
Title VI Implementation Plan

Civitan Foundation, Inc.

2020-2023

Contents

Title VI Policy Statement	3
Title VI Notice to the Public.....	4
Title VI Notice to the Public -Spanish	5
Title VI Complaint Procedures.....	7
Title VI Complaint Forms	9
Title VI Investigations, Complaints, and Lawsuits	14
Public Participation Plan.....	15
Limited English Proficiency Plan.....	16
Non-elected Committees Membership Table	17
Title VI Equity Analysis.....	17
Board approval.....	18

Title VI Policy Statement

This Civitan Foundation, Inc. policy assures full compliance with Title VI of the Civil Rights act of 1964 and related statutes and regulations in all programs and activities. Title VI states that “no person 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 Civitan Foundation sponsored program or activity. There is no distinction between the sources of funding.

Civitan Foundation also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, Civitan Foundation will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When Civitan Foundation distributes Federal-aid funds to another entity/person, Civitan will ensure all subrecipients fully comply with Civitan Title VI Nondiscrimination Program requirements. The Chief Executive Officer has delegated the authority to Director of Program Services, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

A handwritten signature in black ink that reads "Dawn Trapp". The signature is written in a cursive style with a long horizontal stroke extending from the end of the name.

Dawn Trapp, Chief Executive Officer

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI **Civitan Foundation, Inc.**

The Civitan Foundation operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint directly with Civitan Foundation.

For more information on the Civitan Foundation's civil rights program, and the procedures to file a complaint, contact Director of Compliance at 602-953-2944, or you can visit our administrative office at 12635 N 42nd Street. For more information, visit <https://www.civitanfoundationaz.com/>

A complainant may file a complaint directly with the City of Phoenix Public Transit Department or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **City of Phoenix Public Transit Department:** ATTN: Title VI Coordinator, 302 N. 1st Ave., Suite 900, Phoenix AZ 85003
FTA: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact 602-953-2944. Para información en Español llame.

Title VI Notice to the Public -Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI Civitan Foundation, Inc.

Civitan Foundation (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964. El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la Civitan Foundation's programa de derechos civiles, y los procedimientos para presentar una queja, contacte Director of Compliance 602-953-2944, (TTY); o visite nuestra oficina administrativa en 12635 N. 42nd Street in Phoenix, AZ. Para obtener más información, visite <https://www.civitanfoundationaz.com/>

El puede presentar una queja directamente con City of Phoenix Public Transit Department o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: City of Phoenix Public Transit Department: ATTN Title VI Coordinator 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

*The above notice is posted in the following locations: In Vehicles, in our building lobby and entries.
This notice is posted online at <https://www.civitanfoundationaz.com/>*

Title VI Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, as they relate to any program or activity that is administered by Civitan Foundation, Inc. including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, or national origin may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted Civitan Foundation will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the Civitan Foundation or submitted to the State or Federal authority for guidance.
- (7) Civitan Foundation will notify the Title VI Coordinator of all Title VI complaints within 72 hours via telephone at: 602-262-7242; email to: phxtransiteo@phoenix.gov
- (8) Civitan Foundation has 60 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 60 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, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a Letter of Finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An 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 30 days after the date of the letter or the LOF to do so.
- (10) A complainant dissatisfied with Civitan Foundation decision may file a complaint directly with the **City of Phoenix Public Transit Department (COP)**: Attention: Title VI Coordinator, 302 N. 1st Ave., Suite 900, Phoenix, AZ 85003 or the **Federal Transit Administration (FTA)** offices of Civil Rights: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (11) A copy of these forms can be found at:
<https://www.civitanfoundationaz.com/about/>

Civitan Foundation, Inc.

Title VI Complaint Form

Note: The following information is needed to assist in processing your complaint.

Complainant's Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

Person Discriminated Against (someone other than complainant)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

Which of the following best describes the reason you believe the discrimination took place?

Race/Color (Specify) _____

National Origin (Specify) _____

On what date(s) did the alleged discrimination take place? _____

Describe the alleged discrimination. Explain what happened and who you believe was responsible (if additional space is needed, add a sheet of paper).

List names and contact information of persons who may have knowledge of the alleged discrimination.

Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? Check all that apply.

Federal Agency

Federal Court

State Agency

State Court

Local Agency

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

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

Please sign below. You may attach any written materials or other information you think is relevant to your complaint.

Complainant Signature

Date

Submit form and any additional information to:

Civitan Foundation, Inc Title VI Program

Jeanne Anastasopoulos, Title VI Program Coordinator, 12635 N. 42nd Street, Phoenix, AZ 85032

Phone: 602-953-2944 Fax: 602-953-2946

**Forma Para Poner una
Queja
(De Acuerdo Al Título
VI)**

Nota: La siguiente información se necesita para procesar su queja.

