

FAIRFIELD COUNTY GOVERNMENT
(FAIRFIELD COUNTY TRANSIT SYSTEM)

TITLE VI OF THE
CIVIL RIGHTS ACT OF 1964 PLAN

May 16, 2017

Post Office Box 1116
Winnsboro, South Carolina 29180

FAIRFIELD COUNTY GOVERNMENT
Title VI Nondiscrimination Policy Statement and
Assurances

It is the policy of the Fairfield County Government, South Carolina, hereafter referred to as “Fairfield County” or “the County”, to assure affirmative compliance with Title VI of the Civil Rights Act of 1964, as amended, and in accordance with all other related statutes, regulations, and Executive Orders.

To this end, Fairfield County assures that no person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under any of its programs or activities based on race, color, national origin, age, sex, disability, religion, or language regardless of whether those programs and activities are Federally funded or not.

Fairfield County 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. Additionally, the County will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. Fairfield County will, where necessary and appropriate, revise, update, and incorporate nondiscrimination requirements into appropriate manuals, directives, and regulations.

Jason C. Taylor, Fairfield County Administrator
May 16, 2017

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Introduction

Fairfield County has provided public transportation services to its residents since 1984. The Fairfield County Transit System provide the transportation services. It is a fare paying public system with all passengers having to pay or have their fares paid for by some other person or entity.

Fairfield County and the Fairfield County Transit System (FCTS) is a sub-recipient of federal financial assistance from the South Carolina Department of Transportation (SCDOT). Any entity receiving federal dollars, either directly from the Federal Transit Administration (FTA) or indirectly through the South Carolina Department of Transportation (SCDOT), must not discriminate based on factors which include, but are not limited to race, ethnicity, age, religion, disability status or gender. As such, FCTS must comply with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities.

Title VI of the 1964 Civil Rights Act, as amended, states that public agencies are required to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance based on race, color, national origin, age, sex, disability, religion, or language.

Fairfield County assures that no person shall be subjected to discrimination under any program or activity operated by its transit system. Fairfield County and the Fairfield County Transit System is committed to ensuring full compliance with Title VI and its related statutes. This plan provides information regarding the FCTS's Title VI compliance policies, complaint procedures, and how to initiate the complaint process for use by members of the public.

Objectives

- **To ensure that the level and quality of transportation service is provided in a nondiscriminatory manner;**
- **To promote full and fair participation in transportation decision-making without regard to race, color, or national origin;**
- **To ensure meaningful access to transit-related programs and activities by persons with limited English proficiency;**
- **To take corrective and remedial action to prevent discriminatory treatment of any beneficiary based on race, color, or national origin;**
- **To ensure compliance with Title VI requirements we will review and update our plan on an annual basis;**
- **To track compliance by collecting and storing Title VI plan documents and data as required; and**
- **To submit complaints and other Title VI information to SCDOT as required or requested.**

Title VI Definition

The following definitions apply for this plan:

Beneficiary: any person or group of people (other than states) entitled to receive benefits, directly or indirectly, from any federally-assisted program.

Citizen Participation: an open process in which the rights of the community to be informed; to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals.

Color: skin color or complexion.

Compliance: a satisfactory condition wherein an applicant, recipient, or sub-recipient has effectively implemented all of the Title VI requirements or can demonstrate that every good-faith effort toward achieving this end has been made.

Director of Business Development & Special Programs: refers to the responsible SCDOT official in matters relating to Title VI. The Director of Business Development & Special Programs (Office Director) reports to the Director of Minority & Small Business Affairs (Division Director), and assists in carrying out the Title VI responsibilities of the Department.

Discrimination: involves any act (or action) whether intentional or unintentional through which a person, solely because of race, color, religion, sex, or national origin, has been otherwise subjected to unequal treatment under any program or activity.

Disparate Treatment: refers to actions that result in circumstances where similarly situated persons are intentionally treated differently (i.e. less favorably) than others because of their race, color, or national origin.

Limited English Proficient (LEP) Persons: individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English.

Minority or Minority Group People: includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and Asian-Indian Americans.

National Origin: a person's, or his or her ancestor's, place of birth. May also refer to the physical, cultural, or linguistic characteristics associated with ethnicity or ancestry.

