

April 15, 2025



## AGENDA ITEM 7B

### TITLE VI POLICY STATEMENT AND PLAN UPDATE

TYPE OF ITEM: Action

#### **STATEMENT OF ISSUE**

Staff is seeking approval of the minor update to the CRTPA's Title VI Policy Statement and Plan (**Attachment 1**). The Title VI Plan outlines the process for handling grievances filed alleging violations of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities.

#### **RECOMMENDED ACTION**

Option 1: Approve the update to the Title VI Policy Statement and Plan.

#### **C RTPA COMMITTEE ACTIONS**

The Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee met on April 1, 2025 and recommended the Board approve the update to the Title VI Policy Statement and Plan.

#### **BACKGROUND**

Title VI of the Civil Rights Act of 1964 requires that all of its protected populations have input into transportation policy and projects affecting their neighborhoods. The CRTPA's planning process is conducted in accordance with the Civil Rights Act of 1964 and related statutes, regulations, and authorities. This implementation plan describes how the CRTPA effectuates nondiscrimination in the delivery of its federally assisted programs, services and activities. The Plan includes the structure of the CRTPA's Title VI/Nondiscrimination program as well as the policies, procedures and practices that the Department of Transportation uses to comply with nondiscrimination requirements.

The Title VI Plan was posted on the CRTPA's website and distributed for comment with the opening of the comment period at the February 18, 2024 CRTPA Meeting. In addition, the minor update was discussed with the Federal Highway Administration Civil Rights Officer and the FDOT State Title VI Coordinator at the February 19, 2025 Federal Review Certification Meeting. All comments are documented and responses notated. Comments received are provided in **Attachment 2**.

### **NEXT STEPS**

After Board approval, the signed Title VI Policy Statement and Plan will be posted on the website. A copy will also be provided to the Florida Department of Transportation Title VI Coordinator and to the Federal Highway Administration Civil Rights Officer.

### **OPTIONS**

- Option 1: Approve the update to the Title VI Policy Statement and Plan.  
(Recommended)
  
- Option 2: CRTPA Board Discretion.

### **ATTACHMENTS**

- Attachment 1: CRTPA's Title VI Policy Statement and Plan in English and Spanish
- Attachment 2: Comments and Title VI Program Review FDOT

**Capital Region Transportation Planning Agency  
TITLE VI PLAN and GRIEVANCE PROCEDURE**



**Adopted January 23, 2006**

**Reaffirmed April 15, 2025**

By: \_\_\_\_\_  
Chair Dianne Williams-Cox, Chairman

Attest: \_\_\_\_\_  
Greg Slay, Executive Director

**Capital Region Transportation Planning Agency**

**TITLE VI PLAN and GRIEVANCE PROCEDURE**

**Updated April 2025**

# CAPITAL REGION TRANSPORTATION PLANNING AGENCY

## TITLE VI PLAN

### Introduction

The Capital Region Transportation Planning Agency (CRTPA) is a Metropolitan Planning Organization (MPO) and a recipient of federal funds from the United States Department of Transportation (USDOT) through the Federal Highway Administration and Florida Department of Transportation (FDOT). All recipients of federal funding must comply with the requirements of Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the bases of race, color, and national origin. This Title VI Nondiscrimination Plan describes how the CRTPA complies with Title VI and other nondiscrimination statutes, regulations, and authorities in the delivery of its federally assisted programs, services, and activities. The Plan includes summary information on the structure of the CRTPA's Title VI Nondiscrimination Program as well as the policies, procedures, and practices that support nondiscrimination requirements.

The Plan is intended to be regularly reviewed and updated by the CRTPA to meaningfully reflect the program as it changes and grows. Anyone wishing to provide input into the CRTPA's Title VI Nondiscrimination Plan is encouraged to contact the Title VI Nondiscrimination Coordinator, Suzanne Lex at [Suzanne.Lex@crtpa.org](mailto:Suzanne.Lex@crtpa.org) or (850) 891-8627 or (850) 891-8628 or in writing at 300 South Adams Street, Box A-19, Tallahassee, FL 32301.

