

**FRANKLIN COUNTY, FLORIDA  
TITLE VI AND NONDISCRIMINATION POLICY AND PLAN**

**Policy Statement:**

Franklin County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the County believes that the best public policy and governmental services result from careful consideration of the needs of all of its communities and when those communities are involved in the public policy and governmental services decision making process. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, the County will not exclude from participation in, deny benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

**Complaint Procedures:**

The County has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, age, disability, religion, income or family status in any of the County's programs, services or activities may file a complaint with the County Title VI/Nondiscrimination Coordinator:

Michael Morón  
County Coordinator  
34 Forbes Street, Suite 1  
Apalachicola, Florida 32320  
850-653-9783 x-155 (voice)  
850-653-9799 (fax)  
michael@franklincountyflorida.com

If possible, the complaint should be in writing and contain the identity of the complainant, the basis for the allegations (i.e., race, color, national origin, sex, age, disability, religion, income or family status), and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance.

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The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) days and will take reasonable steps to resolve the matter. Should the County be unable to satisfactorily resolve the complaint, the Title VI/Nondiscrimination Coordinator will forward the complaint, along with a record of its disposition, to the appropriate Federal and/or State agency for further processing.

The County's Title VI/Nondiscrimination Coordinator has easy access to the County Administrator and is not required to obtain management or other approval to discuss discrimination issues with the County Administrator. However, should the complainant be unable or unwilling to complain to the County, or if the complainant is dissatisfied with the County's handling of a complaint, the written complaint may be submitted directly to the U.S. Department of Justice (DOJ). DOJ will ensure that the matter is assigned to the correct Federal or State authority for processing.

U.S. Department of Justice  
Civil Rights Division  
Federal Coordination and Compliance Section, NWB  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530  
Title VI Hotline: 1-888-TITLE-06  
(1-888-848-5306) (Voice/TTY)  
<http://www.justice.gov/crt.about.cor.coord.titlevi.php>

**ADA/504 Statement:**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. A disabled person is defined as any person who has a physical or mental disability that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate those with disabilities and ensure that their needs are equitably represented in County programs, service and activities.

The County will make every effort to ensure that its facilities, programs, services and activities are accessible to those with disabilities.

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The County encourages the public to report any facility, program, service or activity that appears inaccessible to those with disabilities. Furthermore, the County will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodations may require outside assistance, organization or resource, the County asks that requests be made at least five (5) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodations should be made to the County's ADA officer:

Steve Paterson, Building Inspector  
34 Forbes Street, Suite 1  
Apalachicola, Florida 32320  
850-653-9783 x-157 (voice)  
850-653-9799 (fax)  
stevep@franklincountyflorida.com

**Limited English Proficiency (LEP) Guidance:**

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from federal agencies require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities to 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 the County's programs, services or activities.*

Complete data at the county level from the 2020 Census is not currently available, but using what is available it is estimated that 6.1% of the county's population speak a language other than English at home. Out of these 6.1% of non-English speakers the majority speak Spanish. 75.7% of the non-English speakers speak English very well or well with only 24.3% speaking English less than very well. This means with a County population of approximately 12,125 people that about 182 people speak English less than well.

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

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The County departments report that they rarely encounter anyone who cannot speak English enough to make themselves understood. The library reported that several years ago a lady came in for assistance in filling out her food stamp application who did not speak any English, but she brought in her daughter to serve as a translator.

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

Services provided by the County are important to the public. Some services, such as emergency management, are vital to safety. The Emergency Management Office has certain of its documents available in Spanish. It has also prepared Spanish announcements for broadcast in the event an general evacuation of the County has to be ordered.

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

Although no current County employees are fluent in Spanish, there are people in the community who are fluent and can provide translation services. Generally they are willing to provide translation services for free. Almost all non-English speakers who come into contact with County programs bring their own translator with them.

The analysis of these factors suggests that LEP services are not required at this time. Franklin County will annually review the need to provide services for non-English speakers in the future. If the community changes so that non-English speaking services are required the County will provide for those services. Persons requiring special language services should contact the County's Title VI/Nondiscrimination Officer:

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850-653-9799 (fax)  
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**Public Involvement:**

In order to plan for efficient, effective, safe, equitable and reliable government services, the County must have the input of its public. The County spends extensive staff and

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financial resources in furtherance of this goal and strongly encourages the participation of the entire community. Any person may attend any County Commission meeting and speak during the Public Comments portion of the agenda concerning a matter of County business of concern to the person. County Commission meetings are generally held the first and third Tuesdays of each month at 9:00 a.m. at the Courthouse Annex, 34 Forbes Street, Apalachicola, Florida 32320. Persons should check the County's website, [www.franklincountyflorida.com](http://www.franklincountyflorida.com) for any changes to meeting dates, times or locations. Meeting locations are accessible to the disabled.

Persons wishing to request special presentations by the County, volunteer in any of its activities or offer suggestions for improvement of County public involvement may contact:

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850-653-9799 (fax)  
[michael@franklincountyflorida.com](mailto:michael@franklincountyflorida.com)

**Data Collection:**

FHWA regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The County accomplishes this through the use of census data and American Community Survey reports and other methods. From time to time, the 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 the County with improving its targeted outreach and measures of effectiveness. Self identification of personal data to the County will always be voluntary and anonymous. Moreover, the County will not release or otherwise use this data in any manner inconsistent with the federal regulations.

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**Assurances:**

Every three years the County must certify to FHWA and FDOT that its programs, services and activities are being conducted in a nondiscriminatory manner. The certifications are termed 'assurances' and document the County's commitment to nondiscrimination and equitable service to its community. The public may view the assurances on the County's website or by visiting the County's offices.

This plan was approved by the Franklin County Board of County Commissioners on the 16<sup>th</sup> day of February, 2021.

By: Ricky D. Jones  
Ricky D. Jones, Chairman

ATTEST:

Michele Maxwell  
Michele Maxwell, Clerk