Noncompliance: the condition wherein a recipient has failed to meet prescribed requirements and has shown a lack of good-faith effort in implementing all the Title VI requirements.

Race: a social classification of people which includes, at a minimum, White, Black, or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, other races may be included.

South Carolina Department of Transportation (SCDOT): the department, commission, board, or official of South Carolina charged by its laws with the responsibility for highway construction. The terms State, Department, and departmental should be considered equivalent to South Carolina Department of Transportation or SCDOT when the context so implies.

Sub-recipient: an agency or entity receiving grant funds through the South Carolina Department of Transportation.

Title VI Coordinator: the person responsible for the Department's Title VI activities under the direction of the Fairfield County Administrator.

Title VI Discrimination: refers to any action or inaction, whether intentional or unintentional, in any program or activity that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

Title VI Program: the system of requirements developed to implement Title VI of the Civil Rights Act of 1964. When appropriate, the phrase “Title VI requirements” also refers to the civil rights provisions of other federal statutes to the extent that they prohibit discrimination on the grounds of race, color, sex, age, disability, or national origin in programs receiving federal financial assistance of the type subject to Title VI itself.

Policy Statement

It is the Fairfield County Transit System's policy that no person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under any of its programs or activities based on race, color, national origin, age, sex, disability, religion, or language regardless of whether those programs and activities are Federally funded or not.

The Fairfield County Transit System as a department that is a recipient of federal funds may not, directly or through contractual or other arrangements, based on race, color, or national origin:

- **Deny an individual any service, or benefit provided under the program;**
- **Provide any service, or benefit to an individual which is different, or is provided in a different manner, from that provided to others under the program;**
- **Subject an individual to segregation or separate treatment in any matter related to the receipt of any service, or benefit under the program;**
- **Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, or benefit under the program;**
- **Treat an individual differently from others in determining whether such person satisfies any admission, enrollment, eligibility, or other requirement or condition which individuals must meet to be provided any service, or benefit provided under the program;**

- **Deny an individual an opportunity to participate in the program through the provision of services or otherwise afford such person an opportunity to do so which is different from that afforded others under the program; or,**
- **Deny a person the opportunity to participate as a member of a planning or advisory body which is an integral part of the program.**

We will work diligently to ensure compliance with Title VI requirements. Fairfield County and its departments are committed to maintaining the public's trust by ensuring that our citizens receive quality services that are always free of discrimination.

This policy applies to all operations of the Fairfield County Transit System and anyone who acts on their behalf.

Organization Structure and Staffing

Fairfield County is under a Council –Administrator form of government. The Council, which is voted into office by public elections is the community’s legislative and policymaking body. They focus on the community’s goals, major projects, and such long-term considerations as community growth, land use development, capital improvement and financing, and strategic planning.

They establish policies that affect the overall operation of the community and are responsive to residents’ needs and wishes. To ensure that these policies are carried out and that the entire community is equitably served, the Council hires an administrator to implement the administrative responsibilities related to these goals. That administrator is selected based on his/her education, experience, skills, and abilities (and not their political allegiances).

The County Administrator has very broad authority to run the county government. He carries out the policies established by the elected governing body with an emphasis on effective, efficient, and equitable service delivery. He hires and supervises all county employees.

To work in partnership with the administrator, a Deputy Administrator was hired to assist in the alignment of the local government’s administrative systems with the values, mission, and policy goals defined by the community and elected officials.

Other county employees that will be involved in the implementation of the Title VI Plan will be the Transit System Director and the Human Resources Director.

The Transit System Director is responsible for the management and administration of Fairfield County’s Transit System to include general operations and administration, supervision of personnel, promotion

of system, etc. Is responsible for ensuring safe, adequate, and satisfactory service to the public.

The County Administrator is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and related statutes and has directed that non-discrimination is required of all county employees, contractors, and agents. However, the Administrator has appointed the Transit System Director to perform the duties of the Title VI Coordinator and ensure implementation of the Title VI program.

The Human Resources Director will work in partnership with the transit system to ensure that the county remain compliant and avoid discrimination.