### Policy Statement

It is the policy of the CRTPA to comply with Title VI and all federal authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Executive Order 12898 (Environmental Justice), and Executive Order 13166 (Limited English Proficiency). The CRTPA does not and will not exclude from participation in; deny the benefits of; or subject anyone to discrimination on the basis of race, color, national origin, sex, age, disability, or income. In addition, in the delivery of its programs, services, or activities. The CRTPA complies with state authorities in accordance with the Florida Civil Rights Act of 1992 and does not permit discrimination on the basis of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status.

The CRTPA has adopted the FDOT's Title VI Nondiscrimination policy and ADA policy by reference Topic No.: 275-010-010-f – Title VI Program and Related Statutes. The FDOT Title VI Nondiscrimination policy and ADA policy statement may be found at: [FDOT Title VI Nondiscrimination Policy](#).

## **Title VI Coordinator Duties**

The Title VI Coordinator is responsible for the development and implementation of the CRTPA's Title VI Program, and ensuring compliance with the provisions of Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, including Executives Orders for Environmental Justice (EJ) and Limited English Proficiency (LEP). Program duties include:

- Preparing the Title VI Plan and maintain complainant log.
- Coordinating activities related to the effective and efficient implementation of the CRTPA's Title VI Program.
- Developing procedures and processes for preventing discrimination and addressing and resolving complaints of discrimination.
- Developing and publishing Title VI information for dissemination to the general public and as appropriate ensure that the information is translated in languages other than English.
- Implementing procedures for prompt processing and disposition of Title VI complaints.
- Assisting in obtaining public input, particularly in minority and traditionally underserved areas.
- Identifying opportunities for Title VI data gathering and/or training opportunities.
- Ensuring that meetings, hearings, and other public involvement events are held in accessible locations and at times to garner the best representation of the impacted community.
- Develop and maintain a Community Characteristics Inventory (race, color, sex, national origin, age, disability, the transportation disadvantaged, head of household status, poverty level, etc.) for the jurisdictional area.
- Review of solicitation and contract documents for inclusion of required nondiscrimination provisions as well as nondiscrimination in the selection of consulting firms.



### **CONTACT INFORMATION**

**CRTPA Title VI Coordinator: Suzanne Lex**  
**Telephone: (850) 891-8627 or (850) 891-8628**  
**Email address: [suzanne.lex@crtpa.org](mailto:suzanne.lex@crtpa.org)**  
**Mail: 300 South Adams Street, Box A-19**  
**Tallahassee, FL 32031**

## Title VI Complaint Process

The CRTPA's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the CRTPA Title VI Coordinator Suzanne Lex at (850) 891-8627 or (850) 891-8628, in writing at 300 South Adams A-19, or by email at [Suzanne.Lex@crtpa.org](mailto:Suzanne.Lex@crtpa.org). If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TTY.

1. Written [formal] complaints received by the CRTPA Title VI Coordinator shall be referred immediately to the FDOT District Three Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal and non-written [informal] complaints received by the CRTPA Title VI Coordinator shall be resolved informally by the Title VI Coordinator in accordance with sections 3-7 below. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the Complainant shall be referred immediately to the FDOT's District Three Title VI Coordinator for processing in accordance with approved State procedures.
3. For verbal and non-written complaints the CRTPA Title VI Coordinator will advise the FDOT's District Three Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District Three Title VI Coordinator:
  - a) Name, address, and phone number of the Complainant.
  - b) Name(s) and address(es) of Respondent.
  - c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, or familial status)
  - d) Date of alleged discriminatory act(s).
  - e) Date of complaint received by the recipient.
  - f) A statement of the complaint.
  - g) Other agencies (state, local or Federal) where the complaint has been filed.
  - h) An explanation of the actions the recipient has taken or proposed to resolve the allegation(s) raised in the complaint.
4. Within ten (10) calendar days, the CRTPA Title VI Coordinator will acknowledge receipt of the complaint, inform the Complainant of action taken or proposed action to process the complaint, and advise the Complainant of other avenues of redress available, such as the FDOT District 3 Title VI Coordinator or the FDOT's Equal Opportunity Office (EOO).

