

## Village of Palm Springs Title VI/Nondiscrimination Policy and Plan

### **I. Policy Statement:**

The Village of Palm Springs (hereinafter the Village) values diversity and welcomes input from all interested parties, regardless of cultural identity, background, or income level. Moreover, the Village believes that the best programs and services result from careful consideration of the needs of all its communities and when those communities are involved in the transportation decision-making process. Thus, the Village does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Village will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, or family status.

### **II. Nondiscrimination Assurances:**

Every three years, or commensurate with a change in executive leadership, the Village must certify to Federal Highway Administration (FHWA) and Florida Department of Transportation (FDOT) that its programs, services, and activities are being conducted in a nondiscriminatory manner. These certifications are termed ‘assurances’ and serve two important purposes. First, they document Village commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which the Village may be held liable for breach. Those wishing to view the Village’s Nondiscrimination Assurance may do so by visiting the Village website or administration offices.

### **III. Complaint Procedures:**

The Village has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who

believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability or family status in any Village program, service or activity may file a complaint with the Agency Title VI/Nondiscrimination Coordinator:

Name: Janette Piedra, Human Resources Manager  
Address: 226 Cypress Lane, Palm Springs, FL 33461  
Email: [jpiedra@vpsfl.org](mailto:jpiedra@vpsfl.org)  
Phone: (561)584-8200 EXT 8421

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., race, color, national origin, sex, religion, age, disability, or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance.

The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter. Should the Village be unable to satisfactorily resolve a complaint, the Village will forward the complaint, along with a record of its disposition to the appropriate FDOT District Office.

The Village Title VI Coordinator has 'easy access' to the Village Manager and is not required to obtain management or other approval to discuss discrimination issues with the Manager. However, should the complainant be unable or unwilling to complain to the Village, the written complaint may be submitted directly to Florida Department of Transportation (FDOT). FDOT serves as a statewide clearinghouse for Title VI purposes and will either assume jurisdiction over the complaint or forward it to the appropriate federal or state authority for continued processing:

Florida Department of Transportation  
Equal Opportunity Office  
ATTN: Title VI Complaint Processing  
605 Suwannee Street MS 65  
Tallahassee, FL 32399

#### **IV. ADA/504 Posted Statement:**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal-aid recipients and other government entities to take affirmative steps to reasonably accommodate those with disabilities and ensure that their needs are equitably represented in transportation programs, services, and activities.

The Village will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The Village will also make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by communities with disabilities and disability service groups.

The Village encourages the public to report any facility, program, service, or activity that appears inaccessible to those who are disabled. Furthermore, the Village will provide reasonable accommodation to individuals with disabilities who wish to participate in public involvement events or who require special assistance to access facilities, programs, services, or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the Village asks that requests be made at least three (3) calendar days prior to the need for accommodation.

Questions, concerns, comments, or requests for accommodation should be made to the Village ADA Officer:

Name: Ashley Saingilus  
Address: 226 Cypress Lane, Palm Springs, FL 33461  
Email: [asaingilus@vpsfl.org](mailto:asaingilus@vpsfl.org)  
Phone: (561)584-8200 EXT 8419

## V. Limited English Proficiency (LEP) Guidance:

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal-aid recipients to take reasonable steps to ensure meaningful access to programs, services, and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the City/County's programs, services, or activities.
  - The frequency with which LEP individuals come in contact with these programs, services, or activities.
  - The nature and importance of the program, service, or activity to people's lives and;
  - The resources available to the City/County and the likely costs of the LEP services.
1. Using census data, the Village has determined that LEP individuals speaking English less than well represent approximately 25% of the community. The Village realizes that such statistical data can become outdated or inaccurate. Therefore, the Village contacted local law enforcement, social services agencies, and the School District to validate the proportion of LEP served by those entities. Spanish was reported to be the prevalent LEP language with an estimate of 25% eligible to be served.
  2. The Village has not received requests for translation or interpretation of its programs, services, or activities into Spanish or other languages beyond what is already being provided. In addition, Village sponsored community outreach or public events are attended by significant numbers of LEP individuals. Thus, the Village estimates its contact with LEP individuals to be extensive.
  3. The Village believes that transportation is of critical importance to its public, as access to health care, emergency services, employment, and other essentials would be difficult or impossible without reliable transportation systems. In that spirit, the Village defines as

essential any document that advises the public of how to access nondiscrimination and public involvement policies, as well as those that impact public safety, health and welfare and emergency services. A full list of translated documents is available on the Village website or by contacting the Village Title VI/Nondiscrimination Coordinator.

4. The Village is fortunate to house adjacent to its jurisdiction one or more institutions of higher education which have extensive language resources. Further, the Village maintains cordial relationships with faith based and/or community organizations that offer competent language services at low or no cost to the Village. Finally, the Village employs large numbers of proficient Spanish speakers who directly serve Spanish speaking citizens or, when needed, interpret and/or provide translation services.

Analysis of these factors suggests that extensive LEP services are required at this time. At a minimum, the Village commits to ensuring that staff for all services involving significant interaction with the public includes some Spanish speakers.

The Village understands that its community characteristics change and that the four-factor analysis may reveal the need for more or varied LEP services in the future. As such, it will at least triennially examine its LEP plan to ensure that it remains reflective of the community's needs.

Persons requiring special language services should contact the Village's Title IV/Nondiscrimination Coordinator.

## **VI. Public Involvement:**

To plan for efficient, effective, safe, equitable and reliable transportation systems, the Village must have the input of its public. The Village spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The Village hosts an informative website that advises the public how it can access information and

provide input. The Village also holds public meetings, workshops and other events designed to gather public input on program/project planning and construction. Further, the Village sponsors, attends and participates in other community events to promote its services to the public. Finally, the Village is constantly seeking ways of measuring the effectiveness of its public involvement.

Persons wishing to request special presentations by the Village; volunteer in any of its activities; offer suggestions for improvement; or to simply learn more about Village programs and services should visit: [vpsfl.org](http://vpsfl.org)

Or contact:

Ashley Saingilus  
Senior Administrative Manager  
226 Cypress Lane  
Palm Springs, FL 33461  
Email: [asaingilus@vpsfl.org](mailto:asaingilus@vpsfl.org)  
Phone: (561) 584-8200  
Ext 8419

## **VII. Data Collection:**

FHWA regulations require federal-aid recipients to collect racial, ethnic, and other similar demographic data on beneficiaries of or those affected by transportation programs, services, and activities. The Village accomplishes this using census data, American Community Survey reports, Environmental Screening Tools (EST), its Planning, Zoning & Building Department and other methods. From time to time, the Village may find it necessary to request voluntary identification of certain racial, ethnic, or other data from those who participate in Village programs, services, or activities. This information assists the Village with improving service equity and ensuring effective outreach. Self-identification of personal data to the Village will *always* be voluntary and anonymous. Moreover, the Village will not release or otherwise use this data in any manner inconsistent with the FHWA regulations.