Duties to be added to the Transit System Director's responsibilities include but are not limited to:

- **Maintain knowledge of Title VI requirements**
- **Submitting a Title VI plan and annual reports;**
- **Managing and monitoring Title VI compliance;**
- **Reviewing and updating the Title VI Plan annually;**
- **Attend training on Title VI other nondiscrimination regulations when offered by SCDOT;**
- **Providing training on an annual basis to all transit employees ensuring competence in Title VI issues;**
- **Developing procedures for the collection and analysis of statistical data for reporting requirement;**
- **Developing Title VI information for dissemination;**
- **Informing the public of the transit system's non-discrimination policies, and procedures for filing a complaint;**
- **Developing procedures for the prompt processing and disposition of complaints;**

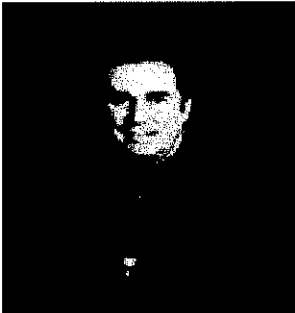
- Investigating complaints, compiling a complaint log, and reporting to SCDOT; and
- Establishing procedures for resolving deficiency status and developing remedial action.

The Human Resources Director will assist the transit system with:

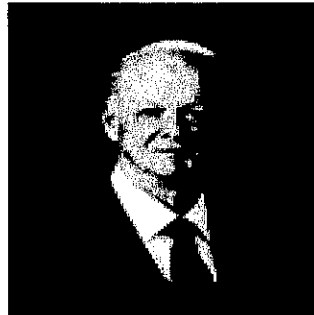
- Identifying and addressing potential discrimination or discriminatory procedures within the transit department;
- Evaluating the effectiveness of policies and programs to ensure non-discrimination;
- Informing the public of their rights against discrimination under Title VI and how they can file a Title VI discrimination complaint;
- Disseminating complaint procedures and forms internally and externally; and
- Aiding with investigating potential discriminatory actions if requested by the transit system.

Conducting reviews and assessments of the County's Title VI pertinent program areas was not assigned to the transit system. As a sub-recipient of federal funding through the SCDOT Office of Public Transit, the required Title VI program reviews and assessments will be conducted annually by SCDOT Title VI Designee. These reviews will be conducted to determine our compliance with applicable civil rights statutes, regulations, standards, and policies.

FAIRFIELD COUNTY COUNCIL
REPRESENTATIVES



Daniel (Dan) W. Ruff, III
District 1



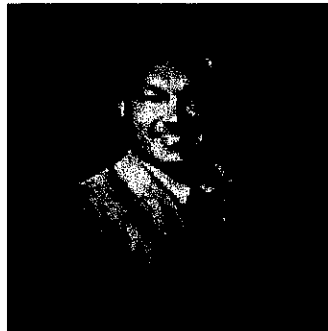
Jimmy Ray Douglas
District 2



Mikel Trapp
District 3



Bertha Goins,
Vice Chairman
District 4



Douglas Pauley
District 5



Cornelius Robinson
District 6



William (Billy) B. Smith, Jr., Chairman
District 7

**COUNTY COUNCIL 2017 STANDING
COMMITTEES**

PERTINENT TO THE TRANSIT SYSTEM

PUBLIC AFFAIRS AND POLICY

Functions in the areas of general operational matters. Serves to consider matters relating to legislation and legal matters and personnel policy and procedures.

**Bertha Goins, Chairman
Douglas Pauley
Mikel Trapp**

PUBLIC SERVICES AND DEVELOPMENT

Functions in the areas of general operational matters. Serves to consider matters relating to county roads and state highways, right-of-way protection and acquisition, condemnation, airport facilities, transportation facilities and services, railroads and railroad facilities, parking, and traffic control.

**Jimmy Ray Douglas, Chairman
Bertha Goins
Cornelius Robinson**

COUNTY COUNCIL AND STAFF MEMBERS

CONTACT INFORMATION

Daniel (Dan) W. Ruff, III

District 1

Term Expires: 12/31/2018

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Jimmy Ray Douglas

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Email: jrdouglasfc@yahoo.com

Mikel Trapp

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Bertha Goins

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Cornelius Robinson

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Implementation Plan

Fairfield County assures that no person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under any of its programs or activities based on race, color, national origin, age, sex, disability, religion, or language regardless of whether those programs and activities are Federally funded or not.

