

# **WOODBURY COUNTY TITLE VI PLAN**

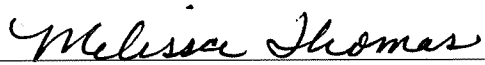
**Woodbury County**  
620 Douglas Street  
Sioux City, Iowa 51101

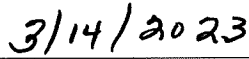
## **Woodbury County TITLE VI POLICY STATEMENT**

Woodbury County assures that no person shall, on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Woodbury County further assures every effort will be made to ensure nondiscrimination in all of its committees, programs, and activities, regardless of the funding source.

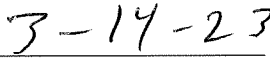
Woodbury County will include Title VI language in all written agreements and bid notices and will monitor compliance.

The **Woodbury County Human Resources Department** will be responsible for initiating and monitoring Title VI activities, and all other responsibilities as required.

  
\_\_\_\_\_  
Melissa Thomas  
Human Resources Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Matthew Ung, Chairman  
Board of Supervisors

  
\_\_\_\_\_  
Date

This policy was adopted at a regular meeting of the Woodbury County Board of Supervisors on October 11, 2011.

## **TITLE VI AUTHORITIES**

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance (23 CFR 200.9 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs and activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 {S.557} March 22, 1988).

## **COORDINATOR RESPONSIBILITIES**

### **A. Public Dissemination**

Woodbury County will disseminate Title VI Program information to county employees, sub-recipients, and contractors, as well as the general public. Public dissemination will include posting of public statements, inclusion of Title VI language in contracts, and announcements of hearings, and meetings in minority newspapers when determined necessary and funding is available.

### **B. Prevention of Discrimination**

Procedures will be implemented to detect and eliminate discrimination when found to exist, including, but not limited to, issues of accessibility of training to all qualified county employees, utilization of Minority/Women/Disadvantaged Business Enterprises (DBE) contractors, public involvement, and material acquisition.

### **C. Annual Reports**

The Human Resources Department will be responsible for insuring an annual report is prepared by August 1 of each year and submitted to Iowa DOT by September 1 of each year. The report will review Title VI accomplishments and goals for the upcoming year.

### **D. Remedial Action**

Woodbury County will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance through a program review with the program administrative requirements. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues and reduce to writing remedial action agreed to be necessary, all within a period not to exceed 90 days.

Iowa DOT will be notified of any complaint filed at Woodbury County involving Title VI issues, as well as any resolution.

## **FILING A COMPLAINT**

### Applicability

The complaint procedures apply to the beneficiaries of Woodbury County's programs, activities, including but not limited to: the public, contractors, sub-contractors, consultants, employees, and other sub-recipients of federal and state funds.

### Eligibility

If any individual, group of individuals, or entity believes that they or any other program beneficiaries have been subjected to discrimination prohibited by Title VI nondiscrimination provisions as a recipient of benefits and/or services, or on the grounds of race, color, national origin, or sex, they may exercise the right to file a complaint with Woodbury County. Every effort will be made to resolve complaints informally at the agency, recipient, and/or contractor level.

### Time Limitation on Filing Complaints

Title VI complaints may be filed with

- Woodbury County
- Iowa Department of Transportation
- Federal Highway Administration
- U.S. Department of Transportation

In all situations, Woodbury County employees must contact the Director of Human Resources immediately upon receipt of a Title VI or related statutes complaint.

Complaints must be filed not later than 180 days after:

- The date of the alleged act of discrimination; or
- The date the person became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Complaints must be in writing and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination.

A Title VI complaint form is available at the Human Resources Department during normal business hours.

## **INTERNAL COMPLAINT PROCESSING**

1. The Human Resources Director acting as the Title VI Coordinator will review the complaint upon receipt to ensure that all information is provided, the complaint meets the 180-day filing deadline, and falls within the jurisdiction of the county.