## **Title VI Complaint Process (Cont.)**

5. Within sixty (60) calendar days, the CRTPA Title VI Coordinator will conduct and complete a review of the verbal or non-written complaint and based on the information obtained, will render a recommendation for action in a report of findings to the CRTPA Executive Director.
6. Within ninety (90) calendar days of the receipt of a verbal or non-written complaint the CRTPA Executive Director will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EEO if they are dissatisfied with the final decision rendered by the CRPTA Executive Director. The CRTPA Title VI Coordinator will also provide the FDOT's District Three Title VI Coordinator with a copy of this decision and summary of findings.
7. The CRTPA Title VI Coordinator will maintain a log of all verbal and non-written Title VI complaints received by the CRTPA. The log will include the following information:
  - a) Name of Complainant.
  - b) Name of Respondent.
  - c) Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation)
  - d) Date verbal or non-written complaint was received by the CRTPA.
  - e) Date CRTPA notified the FDOT's District Three Title VI Coordinator of the verbal or non-written complaint.
  - f) Explanation of the actions the CRTPA has taken or proposed to resolve the issued in the complaint.

Attachments: Title VI Complaint Form (English)  
CRTPA Title VI Assurance Statement (English)



## Capital Region Transportation Planning Agency Title VI Program and Related Statutes Discrimination Complaint

Complainant(s) Name:	Complainant(s) Address (Street No, P.O. Box, City, State, Zip Code):
Complainant(s) Phone Number:	

Name of person(s) who allegedly discriminated against you, their position (if known), and name of agency:

Address (Street No, P.O. Box, Etc.) City, State, Zip Code:

Date of Alleged Incident:

Discrimination Because Of:

	Race		Retaliation
	Sex		Familial Status
	Religion		Color
	National Origin		Age
	Disability		Income Status
	Other		

Please list the name(s) and phone number(s) of any person, if known, that the CRTPA could contact for additional information to support or clarify you 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) Signature:	Date of Signature:
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Mail to: Suzanne Lex, Programs Manager, Capital Region Transportation Planning Agency,  
 300 South Adams Street, Box A-15, Tallahassee, FL 32301  
 Or Email to: [Suzanne.Lex@crtpa.org](mailto:Suzanne.Lex@crtpa.org)  
 (Please Print Except for Signature)

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

525-010-08  
POLICY PLANNING  
05/18


**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Capital Region TPA assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Capital Region TPA further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

  
Name: Quincee Messersmith  
Title: MPO Chairman (or designee)

May 21, 2024  
Date

# Agencia de Planificación de Transporte de la Región Capital

## PLAN DEL TÍTULO VI y PROCEDIMIENTO DE QUEJAS



**Adoptada el 23 de Enero de 2006 y  
Reafirmada el 15 de Abril de 2025**

Por: \_\_\_\_\_  
Presidenta Dianne Williams-Cox

Atestiguar: \_\_\_\_\_  
Greg Slay, Director Ejecutivo

**Agencia de Planificación de Transporte  
de la Región Capital**

**PLAN DEL TÍTULO VI y PROCEDIMIENTO DE QUEJAS**

**Actualizado en Abril de 2025**

# AGENCIA DE PLANIFICACIÓN DE TRANSPORTE DE LA REGIÓN CAPITAL

## Introducción

La Agencia de Planificación del Transporte de la Región Capital (CRTPA) es una Organización de Planificación Metropolitana (MPO) y receptora de fondos federales del Departamento de Transporte de los Estados Unidos (USDOT) a través de la Administración Federal de Carreteras y el Departamento de Transporte de Florida (FDOT). Todos los receptores de fondos federales deben cumplir con los requisitos del Título VI de la Ley de Derechos Civiles de 1964, que prohíbe la discriminación por motivos de raza, color y origen nacional. Este Plan de No Discriminación del Título VI describe cómo la CRTPA cumple con el Título VI y otros estatutos, reglamentos y autoridades de no discriminación en la prestación de sus programas, servicios y actividades con asistencia federal. El Plan incluye información resumida sobre la estructura del Programa de No Discriminación del Título VI de la CRTPA, así como las políticas, procedimientos y prácticas que respaldan los requisitos de no discriminación.

Se pretende que el Plan sea revisado y actualizado periódicamente por la CRTPA para reflejar significativamente el programa a medida que cambia y crece. Se anima a cualquier persona que desee dar su opinión sobre el Plan de No Discriminación del Título VI de la CRTPA a que se comuniquen con la Coordinadora de No Discriminación del Título VI, Suzanne Lex, al [Suzanne.Lex@crtpa.org](mailto:Suzanne.Lex@crtpa.org) o al (850) 891-8627 o por escrito a 300 South Adams Street, Box A-19, Tallahassee, FL 32301.

