and Nondiscrimination Plan as well as its LEP four factor analysis, to ensure that it remains reflective of the community's needs. The responsibility for carrying out Santa Rosa County's commitment to this program has been delegated to the Title VI Coordinator who will receive and investigate Title VI complaints. However, all directors, supervisors and employees share in the responsibility for making Santa Rosa County's Title VI Program a success. Implementation of the Title VI Program is accorded the same priority as compliance with all other legal obligations incurred by Santa Rosa County in its financial assistance agreements with DOT (See Appendix A).

Persons requiring special services should contact the Santa Rosa County Title VI Coordinator:

Title VI Coordinator  
Santa Rosa County  
DeVann Cook, Human Resources Director  
6495 Caroline Street, Suite I  
Milton, FL 32570

**FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE**

The **GRANTEE** HEREBY CERTIFIES THAT; as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

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

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

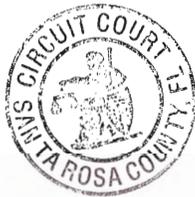
DATED: \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

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

**Lane Lynchard, BOCC Chairman**

ATTEST:



**Donald C. Spencer, Clerk of Courts**

APPENDIX A



Santa Rosa County declares that it will not tolerate discrimination. That it will uphold all requirements and regulations of the Florida Department of Transportation, The Federal Highway Administration, the Federal Transit Authority as well as the United States Department of Transportation and the United States Government. Santa Rosa County abides by the requirements of Title VI of the Civil Rights Act of 1964 based on law, equality, morality and the desire to do what is right for our entire community.

  
Lane Lynchard, BOCC Chairman

  
Devann Cook, Title VI Coordinator



## STANDARD DOT TITLE VI ASSURANCES

Santa Rosa County (hereinafter referred to as the “Recipient”\_ HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to As the Regulations) and other pertinent directives, to the end that in accordance with the Act. Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a (1) of the Regulations, a copy of which is attached.

More specifically and without limiting the above general assurance the Recipient hereby gives the following specific assurance with respect to its transportation program.

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

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act. Hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

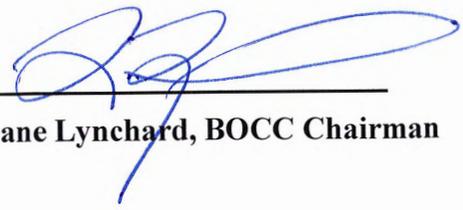
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contact subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreement entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under said transportation program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under said transportation program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements there on, in which case the assurances obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he or she delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act. The Regulations and this assurance.

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

DATED: \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

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

**Lane Lynchard, BOCC Chairman**

ATTEST:

  
\_\_\_\_\_

**Donald C. Spencer, Clerk of Courts**



## APPENDIX A

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

- (1) Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, “DOT”) 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 contract.
- (2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin 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 either by competitive bidding or negotiation made by the contractor 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 grounds of race, color, or national origin.
- (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 Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instruction. 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 Recipient or the Federal Highway 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 Recipient shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a) Withholding of payment so to the contractor under the contract until the contractor complies, and/or
  - b) Cancellation, termination or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directive issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided; however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Recipient to enter into such litigation to protect the interests of the Recipient, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## APPENDIX B

### *Advertisement for Citizen Advisory Meeting*

#### **TPO Public Meeting**

The **Florida-Alabama Transportation Planning Organization (TPO)** will hold a public meeting on **Tues., Nov. 3, at 3 p.m.** in the **Escambia County Board of County Commission Chambers, 221 Palafox Pl.,** in Pensacola. The **Technical Coordinating Committee (TCC)** and **Citizens' Advisory Committee (CAC)** will meet at **8:30 a.m.** and **10:30 a.m.** respectively that same day and location.