2. The Human Resources Director will then investigate the complaint. If the complaint is against the Human Resources Director, then the Chairperson and/or Board of Supervisors or its designee will investigate the complaint. Additionally, a copy of the complaint will be forwarded to the County Attorney.
3. If the complaint warrants a full investigation, the complainant will be notified in writing by certified mail. This notice will name the investigator and/or investigating agency. The county will also notify the Iowa Department of Transportation Office of Equal Opportunity of the Investigation.
4. The party alleged to have acted in a discriminatory manner will also be notified by certified mail as to the complaint. This letter will also include the investigator's name and will request that this party be available for an interview.
5. Any comments or recommendation from legal counsel will be reviewed by the Title VI Coordinator.
6. Once Woodbury County is notified of the findings of the Iowa Department of Transportation Equal Opportunity investigative report, the county will adopt a final resolution.
7. All parties will be properly notified of the outcome of the Iowa Department of Transportation Office of Equal Opportunity report.
8. If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), she/he shall be advised of their right to appeal Iowa DOT's Office of Equal Opportunity decision. Appeals must be filed within 180 days after Woodbury County's final resolution. Unless new facts not previously considered came to light, reconsideration of the county's determination will not be available.

The foregoing complaint resolution procedure will be implemented in accordance with the Department Justice guidance manual entitled, "Investigation Procedures Manual for the Investigation and Resolution of Complaints Alleging Violations of Title VI and Other Nondiscrimination Statutes," available online at <http://www.usdoj.gov/crt/cor/Pubs/manuals/complain.html>.

## WOODBURY COUNTY

### TITLE VI ASSUARANCES

Woodbury County (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the United States Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964 (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 the 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, sex, 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 received federal financial assistance, 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.

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 Federal Highway Program, and is binding on it, other recipients, sub-grantees, contractors, transferees, successors in interest, and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Melissa Thomas  
Melissa Thomas  
Human Resources Director

3/14/2023  
Date

Matthew Ung  
Matthew Ung, Chairman  
Board of Supervisors

3-14-23  
Date

**WOODBURY COUNTY  
TITLE VI COMPLAINT FORM**

This form may be used to file a complaint with Woodbury County based on a violation of Title VI of the Civil Rights Act of 1964. You are not required to use this form. A letter providing the same information may be submitted to file your complaint.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Individual(s) allegedly discriminated against if different than above (use additional pages if needed):

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Please explain your relationship with the individual(s) indicated above: \_\_\_\_\_

\_\_\_\_\_

Name of agency and department that allegedly discriminated:

Agency/Department Name: \_\_\_\_\_

Name of Individual (if known): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) of alleged discrimination:

Date discrimination began: \_\_\_\_\_ Last or most recent date: \_\_\_\_\_

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

☐ Religion \_\_\_\_\_

☐ Age \_\_\_\_\_

☐ Disability \_\_\_\_\_

Please explain as clearly as possible what happened. Provide the name(s) or witness(es) and others involved in the alleged discrimination. Attach additional sheets if necessary and provide a copy of written material pertaining to your case.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Note:** Woodbury County prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the County. Please inform the Human Resources Department if you feel you were intimidate or experience perceived retaliation in relation to filing this complaint.



## **TITLE VI CONTRACT LANGUAGE**

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 Regulation**

The contractor shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to DOT), Title 49, Code of Federal Regulations, Part 21 (hereinafter referred to as the Regulations), as they may be amended from time to time, herein incorporated by reference and made a part of this contract.

### **2. Nondiscrimination**

The contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection of and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in 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. Solicitation for Subcontracts, including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, including the procurement of material for 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, sex, or national origin.

### **4. Information and Reports**

The contractors 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 Woodbury County, Iowa Department of Transportation or appropriate federal agency to be pertinent to ascertain compliance with such Regulation, orders and instructions. Where any information required of a contractor is in exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Iowa Department of Transportation or the appropriate federal agency as needed and shall set forth what efforts is 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, Woodbury County shall impose such contract sanctions as the Iowa Department of Transportation may determine to be appropriate, including but not limited to:

- Withholding of payments to the contractor under contract until the contractor complies, and/or
- 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 (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as Woodbury County, Iowa Department of Transportation, or appropriate federal agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

## **APPENDIX A**

### **Sample Letter Acknowledging Receipt of Complaint**

[Date]

[Complainant Name]

[Address]

[City, State, Zip]

Dear [Name]:

This letter is to acknowledge receipt of your complaint against Woodbury County alleging [insert allegations here].

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (712) 279-6470, or write to me at this address.

Sincerely,

Melissa Thomas  
Title VI Coordinator  
Director  
Human Resources  
Woodbury County  
620 Douglas Street  
Courthouse, Room 701  
Sioux City, IA 51101

## APPENDIX B

### Sample Letter Notifying the Complainant that the Complaint is Substantiated

[Date]

[Complainant Name]

[Address]

[City, State, Zip]

Dear [Name]:

The matter referenced in your letter of [insert date of complaint] against Woodbury County alleging a violation of Title VI has been investigated.