## Declaración de política

Es política de la CRTPA cumplir con el Título VI y todas las autoridades federales que requieren no discriminación, incluidos, entre otros, el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de los Derechos Civiles de 1987, la Sección 504 de la Ley de Rehabilitación de 1973, la Ley de Estadounidenses con Discapacidades de 1990 (ADA), la Ley de Discriminación por Edad de 1975, Orden Ejecutiva 12898 (Justicia Ambiental) y Orden Ejecutiva 13166 (Dominio Limitado del Inglés). La CRTPA no excluye ni excluirá de la participación en; negar los beneficios de; o someter a cualquier persona a discriminación por motivos de raza, color, nacionalidad, sexo, edad, discapacidad o ingresos. Además, en la entrega de sus programas, servicios o actividades. La CRTPA cumple con las autoridades estatales de acuerdo con la Ley de Derechos Civiles de Florida de 1992 y no permite la discriminación por motivos de raza, color, religión, sexo, embarazo, origen nacional, edad, discapacidad o estado civil.

La CRTPA ha adoptado la política de no discriminación del Título VI del FDOT y la política de la ADA por referencia al Tema No.: 275-010-010-f - Programa del Título VI y Estatutos Relacionados. La política de no discriminación del Título VI del FDOT y la declaración de política de la ADA se pueden encontrar en: [Política de no discriminación del Título VI del FDOT](#).

## Deberes del Coordinador del Título VI

El Coordinador del Título VI es responsable del desarrollo y la implementación del Programa del Título VI de la CRTPA, y de garantizar el cumplimiento de las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 y otras autoridades no discriminatorias, incluidas las Órdenes Ejecutivas de Justicia Ambiental (EJ) y Dominio Limitado del Inglés (LEP). Los deberes del programa incluyen:

- Preparar el Plan del Título VI y mantener el registro de reclamantes.
- Coordinar las actividades relacionadas con la implementación efectiva y eficiente del Programa del Título VI de la CRTPA.
- Desarrollar procedimientos y procesos para prevenir la discriminación y abordar y resolver quejas de discriminación.
- Desarrollar y publicar información sobre el Título VI para su difusión al público en general y, según corresponda, garantizar que la información se traduzca a otros idiomas además del inglés.
- Implementar procedimientos para el procesamiento y disposición rápidos de las quejas del Título VI.
- Ayudar a obtener la opinión del público, particularmente en áreas minoritarias y tradicionalmente desatendidas.
- Identificar oportunidades para la recopilación de datos del Título VI y/o oportunidades de capacitación.
- Asegurar que las reuniones, audiencias y otros eventos de participación pública se lleven a cabo en lugares accesibles y en horarios para obtener la mejor representación de la comunidad afectada.
- Desarrollar y mantener un Inventario de Características de la Comunidad (raza, color, sexo, origen nacional, edad, discapacidad, personas desfavorecidas en el transporte, condición de cabeza de familia, nivel de pobreza, etc.) para el área jurisdiccional.
- Revisión de los documentos de solicitud y contrato para la inclusión de las disposiciones requeridas contra la discriminación, así como la no discriminación en la selección de empresas consultoras.

### INFORMACIÓN DE CONTACTO

**Coordinadora del Título VI de CRTPA: Suzanne Lex**

**Teléfono: (850) 891-8627 o (850) 891-8628**

**Dirección de correo electrónico: [suzanne.lex@crtpa.org](mailto:suzanne.lex@crtpa.org)**

**Correo: 300 South Adams Street, Box A-19  
Tallahassee, FL 32031**



## Proceso de Quejas del Título VI

El proceso de planificación de la CRTPA se lleva a cabo de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos relacionados. Cualquier persona o beneficiario que crea que ha sido discriminado por motivos de raza, color, religión, sexo, edad, nacionalidad, discapacidad o estado familiar puede presentar una queja ante la Coordinadora del Título VI de CRTPA, Suzanne Lex, al (850) 891-8627 o (850) 891-8628, por escrito a 300 South Adams A-19 o por correo electrónico al Suzanne.Lex@crtpa.org. Si tiene problemas de audición o del habla, llame al (800) 955-8770 Voice / (800) 955-8771 TTY.