Fairfield County 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. Additionally, the County will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. Fairfield County will, where necessary and appropriate, revise, update, and incorporate nondiscrimination requirements into appropriate manuals, directives, and regulations.

This plan shall be effective immediately upon approval. Fairfield County Transit System shall implement this plan and ensure compliance with Title VI requirements through education, training, and enforcement. All FCTS's employees and anyone who acts on their behalf shall also be responsible for adhering to these requirements. Should the potential for discrimination be discovered, action to eliminate the potential and safeguard our citizens shall be immediately taken.

Notices informing individuals of their rights under the plan will be posted on the County's external website; displayed in all county buildings; agencies receiving county funding; and advertised in our local newspaper. These notices will also be consistent with Title VI requirements.

Title VI Training

It is required that any entity receiving federal and/or state financial assistance from SCDOT, receive training on transportation related Title VI laws and regulations every year. SCDOT will provide training in areas such as Overview & Compliance and Limited English Proficiency (LEP). FCTS will ensure that all transit employees have been trained annually on Title VI and that those employees retain a basic understanding of the transit's anti-discrimination policies.

The SCDOT Title VI Coordinator has the responsible for coordinating and providing training as needed or requested. The County will take advantage of this valuable resource to ensure its competence in Title VI laws, regulations, and related statutes.

Disseminating Title VI Information

Fairfield County Transit System will take reasonable steps to ensure that all persons, including those with a disability or language barrier, have meaningful opportunities to participate in and benefit from the services provided by the transit program, and the resources available.

FCTS will provide information to the public regarding their Title VI obligations and seeks to apprise the members of the public of the protections against discrimination afforded to them by Title VI of the Civil Rights Act of 1964.

To provide the public with appropriate information on transportation services and project development in a convenient and timely manner, various means of disseminating information to the public will be utilized. Below is a list of techniques that will be utilized to enable our citizens to become well informed:

- **Information specific to Title VI requirements and compliance procedures will be posted on the County's website under the Transit Department. The website will be kept updated to ensure it displays current and accurate information;**
- **Posters and flyers will be used, these documents will be distributed and displayed at public places such as City/Town Halls, library distribution sites, community centers, public buildings and on transit vehicles;**
- **Local county agencies and coordinating councils will be asked to include the transit information in their newsletters and notifications routinely disseminated to their clients;**
- **Brochures and short presentation may be given to local church groups and civic organizations; and**
- **Legal advertised notices will be published in the local media.**

Public outreach requires a continuous and evolving process that employ multiple techniques. An evaluation of our existing public outreach techniques will be conducted to determine their effectiveness. Necessary adjustments will be made as needed.

Limited English Proficiency (LEP)

Title VI of the 1964 Civil Rights Act, as amended, states that public agencies are required to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving federal financial assistance based on race, color, national origin, age, sex, disability, religion, or language.

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP", and are, therefore, entitled to language assistance under Title VI of the Civil Rights Act of 1964.

Fairfield County is a rural community with a relatively low population of 23,956 residents. 754 (3.4%) of our residents speaks a language other than English, and 230 (1.0%) describe themselves as not able to communicate in English very well (Source: US Census). According to the U.S. Department of Transportation (DOT) LEP Guidance Handbook, those serving very few LEP persons or those with very limited resources, may choose not to develop a LEP Plan. Fairfield County has chosen not to develop a LEP Plan.

However, Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)", requires federal assistance recipients to take reasonable steps to ensure meaningful access to their services for limited English proficient persons.

Fairfield County and its transit system's responsibilities as they relate to the needs of all our residents, with an emphasis on effective, efficient, and equitable service delivery, acknowledge that the absence of a written LEP plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to program or activities.

Title VI Complaint Procedures

Overview

FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.

Federal law prohibits discrimination based on race, color, national origin, age, sex, or disability in any FCTS program or activity. This prohibition applies to all agencies and organizations that receive money from FCTS, contractors, consultants, and anyone else who acts on FCTS's behalf.

Fairfield County Transit System has developed a procedure to receive, review, resolve, and track complaints related to allegations of discrimination under Title VI of the Civil Rights Act.