[An/Several] apparent violation[s] of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter [was/were] identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. **[If a hearing is requested, the following may be appropriate.]** You may be hearing from this office, or from federal authorities, if your assistance should be needed during the administrative hearing process.

Sincerely,

Melissa Thomas  
Title VI Coordinator  
Director  
Human Resources  
Woodbury County  
620 Douglas Street  
Courthouse, Room 1701  
Sioux City, IA 51101

## **APPENDIX C**

### **Sample Letter Notifying Complainant that the Complaint is Not Substantiated**

[Date]

[Complainant Name]

[Address]

[City, State, Zip]

Dear [Name]:

The matter referenced in your complaint of [date] against Woodbury County alleging [insert summary here] has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

Woodbury County has analyzed the materials and facts pertaining to your allegation(s) for evidence of the county's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to (1) appeal within seven calendar days of receipt of this final written decision from Woodbury County, and/or (2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transportation Administration at:

Federal Transportation Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Avenue SE  
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Melissa Thomas  
Title VI Coordinator  
Director  
Human Resources  
Woodbury County  
620 Douglas Street  
Courthouse, Room 701  
Sioux City, IA 51101

## APPENDIX D

### **Samples of Narratives to be included in Posters to be Displayed in Revenue Vehicles and Facilities**

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).

Woodbury County is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI in Federal Transportation 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 Woodbury 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  
Human Resources Department  
Woodbury County  
620 Douglas Street  
Sioux City, IA 51101**

For more information, visit the county's website:

[www.woodburyiowa.com](http://www.woodburyiowa.com)

## Civil Rights/Discrimination Complaint Form

\*required

### 1. Enter information about yourself:

\*First name \_\_\_\_\_  
\*Last name \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*City \_\_\_\_\_  
\*State \_\_\_\_\_  
\*Zip code \_\_\_\_\_  
Best time to call you \_\_\_\_\_  
\*Primary phone number \_\_\_\_\_  
Alternative phone number \_\_\_\_\_  
\*Your email address \_\_\_\_\_

### 2. Who else can we call if we cannot reach you?

Contact's name \_\_\_\_\_  
Daytime phone number \_\_\_\_\_  
Relationship to you \_\_\_\_\_

### 3. Who was discriminated against?

\*Yourself \_\_\_\_\_  
\*Someone else \_\_\_\_\_  
If someone other than yourself please include:  
Injured person's name \_\_\_\_\_  
Daytime phone number \_\_\_\_\_  
Evening phone number \_\_\_\_\_  
Relationship to you (eg son or daughter) \_\_\_\_\_  
Injured person's address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip code \_\_\_\_\_

If the person discriminated against is age 18 or older, we will need that person's signature before we can proceed with this complaint. If the person is a minor, and you do not have legal authority to file a complaint on the student's behalf, the signature of the child's parent or legal guardian is required.

### 4. What institution/employer discriminated?

\*Institution/employer name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_



Zip code \_\_\_\_\_

Employer department \_\_\_\_\_

5. Have you tried to resolve the complaint through the employer's grievance process or Human Resources?

Yes \_\_\_\_\_

No \_\_\_\_\_

Date filed \_\_\_\_\_

If yes, what is the current status of the complaint? \_\_\_\_\_

6. Describe the discrimination \_\_\_\_\_

\_\_\_\_\_

or

\_\_\_\_\_ race or color

\_\_\_\_\_ national origin

\_\_\_\_\_ disability

\_\_\_\_\_ sex

\_\_\_\_\_ age

\_\_\_\_\_ retaliation because you filed a complaint or asserted your rights

In the space provided below please describe each discriminatory action separately. For each action, you need to provide the following information:

- Date(s) the discriminatory action occurred
- Name(s) of individual(s) who discriminated
- What happened
- Witnesses
- Why you believe the discrimination was because of race, sex, disability, or whatever basis you indicated above or why you believe the action was retaliatory

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have written information that you think will help us understand your complaint?

Yes \_\_\_\_\_

No \_\_\_\_\_

7. Your complaint must be filed within 180 days of the discriminatory action. The laws that we enforce require that complaints be filed with our office within 180 days of the alleged discriminatory event. When did the last act of discrimination occur? \_\_\_\_\_

8. What would you like the employer to do as a result of the complaint – what remedy are you seeking? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_