1. Las quejas escritas [formales] recibidas por el Coordinador del Título VI de la CRTPA se remitirán inmediatamente al Coordinador del Título VI del Distrito Tres del FDOT para su procesamiento de acuerdo con los procedimientos estatales aprobados.
2. Las quejas verbales e informales no escritas recibidas por el Coordinador del Título VI de la CRTPA serán resueltas informalmente por el Coordinador del Título VI de acuerdo con las secciones 3-7 a continuación. Si el problema no se ha resuelto satisfactoriamente a través de medios informales, o si en algún momento la(s) persona(s) solicita(n) presentar una queja formal por escrito, el Demandante será referido inmediatamente al Coordinador del Título VI del Distrito Tres del FDOT para su procesamiento de acuerdo con los procedimientos estatales aprobados.
3. Para quejas verbales y no escritas, el Coordinador del Título VI de CRTPA notificará al Coordinador del Título VI del Distrito Tres del FDOT dentro de los cinco (5) días calendario posteriores a la recepción de las acusaciones. La siguiente información se incluirá en cada notificación al Coordinador del Título VI del Distrito Tres del FDOT:
  - a) Nombre, dirección y número de teléfono del demandante.
  - b) Nombre(s) y dirección(es) del demandado.
  - c) Base de la queja (es decir, raza, color, nacionalidad, sexo, edad, discapacidad, religión o estado familiar)
  - d) Fecha del presunto acto o actos discriminatorios.
  - e) Fecha de recepción de la reclamación por parte del destinatario.
  - f) Una declaración de la queja.
  - g) Otras agencias (estatales, locales o federales) donde se haya presentado la queja.
  - h) Una explicación de las acciones que el destinatario ha tomado o propuesto para resolver las alegaciones planteadas en la queja.
4. Dentro de los diez (10) días calendario, el Coordinador del Título VI de la CRTPA acusará recibo de la queja, informará al Demandante de la acción tomada o la acción propuesta para procesar la queja e informará al Demandante de otras vías de reparación disponibles, como el Coordinador del Título VI del Distrito 3 del FDOT o la Oficina de Igualdad de Oportunidades (EOO) del FDOT.
5. Dentro de sesenta (60) días calendario, el Coordinador del Título VI de CRTPA llevará a cabo y completará una revisión de la queja verbal o no escrita y, con base en la información obtenida, hará una recomendación de acción en un informe de hallazgos al Director Ejecutivo de CRTPA.

## Proceso de Quejas del Título VI

6. Dentro de los noventa (90) días calendario posteriores a la recepción de una queja verbal o no escrita, el Director Ejecutivo de CRTPA notificará al Demandante por escrito la decisión final alcanzada, incluida la disposición propuesta del asunto. La notificación informará al Demandante de su derecho a presentar una queja formal ante la EOO del FDOT si no está satisfecho con la decisión final dictada por el Director Ejecutivo de CRTPA. El Coordinador del Título VI de la CRTPA también proporcionará al Coordinador del Título VI del Distrito Tres del FDOT una copia de esta decisión y un resumen de los hallazgos.
7. El Coordinador del Título VI de la CRTPA mantendrá un registro de todas las quejas verbales y no escritas del Título VI recibidas por la CRTPA. El registro incluirá la siguiente información:
  - a) Nombre del denunciante.
  - b) Nombre del demandado.
  - c) Base de la queja (es decir, raza, color, nacionalidad, sexo, edad, discapacidad, religión, estado familiar o represalias)
  - d) Fecha en que la CRTPA recibió la queja verbal o no escrita.
  - e) Fecha: CRTPA notificó al Coordinador del Título VI del Distrito Tres del FDOT sobre la queja verbal o no escrita.
  - f) Explicación de las acciones que la CRTPA ha tomado o propuesto para resolver lo emitido en la queja.

Adjuntos:      Formulario de Queja del Título VI (Español)  
                    Aseguramiento del Título VI de la CRTPA (English)



## Agencia de Planificación de Transporte de la Región Capital Queja de Discriminación del Programa del Título VI y Estatutos Relacionados

Nombre del (los) demandante(s):

Dirección del (los) demandante(s) (número de calle, apartado postal, ciudad, estado, código postal):

Número de teléfono del (los) demandante(s):

Nombre de la(s) persona(s) que presuntamente lo discriminó, su posición (si se conoce) y nombre de la agencia:

Dirección (Nº de calle, apartado de correos, etc.) Ciudad, Estado, Código Postal:

Fecha del presunto incidente:

