

## TITLE VI CIVIL RIGHTS ACT OF 1964 PROGRAM

**Title VI Summary:** Title VI Civil Rights Act of 1964 states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Title VI bars intentional discrimination as well as unintended discrimination impact (i.e., a neutral policy or practice that has a disparate impact on protected groups).

**Governing Agency:** The Columbus Consolidated Government (CCG), as a recipient of federal funds from the U.S. Department of Transportation under the Federal transit Administration (FTA) and Federal Highway Administration (FHWA), is required to comply with, to implement the U.S. Department of Transportation Title VI regulations (49 CFR part 21) and guidelines as a recipient of FTA Section 5303 Metropolitan Planning Program and FHWA federal aid funds in accordance with Circular FTA C 4702.1-B issued October 1, 2012. The Columbus – Phenix City Transportation Study (C-PCTS) functions as the Metropolitan Planning Organization (“MPO”).

This governing policy and procedure encompasses the administration, operations and implementation of administration, operations and implementation of metropolitan transportation planning, public transportation service, projects, plans, programs and construction of transportation infrastructure funded in part or wholly funded with federal funds undertaken within and/by Columbus Consolidated Government through the Columbus Planning Department, the Columbus Department of Transportation (METRA) and the Columbus Engineering Department.

**Title VI Statement of CCG Policy:** The Columbus Consolidated Government is committed to a policy of non-discrimination in its operations, including its responsibilities under Title VI of the Civil Rights Act of 1964. As a result, the Columbus Consolidated Government will utilize its best efforts to assure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program that receives federal funds and its related benefits.

**Objectives:** It is the Columbus Consolidated Government’s objective to:

1. Ensure that the level and quality of services under any program that receives federal funds are provided without regard to race, color, or national origin;
2. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects, of programs and activities on minority populations and low-income populations;
3. Promote the full and fair participation of all affected populations in transportation planning and program decision making;

4. Prevent the denial, reduction, or delay in benefits related to program and activities that benefit Environmental Justice populations including but not limited to minority populations and low-income populations;
5. Ensure meaningful access to programs and activities by persons with limited English proficiency.

**Responsibility:** All directors, managers, supervisors and employees share in the responsibility of making the Columbus Consolidated Government’s Title VI Program a success. The Columbus Consolidated Government (CCG) will ensure that third party contractors and/or sub-recipients receiving federal funds shall adhere to and implement this policy to the fullest extent possible. Any complaints or questions regarding the Columbus Consolidated Government’s Title VI Program should be directed to the City Manager’s Office at (706) 225-4029; 100 Tenth Street, Columbus, Georgia 31901.



Honorable Mayor Teresa Pike Tomlinson - CEO

9/20/2017  
Date

**Notice to Public:** Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance (42 U.S. C Section 2000d). The Columbus Consolidated Government is committed to a policy of non-discrimination in its operations, including the responsibilities of the Columbus Planning Department to facilitate and implement federal regulations relative to the Metropolitan Transportation Planning process in the support of the Columbus- Phenix City Transportation C-PCTS) Metropolitan Planning Organization - MPO to develop the Long Range Transportation Plan, Transportation Improvement Program and other required plans and programs; and operations, including responsibilities of the Columbus Department of Transportation (Metra Transit).

If you believe you have been subjected to discrimination in any Columbus Consolidated Government service, program or activity receiving federal financial assistance, you may file a complaint in the Columbus City Manager’s Office 100 Tenth Street, 6<sup>th</sup> Floor, 706-225-4029; the Columbus Consolidated Government Planning Department, 420 Tenth Street, 706-225-3938; Columbus Department of Transportation – Metra, 814 Linwood Blvd, Columbus, Georgia 31901, 706-225-4581 or the Affirmative Action Administrator, 100 Tenth Street, 1<sup>st</sup> Floor, West Wing, 706-225-3652. Any complaint or question regarding the Columbus Consolidated Government’s Title VI Program will be directed to the City Manager’s Office.