Any person believing to have been subjected to discrimination prohibited by Title VI of the Civil Rights Act, as amended, may submit a complaint to FCTS. This procedure does not in any manner diminish the right of a person to file concurrent complaints with other state or Federal agencies and/or seek private counsel.

FCTS will make reasonable efforts to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. Complainants should keep a copy of the complaint for their records and submit the original complaint to the Fairfield County Administrator's Office.

An overview of the procedure is as follows:

- **Complaints must be filed within one hundred eighty (180) days of the alleged discrimination or when the alleged discrimination became known to the Complainant.**
- **Complaints must be in writing, signed by the Complainant (or the Complainant's legal representative), and include the Complainant's name, address, and telephone number.**
- **Complaints shall explain the details regarding the alleged discrimination and identify the person responsible for the alleged discrimination.**
- **While not required, complainants are encouraged to use the Title VI Discrimination Complaint Form", which can be found at www.fairfieldsc.com.**
- **The County will review the complaint to ensure that it conforms to Title VI standards. If the complaint does not fall within the parameters of Title VI, the complaint will be dismissed and the Complainant will be redirected to the appropriate agency.**
- **If the complaint conforms to Title VI standards, the Fairfield County Legal Attorney and SCDOT will be notified, and ensure that the required information is provided, and that the complaint is timely and within the appropriate authority.**
- **Once a Title VI complaint has been confirmed, the County will lead an investigative team, approved by the County Administrator, in conducting a fact-finding investigation.**
- **Upon completion of the investigation, the County will present the results and any corrective recommendations of the investigation to SCDOT for approval.**

- **Upon final approval of the results and any corrective recommendations, the Transit Director (Title VI Liaison) will notify the Complainant and Respondent of the investigation findings, enter the case data on a log, and maintain a case file of all the complaint and investigation facts.**

Complaints, comments, and/or questions should be submitted to:

**Fairfield County Government
c/o County Administrator's Office
Post Office Drawer 60
Winnsboro, SC 29180
Telephone:803.815.4002
E-mail:jason.taylor@fairfield.sc.gov**

Title VI Discrimination Complaint Procedure Process

When any staff, department, or representative of Fairfield County receives a complaint which alleges or implies Title VI discrimination by Fairfield County, the County Administrator shall be notified immediately.

When in receipt of a complaint, the County Legal Attorney and the SCDOT Office of Business Development and Special Programs will be notified by forwarding a copy of the complaint within three (3) business days of receipt, and provide written acknowledgement to the Complainant and the Respondent within ten (10) business days by certified mail confirming receipt of the complaint.

- **Complaints received in the form of a formal charge or a lawsuit, will be handled by legal attorney.**
- **Complaints received orally (in person or by telephone) shall be recorded, converted to writing, and subsequently provided to the Complainant for approval and signature before processing.**
- **Signed complaints received via facsimile or email will be acknowledged and processed.**
- **If a complaint is deemed incomplete, within fifteen (15) business days from receipt of the complaint, additional information will be requested. The Complainant will be provided sixty (60) business days to submit the required information. Failure to provide the requested information may be considered cause for dismissal of the complaint.**

- **If a complaint is deemed complete, within fifteen (15) business days from receipt of the complaint, the County will determine its authority in pursuing the matter and whether the complaint has sufficient merit to warrant investigation.**

When the County does not have authority in pursuing the matter, the complaint will be dismissed and the Complainant will be referred to the appropriate local, state, or Federal agency holding such authority. In such cases, the County will take no further action unless otherwise directed by SCDOT.

When the County has authority in pursuing the matter, the complaint will be evaluated for investigative merit.

- **If the complaint does not have sufficient merit to warrant investigation, within five (5) business days of that decision, the County will notify the Complainant and Respondent by certified mail and specifically state the reason for the decision.**
- **If the complaint has sufficient merit to warrant investigation, the County shall immediately notify the SCDOT, and within five (5) business days of that determination, the County will notify the Complainant and Respondent by certified mail, and specifically state the grounds of the County's authority, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigation.**
- **Merit will be determined by whether the complaint is timely filed; whether the allegations involve a covered basis such as race, color, national origin, age, sex, disability, religion, or language; and whether the allegations involve a County program or activity receiving Federal funding.**

Upon confirming complaint merit, the County Administrator shall assemble an investigative team, to include at a minimum the County Attorney and a member from the County program office responsible for the area in which the discrimination is alleged. The County Administrator may elect to alter the investigative team as necessary, to ensure a sound and fair process. The County Administrator may also elect to retain outside persons or agencies to assist in the investigation process.