The TPO will consider: the Santa Rosa County Transportation Disadvantaged Service Plan Major Update; amending the Project Priorities for congestion mitigation air quality projects; appointing a TPO member and alternate to the Metropolitan Planning Organization Advisory Council; adopting the Long Range Transportation Plan Cost Feasible Plan (preceded by a public hearing); updating the bylaws, policies and procedures; adopting the North Palafox Street Corridor Management Plan; approving the Transportation Alternatives Program scoring criteria; canceling the Regional Transit Authority Feasibility Study; and supporting the Strategic Intermodal System. **A full agenda is available at [www.wfrpc.org](http://www.wfrpc.org).**

*The Florida-Alabama TPO is staffed by the West Florida Regional Planning Council. Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Reasonable accommodation will be made for access to meetings in accordance with the Americans with Disabilities Act. Contact Brandi Whitehurst, 850-332-7976, x204 or [brandi.whitehurst@wfrpc.org](mailto:brandi.whitehurst@wfrpc.org), for assistance. Por favor a la Sr. Dan Deanda, de los requisitos de acceso o el idioma en el 850-332-7976 x 227 o 1-800-995-8771 para TTY-Florida al menos 48 horas de antelacion.*

*Advertisement for Transportation Disadvantaged Meeting*

**SANTA ROSA COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD MEETING  
TUESDAY, DECEMBER 1, 2015 – 2:00 PM  
MILTON CITY HALL  
6738 DIXON STREET  
MILTON, FLORIDA**

**PUBLIC IS INVITED.** In compliance with the Americans with Disabilities Act, reasonable modifications to access meeting and for limited English proficiency are available upon request. Call Howard Vanselow toll free 800-226-8914 Ext. 231 48 hours in advance.

**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).**

## *Advertisement for Citizen Advisory Committee Meeting*

### **TPO Public Meeting**

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APPENDIX C

Santa Rosa County

**Title VI / Nondiscrimination Program**

**Complaint of Discrimination**

Santa Rosa County 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.

Complainant(s) Name:

Complainant(s) Address:

Complainant(s) Phone Number:

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"/> Color	<input type="checkbox"/> National Origin	Date of Alleged Discrimination:
	<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 Okaloosa Board of County Commissioners 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.

Complainant(s) or Complainant(s) Representatives Signature:

Date of Signature:

Mail or Fax Completed Form to:	Santa Rosa County, Title VI Coordinator	850-983-1863 ph
	DeVann Cook, Human Resources Director	850-981-2003 fax
Title VI Website: <a href="http://www.santarosa.fl.gov/hr/titleVI.cfm">http://www.santarosa.fl.gov/hr/titleVI.cfm</a>	6495 Caroline Street, Suite I Milton, FL 32570	<a href="mailto:DevannC@santarosa.fl.gov">DevannC@santarosa.fl.gov</a> email

## APPENDIX D

**Board Minutes, Resolution, and other appropriate documentation showing the Board of County Commissioner reviews and approved the Title VI Program**

RESOLUTION NO. 2016- 05

**A RESOLUTION OF THE SANTA ROSA BOARD OF COUNTY COMMISSIONERS ADOPTING THE TITLE VI AND NONDISCRIMINATION POLICY AND PLAN INCLUDING LIMITED ENGLISH PROFICIENCY (LEP)**

**WHEREAS**, the Congress of the United States has enacted certain legislation known as the Title VI Act of 1964 and the Civil Rights Restoration Act of 1987 ("Title VI Legislation"); and

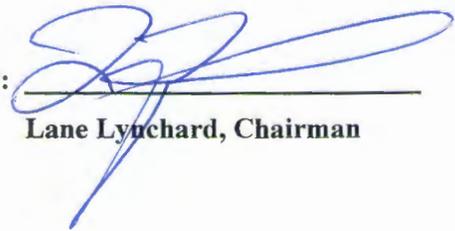
**WHEREAS**, the Title VI Legislation require government agencies receiving federal assistance to ensure no person is excluded from participation in, denied the benefit of, or subjected to discrimination on the basis of race, color, or national origin during any activity or program; and

**WHEREAS**, federal regulations clarify the intent of Title VI to include all programs and activities of federal-aid recipients, sub-recipients and contractors whether those programs and activities are federally funded or not;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA CERTIFIES THAT THE FUNDS SHALL BE USED IN ACCORDINANCE WITH TITLE VI OF THE CIVIL RIGHTS ASSURANCES AND TITLE VI OF THE CIVIL RIGHTS ACT.**

**PASSED AND ADOPTED** by the Santa Rosa County Board of County Commissioners on a vote of 5 years, 0 nays, and 0 absent, in regular session, this 28<sup>th</sup> day of January 2016.