**Title VI Notification Procedures:** Pursuant to the receipt of financial assistance from the Federal Transportation Administration (FTA) and Federal Highway Administration (FHWA), the Columbus Consolidated Government ensures that:

1. The Columbus Consolidated Government will compile, maintain, and timely submit Title VI information required by the FTA and FHWA, copies of which will be available to the general public.
2. The Columbus Consolidated Government makes it known to the public that any person or persons alleging discrimination on the basis of race, color or national origin regarding the provision of transportation services and transit-related benefits may file a complaint in the Columbus City Manager's Office, with the Columbus Planning Department, the Columbus Department of Transportation or the Federal Transit Administration – Region IV. Any complaint or questions regarding the Columbus Consolidated Government's Title VI Program will be directed to the Columbus City Manager's Office.
3. Informal Complaint – Any member of the general public who feels that his or her rights under Title VI of the Civil Rights Act of 1964 have been violated in any manner may first speak informally with the Columbus City Manager or his representative in order to see if the matter can be resolved informally. The City Manager or his/her designated representative will investigate the complaint and make a determination on its merits. Complaining parties will receive notification of the determination of the City Manager. Complaints related to public transit services and operations of the Columbus Department of Transportation-Metra and/or any sub-recipient of federal funds, all complaints whether informal or formal are referred to the City Manager's Office and/or his designated representative.
4. Formal Complaint – Any complaining individual who does not feel that his or her concerns have been resolved may then file a formal written complaint in the City Manager's Office, 100 Tenth Street, 6<sup>th</sup> Floor, and Columbus, Georgia 31901, 706-225-4029. A formal complaint should be submitted no later than thirty (30) days from the date of the last alleged discriminatory act or if the individual has participated in the informal complaint process, he/she shall have fifteen (15) days from the date of the notice of the City Manager's determination of the informal complaint is issued whichever is later.

With regard to public transit services and operations of the Columbus Consolidated Government's Department of Transportation – Metra and/or any sub-recipient of federal funds, all complaints whether informal or formal are referred to the Columbus City Manager's Office or his designee.

The Columbus City Manager's Office or his designee will set a mutually agreed-upon time and place for the review process with the complaining individual or their representatives within thirty (30) working days of filing the complaint. The complainant may submit documents or other information to be included with the record and considered in the review process. The complainant will generally be issued a letter of findings and recommendations from the Columbus City Manager's Office within forty-five (45) working days after filing a formal complaint. If additional time is required to investigate the complaint, then all parties will be notified by the Columbus City Manager's Office. Individuals may withdraw their

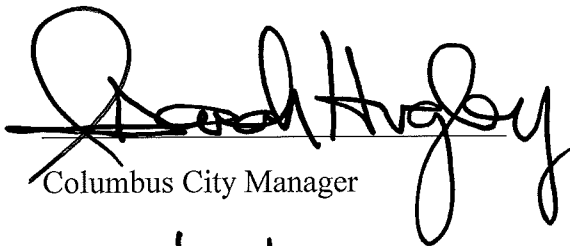
formal grievance and decide to seek mediation or an informal resolution at any point in the complaint process.

Procedures to correct any deficiencies found throughout the complaint will be initiated within a forty-five (45) day period from the issuance of the final findings of the City Manager. If no deficiencies are found to exist as a result of the complaint, a written response will be sent to the complainant within fifteen (15) working days from the completed investigation detailing the investigation and the results of that investigation. Any complainant not satisfied with the results of the investigation may further appeal his or her complaint to the offices of the Federal Transit Administration, Regional Civil Rights Office, 230 Peachtree Street, NW, Suite 800, Atlanta, Georgia, 30303.

5. The Columbus Consolidated Government through the Columbus Planning Department and the Columbus Transportation Department – Metra, will notify the general public of its Title VI responsibilities by posting this statement on the physical office bulletin board, Metra Transit Terminal, transit terminal office and web sites. The statement will be posted to meet requirements of individuals within the minority populations as well as persons with limited English proficiency.

This notice and complete contents of this program are available at the following locations:

- The Columbus Consolidated Government Department of Planning
- The Columbus Consolidated Department of Transportation – Metra
- The Columbus Consolidated Government Department of Human Resources
- The Columbus Consolidated Government Affirmative Action Office
- The Columbus Consolidated Government website (Metra, Planning, Affirmative Action)

  
Columbus City Manager

9/20/17  
Date