Discriminación debido a:

<input type="checkbox"/>	Raza	<input type="checkbox"/>	Represalia
<input type="checkbox"/>	Sexo	<input type="checkbox"/>	Estado Familiar
<input type="checkbox"/>	Religión	<input type="checkbox"/>	Color
<input type="checkbox"/>	Origen Nacional	<input type="checkbox"/>	Edad
<input type="checkbox"/>	Discapacidad	<input type="checkbox"/>	Estado de ingresos
<input type="checkbox"/>	Otro	<input type="checkbox"/>	

Enumere el nombre y el número de teléfono de cualquier persona, si se conoce, con la que la CRTPA podría comunicarse para obtener información adicional que respalde o aclare sus acusaciones.

Por favor, explique lo más claramente posible cómo, por qué, cuándo y dónde cree que fue discriminado. Incluya la mayor cantidad posible de información de fondo sobre los presuntos actos de discriminación. Se pueden adjuntar páginas adicionales si es necesario.

Firma del (los) demandante(s):

Fecha de firma:

Envíe por correo a: Suzanne Lex, Gerente de Programas, Agencia de Planificación de Transporte de la Región Capital,  
300 South Adams Street, Box A-15, Tallahassee, FL 32301  
O envíe un correo electrónico a: [Suzanne.Lex@crtpa.org](mailto:Suzanne.Lex@crtpa.org)

(Por favor, escriba en letra de imprenta excepto la firma)

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

525-010-08  
POLICY PLANNING  
05/18


**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Capital Region TPA assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Capital Region TPA further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

  
Name: Quincee Messersmith  
Title: MPO Chairman (or designee)

May 21, 2024  
Date

**From:** [Kulakowski, Stefan](#)  
**To:** [Lex, Suzanne](#)  
**Cc:** [bryant.paulk@dot.state.fl.us](mailto:bryant.paulk@dot.state.fl.us); [Green, Donna](#); [Sanders, Aldrin](#); [Shepherd, Carey \(FHWA\)](#)  
**Subject:** Title VI Program Area Review for CRTPA  
**Date:** Monday, March 3, 2025 9:50:27 AM  
**Attachments:** [image001.png](#)  
[Title\\_VI\\_Program\\_Area\\_Review\\_CRTPA.2025\\_.pdf](#)  
**Importance:** High

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**\*\*\*EXTERNAL EMAIL\*\*\***

Please report any suspicious attachments, links, or requests for sensitive information.

Good morning, Suzanne,

In conjunction with the recent FHWA Certification review which occurred on February 19<sup>th</sup> FDOT has completed a Title VI Program Area Review.

First, I would like to thank you and the city team for accommodating us and making us feel very welcome. It was a great environment for learning and your openness with dialog with very forthcoming. Your experience with FDOT and MPO's is quite noteworthy.

There are no Corrective Actions and one Recommendation which you will need to respond to by Friday March 28<sup>th</sup>.

Again, thank you very much and if you have any questions, please feel free to reach out to me.

Stefan Kulakowski, FCCM, CPM  
State Title VI Coordinator  
Florida Department of Transportation  
Equal Opportunity Office  
605 Suwannee St. MS65  
Tallahassee, Fl. 32399-0450  
850-414-4742

[stefan.kulakowski@dot.state.fl.us](mailto:stefan.kulakowski@dot.state.fl.us)

[Equal Opportunity Office \(fdot.gov\)](#)

[Title VI \(fdot.gov\)](#)

Hours: Mon., Tues., Wed., Thurs.,: 7:00am to 4:30pm  
Friday: 7:00am to 11:00am



# Title VI Program Area Review

## Part I - Review Plan

### Section A – General Information

Agency Conducting Review	Name/Title of Reviewer	Review Date(s)
FDOT	Stefan Kulakowski	11/26/24 - 02/28/25
Program Area Selected	Core Element(s) Selected	Selection Methodology
Planning	Urban Planning	Risk Assessment

#### Purpose of Review

While the FDOT GAP system includes MPOs, the Sub-recipient Compliance Assessment process operated through GAP only extends to LPAs in the Local Agency Program. This elevates risk in urban planning since not every FHWA or FDOT OPP review details Title VI elements. This review examines the FDOT Title VI guidance in place for MPOs and spot checks one District 3 MPO to ensure adherence to the nondiscrimination regulations.