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

By:   
Lane Lynchard, Chairman

ATTEST:  
  
Donald C. Spencer, Clerk of Courts





# Santa Rosa County

## Board of County Commissioners

6495 Caroline Street, Suite M  
Milton, Florida 32570

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### COMMISSION REGULAR MEETING

Thursday, January 28, 2016 – 9:00 a.m.

Administrative Complex - Board Meeting Room

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**9:00 a.m. Call to Order – Chairman Lane Lynchard**

Prayer – Pastor Brian Nall, Ferris Hill Baptist Church

Pledge of Allegiance

Approval of the Minutes of the January 14, 2016 Regular Meeting

Approval of the Agenda

**Presentation**

Public Services Employee of the Year 2015

**Economic Development Committee – J. Williamson & Lynchard**

1. Recommend request for staff to advertise for bid for 20 acres in the Santa Rosa Industrial Park East (Jeff Ates Road) for the expansion of an existing Santa Rosa County manufacturing company.
2. Recommend staff advertise for bid for 2 acres in the Santa Rosa Industrial Park (Opportunity Drive) for the expansion of an existing Santa Rosa County manufacturing company.
3. Recommend Local Event Marketing Application request in the amount of \$3,000 from the Santa Rosa Arts & Culture Foundation, Inc. to support the Annual Riverwalk Arts Festival on March 5-6, 2016.

**Administrative Committee – Lynchard & J. Williamson**

1. Recommend sending a letter to the Army Corp of Engineers addressing the ongoing closure of a segment of Leisure Street (Hemlock Drive to Citrus Drive).

## Administrative Committee – continued

2. Recommend renewal of agreement with Stone Ridge Counseling Center, Inc. for Employee Assistance Program (EAP) at current rates.
3. Recommend agreement with Warner Law Firm, P.A. for legal services, as needed, for claims not covered by the Florida Association of Counties Trust.
4. Recommend approval to enter into contract with Volkert, Inc. for consultant services for update of the 2003 Land Acquisition Study related to buffering efforts.
5. Recommend approval of transmittal of the Multiyear Implementation Plan to the Treasury for review and acceptance and authorize staff to make minor edits if requested by the Treasury during the review phase.
6. Recommend appointment of Sheila Fitzgerald to Tri-County Community Council, Inc. Board of Directors.
7. Recommend Mad Dash for Missions 5K Run on Woodbine Road Saturday, April 30, 2016 in neighborhoods adjacent to Woodbine United Methodist Church.
8. Discussion of Department of Juvenile Justice funding litigation and proposed SB 1322/HB 1271.
9. Meetings (unless otherwise noted the meetings below will be held in the Board room of the Santa Rosa County Administrative Center):

Local Mitigation Strategy Task Force	January	28	Cancelled
Tourist Development North End Committee	February	1	8:30 a.m.
Economic Development Office, 6491 Caroline St., Suite 4, Milton			
Commission Planning Workshop	February	1	1:00 p.m.
Tourist Development South End Committee	February	2	8:30 a.m.
Navarre Visitors' Center, 8543 Navarre Parkway, Navarre			
Marine Advisory	February	2	5:00 p.m.
Tourist Development Council Board Meeting	February	4	8:30 a.m.
Library Advisory Committee	February	4	4:00 p.m.
Library Administration, 6275 Dogwood Drive, Milton			
Commission Committee	February	8	9:00 a.m.
RESTORE Council	February	8	Cancelled
Fire Department Executive Group	February	8	6:30 p.m.
Emergency Operations Center, 4499 Pine Forest Rd, Milton			
CDBG Citizen's Advisory Task Force	February	10	9:30 a.m.
Human Resources Conference Room, 6495 Caroline St., Milton			
Commission Regular	February	11	9:00 a.m.
Tiger Point Community Center, 1370 Tiger Park Lane, Gulf Breeze			
Zoning Board Meeting	February	11	6:00 p.m.
Tiger Point Community Center, 1370 Tiger Park Lane, Gulf Breeze			

