



Alachua County Title VI Grievance Procedure

Purpose

The purpose of Alachua County's Title VI program is to establish and implement procedures that comply with Title VI of the Civil Rights Act of 1964, and other related federal and state statutes and regulations. These procedures have been adopted to conform to Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) regulations, as well as Florida Department of Transportation (FDOT) guidelines.

Alachua County does not tolerate discrimination in any of its programs, services or activities; and will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, religion, sex, marital status, age, disability, sexual orientation, gender identity or expression, income or family status. The County has established the following discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found.

Procedure

1. Complaints should include:

Name, address and contact information of the person making the complaint and witnesses;

A narrative or statement describing the alleged violation of Title VI, including date and time of the alleged violation and County program or facility where the alleged violation occurred; and

Any other documentation that may provide an additional explanation or identification of the alleged violation.

Note: Alternative means of filing complaints, such as personal interviews or a recording of the complaint will be made available for persons upon request.

2. All complaints shall be filed no later than 180 days from the date of the alleged discrimination.
3. Within fifteen (15) calendar days after receipt of the complaint, the Title VI Coordinator will meet with the complainant to discuss the complaint and possible resolution.
4. Within thirty (30) calendar days of the meeting, the Title VI Coordinator will respond in writing to the complainant. The response will explain the position of the County and offer options for substantive resolution of the complaint.
5. If the response does not satisfactorily resolve the issue, the complainant or designee may appeal the decision within thirty (30) calendar days after receipt of the response to the Alachua County Manager or designee.
6. Within thirty (30) calendar days after receipt of the appeal the County Manager or designee will meet with the complainant to discuss the complaint and possible resolution. Within thirty (30) calendar days

after the meeting, the County Manager or designee will respond in writing or other format accessible to the complainant, with a final resolution of the complaint.

The complaint should be submitted by the grievant or designee to:

Jacqueline Chung, Equal Opportunity Manager
Alachua County Equal Opportunity Office
12 SE 1st Street, 1st Floor, Gainesville, FL 32601
Email: jac@alachuacounty.us
Phone: (352) 374-5275
TDD/TTY users call 711 (Florida Relay Service)