#### Scope of Review

Time Period	Geographic Area	Policy, Procedure, or Provision
11/01/2024 - 03/03/2025	Tallahassee (District 3)	-Chapter 10 of MPO Handbook -Form 525-010-08 -CRTPA Title VI Program Info

### Section B – Review Team & Resources

Review Team Members	Title & Office	Role
Stefan Kulakowski	Title VI Coordinator, FDOT	Review Lead & primary analyst
Donna Green	Statewide MPO Administrator	Liaison between EOO & Federal Team; collect & provide policy information for MPO oversight
Suzanne Lex	CRTPA Title VI Coordinator	Provide RFI data on behalf of CRTPA
Carey Shepherd	Civil Rights Officer	TA

#### Review Resources

Expenses	\$0.00 CRTPA is located in Tallahassee
Tech Expertise	Office of Policy Planning, FL DIV of FHWA
Equipment	FDOT-issued Laptop, LAN

### Section C – Data & Information

Data Description	Purpose
MPO Title VI POC, Policy, Complaint Proc.	Determine adherence to 23 CFR 200.9(b)
MPO Community Characteristics Inventory	Assess compliance with 23 CFR 200.9(b) (4)

### Section D - Schedule

Activity	Date
Contact Div CRO to discuss 2024 program area review selection	11-01-2024
Develop Review Team and assign tasks	11-14-2024
Select MPOs for site visits	11-25-2024
Collect/Review FDOT policies/procedures for MPO Title VI compliance	11-29-2024
Review CRTPA Title VI information via websites	12-13-2024
Onsite review at CRTPA	02-19-2025
Review Team Discussion & draft findings	02-21-2025
Distribute draft report to OPP and EOO manager	2-28-2025
Issue report with 90-day cure period for CAs, if any	03-03-2025

**Part II – Review**

**Section A – Plan Adherence**

Critical Tasks	Status
Review Plan updated to reflect scope changes, if any	<input type="checkbox"/> N/A
Requested information received & reviewed	<input checked="" type="checkbox"/>
Program area interviews completed	<input checked="" type="checkbox"/>
Onsite visit conducted	<input checked="" type="checkbox"/>
Data reviewed for accuracy & relevancy	<input checked="" type="checkbox"/>
Supporting documents filed & tabs labeled	<input checked="" type="checkbox"/>
Leadership (and/or Review Team) briefed	<input checked="" type="checkbox"/>

**Section B – Review Findings**

Observations	Correction Action (CA) - Recommendation (R) - Noteworthy (N) - None (NA)
1 The Title VI Coordinator for CRTPA has a great deal of nondiscrimination program experience, both for FDOT and for MPOs. She is proactive about contacting FDOT and FHWA for technical assistance, review of draft plans/policies, and to discuss emerging issues and concerns.	N FDOT is grateful to CRTPA and to FDOT OPP for fostering a collegial environment in which service to the MPO's communities and a unified voice takes precedence over regulatory debate. FDOT and FHWA are looking forward to working with the MPO Title VI Coordinator to deliver the 2025 Title VI Summer Camp in July.
2 CRTPA provided many examples of using socioeconomic demographic data to select, prioritize, assess, and distribute info about planning projects. It showed it is well-versed in layering data to identify community needs and is now completing a Community Characteristics Inventory(CCI).	R FDOT urges CRTPA to complete and maintain a CCI. While it may not improve the MPO's already robust use of demographic data in day to day decision making, it helps demonstrate compliance and, with the addition of mapping, provides a useful visualization tool for the general public.
3 CRTPA has executed a nondiscrimination assurance, appointed a responsible charge, and developed both a policy and complaint filing procedure. Information is available in English and Spanish. The MPO programs appear consistent with FDOT requirements and federal regulations.	NA None.
4	

**Section C - Conclusion**

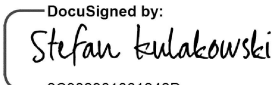
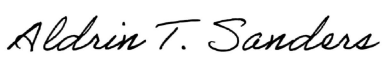
**Title VI Program Area Review Conclusion**

Substantial Compliance

**Title VI Program Area Review Post Review Requirement(s)**

None - After Action not required

**Approval**

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Stefan Kulakowski FDOT Title VI Coordinator	Aldrin Sanders Acting Equal Opportunity Office Manager