In addition to improper authority and, or lack of merit, complaints may also be dismissed for any of the following reasons including, but not limited to:

- The complaint is untimely filed.**
- The complaint does not allege a basis covered by the statutes for which the County is responsible.**
- The complaint does not allege any harm about covered programs or statutes.**
- The Complainant requests the withdrawal of the complaint.**
- The Complainant cannot be located after reasonable attempts.**
- The Complainant fails to accept a reasonable resolution (with reasonableness to be determined by SCDOT).**
- The Complainant has filed a legal action in a South Carolina Court of Law with the same basis(es) and issue(s) involved in the complaint and/or filed the same complaint with another local, state, or Federal agency.**

The investigative team will evaluate the complaint and develop and investigative plan. Unless the evidence clearly shows the need to expand the issue, investigations shall be confined to the issues and facts relevant to the specific allegations in the complaint. Within forty-five (45) business days, the investigative team will schedule interview(s) (which shall be recorded) with the Complainant and Respondent at a minimum. If the investigation is delayed for any reason and, or more time is required for action, the County will request an extension from SCDOT.

The purpose of interviewing the Complainant is to gain a better understanding of the situation outlined in the complaint of discrimination. The purpose of interviewing the Respondent is to provide an opportunity to respond to the allegations raised by the Complainant, and provide the investigative team with an opportunity to understand the Respondent's operation or policies cited by the Complainant.

The Complainant or Respondent may request that additional persons are interviewed as witnesses; however, only persons who have information relevant to the allegations raised in the discrimination complaint will be interviewed. Interviewers shall do the following:

- Identify the nature of the complaint.**
- Identify and describe the program or activity receiving Federal funding.**
- Clarify all information received.**
- Obtain supporting documents as needed.**
- Identify relief being sought by the Complainant.**
- Obtain telephone numbers, mailing addresses, and e-mail addresses of all parties involved.**
- Document names and positions of all staff persons present.**
- Document the location, date, and time of the interview.**

- **Identify the Complainant with particularity and using Title VI criteria (as appropriate, e.g. race, color, sex, age, disability, national origin).**

A final investigative report will be submitted to the County Administrator, with copy sent to SCDOT within twenty (20) business days after the conclusion of all interviews.

The report will:

- **Identify the basis of the complaint.**
- **Identify concerned parties, to include the Complainant, Respondent, witnesses, staff, etc.**
- **Identify the Complainant's concerns and issues.**
- **Determine if the complaint has a basis in fact.**
- **Identify the Complainant by Title VI criteria (as appropriate, e.g. race, color, sex, age, disability, national origin).**
- **Identify supporting documents received and reviewed.**
- **State specific finding of fact.**
- **List and discuss the possible options for remedy of relief of complaint.**
- **Make recommendations.**

When the County Administrator and, or SCDOT do not concur with the recommendations contained in the final investigative report, an alternate recommendation(s) may be made.

Upon acceptance of a final investigative report by the County Administrator and SCDOT, the County will issue letters of finding to the Complainant and Respondent within ten (10) business days from acceptance of the report.

The County will maintain a case file and log of all Title VI complaints received. The case file shall contain the following:

- **A copy of the complaint.**
- **The investigative plan.**
- **The investigative reports.**
- **All correspondence to and from the Complainant and Respondent.**
- **All official recordings, statements, and/or affidavits taken.**
- **All documents used to make the determination.**
- **All investigator's notes.**
- **All documents pertaining to the complaint.**
- **A copy of the final decision.**

Case files shall be maintained for five (5) years, and afterwards, may be disposed of in accordance with applicable State law requirements. The complaint log will be available to the public online and include at a minimum, the case number, date of complaint filing, basis of complaint, actions taken, and status of the investigation.

