



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, sex, age, disability, religion, income or family status. The County values diversity and both welcomes and actively seeks input from all interested parties, regardless of cultural identity, background or income level.

Procedure

1. All complaints shall include:

Name, address and contact number of the person making the complaint;

Names, addresses and contact numbers of 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 complete an investigation of the allegations and respond in writing to the person who filed the complaint. The response will explain the position of the County and offer options for substantive resolution of the complaint.

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

**Jacqueline Chung, Title VI Coordinator
Alachua County Equal Opportunity Office
12 SE 1st Street, 1st Floor, Gainesville, FL 32601
Phone: (352) 374-5275 voice; TDD users call (352) 374-5284 or 711 (FL Relay)**