Información de la persona que está poniendo la queja:

Nombre: Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono(Casa): _____
Teléfono (Trabajo): _____

Persona A La Que Se Discriminó (alguien que no sea la persona que está poniendo la queja)

Nombre: Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono(Casa): _____
Teléfono (Trabajo): _____

¿Cuál de las siguientes razones describe por lo que usted siente que se le discriminó?

Raza/Color (Especifique) _____ Nacionalidad (Especifique) _____

¿En qué fecha(s) sucedió la discriminación? _____

Describa la presunta discriminación. Explique qué sucedió y quién cree usted que fue responsable (si necesita más espacio, agregue otra hoja).

Escriba una lista con los nombres de las personas que puedan tener conocimiento de la presunta discriminación y cómo contactarlas.

¿Ha presentado esta queja con otra agencia federal, estatal o local, o con cualquier corte federal o estatal? Marque todas las que apliquen.

Agencia Federal _____ Agencia Estatal _____ Corte Federal _____
Corte Estatal _____ Agencia Local _____

Por favor proporcione información de la persona a la que presentó su queja en la agencia/corte.

Nombr _____
e: _____
Dirección:
Ciudad/Estado/Código Postal: _____
Teléfono(Casa): _____
Teléfono (Trabajo): _____

Por favor firme abajo. Puede anexar cualquier material escrito u otra información que usted crea que es relevante sobre su queja.

Firma de la Persona que presenta la queja Fecha

Número de Anexos: _____

Someta la forma y cualquier información adicional a:

Civitan Foundation, Inc, Title VI Program
Jeanne Anastasopoulos Title VI Program Coordinator
12635 N. 42nd street, Phoenix, AZ 85032
Phone: 602-953-2944 Fax: 602-953-2946
info@campcivitan.org

Title VI Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

X Civitan Foundation has not had any Title VI complaints, investigations, or lawsuits in 2019, 2020

Civitan Foundation, Inc. Public Participation Plan

The Civitan Foundation, Inc. is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, Civitan Foundation, Inc. made the following community outreach efforts:

- Quarterly surveys of public directly impacted by services;
- Monthly emails with service offerings listed;
- Monthly calendars with service offerings listed;
- One-on-one case management to determine service needs;
- On-going access to transportation manager to ensure service needs are being met.

In the upcoming year Civitan Foundation, Inc. will make the following community outreach efforts:

- Bi-annual meeting to address service needs/complaints;
- Quarterly survey of public directly impacted by services;
- On-going access to transportation manager to ensure service needs are being met.

Public Meetings:

- (1) Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
- (2) When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.
- (3) Public meetings are held in locations accessible to people with all abilities and are located near a transit route when possible.

Civitan Foundation, Inc. submits to the Arizona Department of Transportation annually an application for funding. Part of the annual application is a public notice, which includes a 30-day public comment period.

Limited English Proficiency Plan

The Civitan Foundation, Inc. is committed to providing equal opportunity in all programs and services to ensure full compliance with all civil rights laws, including Title VI or the 1964 Civil Rights Act which requires non-discrimination to all Title VI protected classes; including race, color or national origin.

It is the policy of this agency to provide language access service to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

Any individual eligible for programs/services at the Civitan Foundation, Inc. who cannot speak, read, write or understand English language at a level that permits them to interact effectively with our staff has the following rights:

1. A right to qualified interpreter services at no cost to them.
2. A right to not be required to rely on their minor children, other relatives, or friends as interpreters.
3. A right to file a grievance about the language access services provided them.
4. Information about discrimination complaint resolution process available to them.

Non-elected Committees Membership Table

A sub recipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%

Civitan Foundation, Inc. does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

Title VI Equity Analysis:

Civitan Foundation, Inc is expanding their transportation facilities. No federal funds were/are being used to procure or construct this new facility. Based on this requirement, Civitan Foundation is not required to perform a Title VI Equity Analysis.

Board Approval for the Title VI Program

Meeting Notes:
Board of Directors of Civitan Foundation, Inc.
Tuesday, November 17, 2020
6:00 PM

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

VII. Old Business-

- Motion to accept the Foundation and ADOT MAG, Title VI, Implementation Plan for the 2020-2023 program period. Motion was approved by Board Members in attendance at this meeting

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

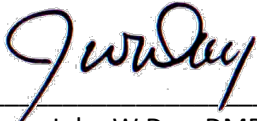
[REDACTED]

[REDACTED]

[REDACTED]

Date: _____

Ed Trapp (Secretary)



John W Day, DMD (Board Chairperson)