If the Complainant is dissatisfied with the County's resolution of the complaint, he/she has the right to file a complaint with:

**South Carolina Department of Transportation
Office of Business Development and Special Programs
Attention: Title VI Coordinator
Post Office Box 191
Columbia, SC 29202-0191
803.737.5095 TEL
803.737.2021 FAX**

Or

**Federal Transit Administration
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590**

**Title VI Investigations, Complaints,
and Lawsuits**

FTA Circular 4702.1B, Chapter III, Paragraph 7: To comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination based on race, color, or national origin: active investigations....; lawsuits, and complaints naming the recipient.

In accordance with 49 CFR 21.9(b), Fairfield County Transit System will record and report any investigations, complaints, or lawsuits involving allegations of discrimination.

The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by FCTS in response; and final findings related to the investigation, lawsuit, or complaint.

FCTS has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years.

_____Record Retention and Reporting Policy_____

Compliance records and all Title VI related documents will be retained for a minimum of five (5) years. Disposal of any records and, or documents will be in accordance with applicable State law requirements.

Fairfield County Transit will adhere to all SCDOT 's Title VI reporting requirements. FCTS will submit an updated Title VI Plan to SCDOT for concurrence any time a major change in the Plan occurs.

Sub-recipient Assistance and Monitoring

*FTA Circular 4702.1B, Chapter III, Paragraph 11:
primary recipients should assist their sub-recipients in
complying with DOT's Title VI regulations, including the
general reporting requirements.*

Fairfield County Transit System does not have any sub-recipients to provide monitoring and assistance. As a sub-recipient to SCDOT, FCTS will utilize the sub-recipient assistance and monitoring provided by SCDOT, as needed. In the future, if FCTS Transit has any sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.]

FAIRFIELD COUNTY GOVERNMENT Title VI Nondiscrimination Assurances

Fairfield County Government of behalf of the Fairfield County Transit assures the South Carolina Department of Transportation (SCDOT) that no person shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the transit system.

Fairfield County Government of behalf of the Fairfield County Transit further agrees to the following responsibilities 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 or authorized representative.**
- 2. Issue a policy statement signed by the Executive Director or authorized representative, 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 public. Such information shall be published where appropriate in.**
- 3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.**
- 4. Develop a complaint process and attempt to resolve complaints of discrimination against the transit system.**
- 5. Participate in training offered on the Title VI and other nondiscrimination requirements.**
- 6. If reviewed by SCDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.**
- 7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.**
- 8. Submit the information required by FTA Circular 4702.1B to the primary recipients.**

THIS ASSURANCE is given in consideration of and for 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 agency.

Jason C. Taylor, Fairfield County Administrator
May 16, 2017

FAIRFIELD COUNTY GOVERNMENT
350 Columbia Road
Post Office Drawer 60
Winnsboro, South Carolina 29180
803.635.1415 Fax 803.712.6512

FILING A DISCRIMINATION COMPLAINT

If you feel that you have been discriminated against because of your race, color, gender, disability, national origin, religion, creed, familial status, or age, then you may file a complaint of discrimination. Complaints of discrimination must be filed within 180 days of the alleged discriminatory act.

Please note that a delay could occur in the investigation of your charge if the complaint is not filed properly. To assist Fairfield County with providing efficient service to you, please make sure that you do all the following:

- Clearly print your answers;
- Answer all questions that apply to the allegations;
- Sign and date the complaint form;
- Submit the original form to the County Administrator
- Keep the County informed of any changes in your address or contact numbers.

A copy of this complaint and any documents which you attach to it will be forwarded to the respondent whom you allege discriminated against you. The respondent will be given an opportunity to respond to your allegations, and if necessary, an investigator will be assigned to investigate your complaint.

TITLE VI NOTICE

Title VI of The Civil Rights Act Of 1964 42 U.S.C. § 2000d provide that any entity receiving federal financial assistance may not discriminate against their program beneficiaries or participants based on their race, color, or national origin. Fairfield County Government does not discriminate against any person based on race, color, national origin, gender, religion, disability, age, creed, familial status, or on any basis legally prohibited by or protected by Federal or State law. Parties who wish to file a complaint against Fairfield County Government for violation of Title VI of the Civil Rights Act of 1964 under 42 U.S.C. § 2000d should direct such complaints to either Fairfield County Government, South Carolina Department of Transportation, or the Federal Transit Administration.

