

**Title VI Plan for Humboldt County, Nevada FTA 5311
Subrecipient:**

Humboldt County, Nevada

March 19, 2018

Prepared by:

Abel del Real-Nava, Assistant County Manager/Human Resources Director

I. Non-Discrimination Policy Statement

It is the policy of Humboldt County, Nevada (Humboldt County) that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Humboldt County as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of Humboldt County, including its contractors and anyone who acts on behalf of Humboldt County. This policy also applies to the operations of any department or agency to which Humboldt County extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d and related statutes, and the requirements of 23 Code of Federal Regulation (CFR) pt. 200 and 49 CFR pt. 21.



Assistant County Manager
Human Resources Director

03/19/2018

Date

II. Organization, Staffing, and Structure

The County Manager is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 CFR Part 200 and 49 CFR Part 21.

Humboldt County has created the position of Assistant County Manager/Human Resources Director to perform the duties of the Title VI Coordinator and ensure implementation of agency's Title VI program. The position of Assistant County Manager/Human Resources Director is located within the County Managers Office;

Humboldt County Courthouse
50 West Fifth Street Room 205
Winnemucca, Nevada 89445
(775) 623-6300
(775) 623-6302

The Title VI Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency's behalf;
- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log, and reporting to NDOT.
- Developing procedures for the collection and analysis of statistical data.
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination;
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

III. Primary Program Area Descriptions & Review Procedures

The Senior Citizens of Humboldt County, Inc. engages in the following program areas:

| Program Area | General Description | Title VI/Non-Discrimination Concerns and Responsibilities | Review Procedures for Ensuring Non-Discrimination |
|---------------------|--|---|---|
| Transportation | Provision of transportation services in the City of Winnemucca, and Grass Valley, both in Humboldt County. Transportation services include general population demand response services inside the city confines, up to 7 miles outside the city into Humboldt County. Semi fixed route services to Walmart on Tuesdays, Khoury’s Market on Wednesdays, and Ridleys shopping center on Thursdays. Paratransit services available on all busses. | Title VI notices are posted on all buses, and in the senior center, with pertinent contact information for those who feel they may have been discriminated against. | Any complaint is reviewed by the Director of Senior Citizens of Humboldt County, Inc. and its corresponding board of directors. Complaints filed with the Senior Citizens of Humboldt County, Inc. was promptly investigated in accordance with Title IC regulation guidelines. |

IV. Title VI Complaint Procedures

Discrimination Complaint Procedure for Humboldt County

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any Humboldt County program or activity. This prohibition applies to all branches of Humboldt County, its contractors, consultants, and anyone else who acts on behalf of Humboldt County.

Federal law requires that Humboldt County investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty days of submission. If you need assistance to file your complaint or need interpretation services, please contact the Assistant County Manager/Human Resources Director.

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Humboldt County program or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact the Assistant County Manager/Human Resources Director if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact Assistant County Manager/Human Resources Director.

Complaints may be submitted via mail, email, fax or in person to:

Assistant County Manager/
Human Resources Director
50 West Fifth Street Room 205
Winnemucca, Nevada 89445
(775) 623-6300
(775) 623-6302

Complaints may also be filed directly with the following agencies:

Civil Rights Officer
Nevada Department of Transportation
600 S. Grand Central Parkway
Las Vegas NV 89106
(702) 730-3301
(702) 486-0487 fax
sbraih@dot.nv.gov

Equal Rights Commission
Northern Nevada
1325 Corporate Blvd.
Room 115
Reno, NV 89502
Phone (775) 823-6690
Fax (775) 688-1292

What happens after a complaint is filed?

Title VI complaints must be investigated within sixty days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, complaints will be forwarded to either the Nevada Department of Transportation or the Federal Highway Administration for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

Where did the discrimination occur?

Dates and times discrimination occurred?

Were there any other witnesses to the discrimination?

| Name | Organization/Title | Work Telephone | Home Telephone |
|------|--------------------|----------------|----------------|
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How would you like to see this situation resolved?

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who _____ When _____
Status (pending, resolved, etc.) _____ Result, if known _____
Complaint number, if known _____

Do you have an attorney in this matter?

Name _____ Phone _____
Address _____ City _____ Zip _____

Signature _____ Date _____

VI. Data Collection*

Describe your agency's process for collecting and analyzing data on the race, color, national origin, and sex of participants and beneficiaries of your agency's programs and activities. Examples include tracking the race/ethnicity of residents relocated through your agency's right of way program; tracking the race/ethnicity of members of the public participating in public meetings; and collecting U.S. Census data on populations impacted by your agency's projects.

| Program Area | Type of Data Collected & Process for Collecting | Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting the Data) |
|---------------------|--|--|
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**Humboldt County, Nevada does not currently have any program areas in which the collection of data pertaining to individuals protected under Title VI is warranted. As a small rural county, Humboldt County, Nevada only provides governmental services mandated by Nevada Revised Statute. Any new program areas found to affect individuals protected under Title VI would result in the adequate collection of data as stated in the description of this item.*

VII. Public Participation

- *Humboldt County identifies minority populations through the use of census data provided by the federal government and through interaction with community liaisons representing industries vital to our economy, such as mining.*
- *Humboldt County conducts outreach to minority populations through the use of the social media platform Facebook, the County's website, and public meetings.*
- *The Assistant County Manager/Human Resources Director is available to assist Spanish speaking members of the public regarding general inquiries. Humboldt County may make available an interpreter for Title IV matters that require a more involved response.*
- *Humboldt County considers input from minority populations for decision making within its pertinent program areas through outreach via the social media platform Facebook and the County's website.*

VIII. Notice of Rights

The Notice of Rights is available for reading outside the Humboldt County Manager's Office at:

Humboldt County Courthouse
50 West Fifth Street Room 205
Winnemucca, Nevada 89445

The Notice of Rights is available in both English and Spanish languages.

Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964

Humboldt County operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Humboldt County program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with Humboldt County or the Nevada Department of Transportation.

To file a Title VI discrimination complaint, contact:

Assistant County Manager/
Human Resources Director
50 West Fifth Street, Room 205
Winnemucca, Nevada 89445
(775) 623-6300
(775) 623-6302
humanresources@hcnv.us

Civil Rights Officer
Nevada Department of Transportation
600 S. Grand Central Parkway
Las Vegas NV 89106
(702) 730-3301
(702) 486-0487 fax
sbraih@dot.nv.gov

Sus Derechos Contra la Discriminación bajo el Título VI de la Ley de Derechos Civiles de 1964

El Condado de Humboldt opera sus programas y servicios sin tener en cuenta la raza, el color, el origen nacional, el sexo, la edad y la discapacidad. Cualquier persona que crea haber sido excluida de la participación en, negado los beneficios de, o de otra manera sujeto a la discriminación bajo cualquier programa o actividad del Condado de Humboldt debido a su

raza, color, origen nacional, edad, sexo, o incapacidad puede presentar un queja de discriminación con el Condado de Humboldt o el Departamento de transporte de Nevada.

Para presentar una queja de discriminación por título VI, comuníquese con:

Assistant County Manager/
Human Resources Director
50 West Fifth Street, Room 205
Winnemucca, Nevada 89445
(775) 623-6300
(775) 623-6302
humanresources@hcnv.us

Civil Rights Officer
Nevada Department of Transportation
600 S. Grand Central Parkway
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