## **Engineer's Report**

1. Recommend approval of Paved Road and Drainage Maintenance for Ashley Plantation Phase Five, an 18 lot subdivision located in District 3.

Callaway Trail	510 LF±
Mossy Creek Lane	1861 LF±

2. Recommend approval of Paved Road and Drainage Maintenance for Heritage Estates, a 53 lot subdivision located in District 1.

Oak Orchard Circle	2365 LF ±
Rineoak Court	300 LF ±
Scarlet Oak Court	400 LF ±

## **Public Services Committee – Cole & R. Williamson**

1. Recommend approval to purchase Motorola Consolette from Motorola Solutions, Inc. in the amount of \$12,835.83 based on HGCA Contract pricing.
2. Recommend request to advertise for a Public Hearing to adopt an ordinance setting forth local technical amendments to the 5th Edition (2014) Florida Building Code.
3. Recommend approval to adopt a resolution updating the Title VI Plan as required for the receipt of federal funds.

## **Public Works Committee – Salter & Cole**

1. Recommend resurfacing the following roads in District 3 at an estimated cost of \$ 338,066.00.

Stepp Lane  
Jack Holland Road  
Sollie Bradley Lane  
A.D. McCall Road  
Greenfield Street  
Tidwell Road  
Curt Lane  
Westwind Lane  
Simmons Smith Road  
Hooterville Lane  
Dixonville Road (*from Alabama Line to Gainey Ford Road*)  
Daniel Griffis Road  
Rainbow Lane  
Foxpond Trail

## **Public Works Committee – continued**

2. Recommend paving the following dirt roads in District 3 at an estimated cost of \$ 127,330.00.  
  
Cedarview Road  
Odom Young Lane  
Carpenter Road  
Ten Mile Road *from Dewey Jernigan (north) to Dewey Jernigan (south)*
3. Recommend request from residents on Roundtree Drive for the posting of an advisory “Not A Turn Around” sign.
4. Recommend a one year extension to the corrugated metal (aluminum) pipe contract with Gulf Atlantic Culvert Company, Inc., at current pricing. This is the first of two possible annual renewals.
5. Recommend rejection of the sole bid received for graded aggregate base, because the product location is beyond the mileage specified in the bid proposal.
6. Recommend award of proposal in the amount of \$7,750.00 from Florida Concrete Concepts for sidewalk repair and ADA upgrades on Forsyth Street in Bagdad as a part of the necessary upgrades for the Bagdad Mill Site Park, with funding from TDC funds.
7. Recommend award of one (1)  $\frac{3}{4}$  ton pickup truck for the Parks Department, in the amount of \$23,399, to Hub City Ford as the low bidder meeting specification, with funding from the Machinery and Equipment Account.
8. Discussion of Change Order to contract with Chaver’s Construction in the amount of \$13,500 to de-water/well-pointing the site for the sanitary sewer installation at Bagdad Mill Site Park.

## **Budget & Financial Management Committee – R. Williamson & Salter**

1. Recommend bid in the amount of \$13,850 from Bill Walther Construction for State Housing Initiatives Partnership (SHIP) Substantial Rehabilitation Project located at 5315 Edeker Circle in Jay as the sole bidder meeting specifications.
2. Recommend budget amendment 2016 – 087 in the amount of \$800 to transfer funds from District IV Recreation Funds to the General Fund to repair fence enclosures at the Navarre Soccer Complex.
3. Recommend budget amendment 2016 – 088 in the amount of \$1,500 to recognize the Curtis Finlay Foundation donation to the Jay Public Library and allocate for expenditure.