TITLE VI DISCRIMINATION COMPLAINT FORM

Any individual, group of individuals, or entity believing they have been subjected to discrimination prohibited under Title VI and related statutes may file a complaint. A formal complaint must be filed within one hundred eighty days (180) of the alleged occurrence.

FIRST NAME:	
LAST NAME:	
GENDER:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ADDRESS:	
CITY:	
STATE:	
ZIP CODE:	
TELEPHONE NO:	
E-MAIL ADDRESS:	

TITLE VI* COMPLAINTS ONLY

** For discrimination in program and activities receiving federal financial assistance*

Basis of discrimination:

<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion/Creed
<input type="checkbox"/> Color/Race	<input type="checkbox"/> Income Status	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex/Gender
<input type="checkbox"/> Native Language	<input type="checkbox"/> Veteran Status	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Marital Status

Identify the color/race of the Complainant (person with complaint):

<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Asian American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White
<input type="checkbox"/> American Indian	<input type="checkbox"/> Black	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Other

TITLE VI DISCRIMINATION COMPLAINT FORM

Name of the Fairfield County Transit employee(s) responsible for the alleged discriminatory action(s):

Name(s) of person(s) who may be contacted for additional information to support or clarify your complaint. (Attach additional sheets, if necessary).

When did the discriminatory act(s) occur?
Beginning date of the alleged discriminatory act.

Is this alleged discriminatory act ongoing? Yes No

Please provide details regarding the alleged discrimination, including the nature of the action, decision, or conditions. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. If possible, include how other persons were treated differently from you. (Attach additional pages, if necessary.)

The law prohibits intimidation or retaliation against anyone because they have either acted, or participated in action, to secure rights protected by the laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Describe the action you took which you believe was the cause for the alleged retaliation.

Name(s) of individual(s) responsible for the discriminatory action(s).

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please check all that apply and provide the filing dates:

- | | |
|---|-------|
| <input type="checkbox"/> U.S. Equal Employment Opportunity Commission | Date: |
| <input type="checkbox"/> Federal Transit Administration - SC Division | Date: |
| <input type="checkbox"/> SC Department of Transportation | Date: |
| <input type="checkbox"/> State or Federal Court | Date: |
| <input type="checkbox"/> Other | Date: |

Are you represented by legal counsel about anything related to this matter?

Yes

No

If yes, please provide the name of the attorney, his/her firm's name, address, and telephone number.

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

Please provide any additional information you feel would be helpful in investigating this matter.

Provide the name, address, and telephone number of someone who can assist us in contacting you should we have difficulty in reaching you.

**FAIRFIELD COUNTY CANNOT ACCEPT AN UNSIGNED COMPLAINT
PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW**

COMPLAINANT'S SIGNATURE

DATE

RETURN FORM TO:

Fairfield County Government % County Administrator's Office

Post Office Drawer 60 | Winnsboro, SC 29180 | 803.815.4002 | Fax 803.712.6512

FOR OFFICE USE ONLY

Date Complaint Received: _____

Received by: _____ **(Print Name)**

Case No: _____ **(Format: year-month-case # i.e.2017-05-01)**

Referred to: **County Legal Attorney** **SCDOT** **Another Agency:** _____

Date Referred: _____

Notice to The Public

**FAIRFIELD COUNTY GOVERNMENT
YOUR RIGHTS AGAINST DISCRIMINATION
UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Title VI of The Civil Rights Act Of 1964 42 U.S.C. § 2000d provide that any entity receiving federal financial assistance may not discriminate against their program beneficiaries or participants based on their race, color, or national origin. Fairfield County provides equal opportunity in all programs that receive federal assistance.

Fairfield County Government does not discriminate against any person based on race, color, national origin, gender, religion, disability, age, creed, familial status, or on any basis legally prohibited by or protected by Federal or State law. Facilities, programs, and services sponsored by Fairfield County are available to all eligible persons regardless of race, color, or national origin.

Parties who wish to file a complaint against Fairfield County Government for violation of Title VI of the Civil Rights Act of 1964 under 42 U.S.C. § 2000d should direct such complaints to either Fairfield County Government, South Carolina Department of Transportation, or the Federal Transit Administration.

Transit

