

Charlotte County Transit Public Transportation



Title VI Plan

2022-2025

Charlotte County Transit Division
545 Treasa Blvd.
Port Charlotte, FL

**Charlotte County Transit
Title VI Program**

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Charlotte County Transit Plan Statement

Charlotte County Transit Division (CCTD) assures the Florida Department of Transportation and the Federal Transportation Administration that no person shall on the basis of race, color, and national origin, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 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 agency.

Charlotte 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. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Develop a complaint process and attempt to resolve complaints of discrimination against Charlotte County Transit.
4. Participate in training offered on the Title VI and other nondiscrimination requirements.
5. If reviewed by FDOT 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.
6. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
7. Submit the information required by FTA Circular 4702.1B to the primary recipients (refer to Appendix A of this plan)

APPENDIX A**TITLE VI PROGRAM CHECKLIST**

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Subrecipients shall submit the information below to their primary recipient (the entity from whom the subrecipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements (Chapter III)

All recipients must submit:

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- Primary recipients shall include a description of how the agency monitors its Subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions
- A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOT's, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)

Notifying the Public of Rights Under Title VI

In Accordance with Title VI of the Civil Rights Act of 1964, Charlotte County Transit provides Transit Services and Operates its Programs without Regard to Race, Color, or National Origin.

The General Public may Request Additional Information on the Non-Discrimination Obligations of Charlotte County Transit by calling us at:

941-833-6241

or

941-833-6236

If any Member of the General Public desires to file a Discrimination Complaint against Charlotte County Transit, You may contact us at:

941-833-6241

or

941-833-6236

**CHARLOTTE COUNTY TRANSIT
TITLE VI LIST OF LOCATIONS
WHERE NOTICE OF PUBLIC WILL BE POSTED**

1. Charlotte County Transit (CCT) Public Website. (www.charlottecountyfl.gov)
2. Public areas of CCT, including meeting rooms.
3. All CCT Vehicles.
4. English brochure
5. Spanish brochure
6. Facebook page (<https://www.facebook.com/CharlotteCountyTransit/>)

Charlotte County Transit Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Charlotte County Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Charlotte County Transit investigates complaints received no more than 180 days after the alleged incident. Charlotte County Transit will process complaints that are complete.

Once the complaint is received, Charlotte County Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Charlotte County Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Charlotte County Transit may contact the complainant. The complainant has fifteen (15) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within fifteen (15) business days, Charlotte County Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on Charlotte County Transit's website www.charlottecountyfl.gov.

A complaint may also be filed directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Charlotte County Transit

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No

Section V	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature Date

Please submit this form in person at the address below, or mail this form to:

Charlotte County Transit
 Title VI Coordinator
 25490 Airport Road
 Punta Gorda, Florida 33950

Autoridad de Tránsito del Condado de Charlotte

Formulario de queja - Título VI

Sección I:				
Nombre:				
Dirección				
Teléfono (casa):			Teléfono (trabajo):	
Dirección de correo electrónico:				
¿Requisitos de formato accesible?	Impresión grande		Cintas de audio	
	TDD		Otros	
Sección II:				
¿Está presentando esta reclamación en su propio nombre?			Sí*	No
*Si ha contestado "sí" a esta pregunta, vaya a la sección III.				
Si no es así, por favor, proporcione el nombre y la relación de la persona por la que se está quejando:				
Sírvese explicar por qué se ha interpuesto por un tercero:				
Por favor confirme que ha obtenido la autorización de la parte agraviada si usted está presentando en nombre de un tercero.			Sí	No
Sección III:				
Creo que la discriminación que he experimentado se basa en (marque todas las que correspondan):				
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional				
Fecha de presunta discriminación (mes, día, año): _____				
Explique lo más claramente posible lo que ocurrió y por qué usted cree que fue discriminado. Describa todas las personas involucradas. Incluya el nombre y la información de contacto de la(s) persona(s) que discriminó (discriminaron) contra usted (si se conoce), así como los nombres y la información de contacto de los testigos. Si se necesita más espacio, utilice el reverso de este formulario.				

Sección IV				
¿Ha presentado previamente una queja de Título VI con esta agencia?			Sí	No

Sección V

¿Ha presentado esta queja frente a cualquier otra agencia local, estatal o federal, o cualquier agencia federal o corte estatal?

Sí No

Si la respuesta es sí, marque todas las que correspondan:

Agencia Federal: _____

Tribunal Federal _____

Corte del Estado _____

Agencia Estatal _____

Agencia Local _____

Sírvase facilitar información acerca de una persona de contacto de la agencia/corte donde se formuló la denuncia.

Nombre:

Título:

Agencia:

Dirección

Teléfono:

Sección VI

Nombre de la agencia a la que se dirige la queja:

Persona de contacto:

Título:

Número de teléfono:

Puede adjuntar cualquier material escrito o cualquier otra información que considere relevante para su reclamación.

Firma y fecha requerida abajo

Firma

Fecha

Por favor, envíe este formulario en persona a la dirección que figura a continuación, o envíelo por correo a:

Autoridad de Tránsito del Condado de Charlotte
Coordinador del Título VI
25490 Airport Road
Punta Gorda, Florida 33950

**CHARLOTTE COUNTY TRANSIT
COMPLAINT SUMMARY**

	DATE Month, Day, Year	SUMMARY (INCLUDE BASIS OF COMPLAINT; RACE, COLOR, OR NATIONAL ORGIN)	STATUS	ACTION(S) TAKEN
INVESTIGATIONS	NONE			
1				
2				
LAWSUITS	NONE			
1				
2				
COMPLAINTS	NONE			
1				
2				

CHARLOTTE COUNTY TRANSIT DIVISION

PUBLIC PARTICIPATION PLAN

Introduction

The Public Participation Plan (PPP) for Charlotte County Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for Charlotte County Transit.

Public Participation Goals

The main goal of the PPP is to offer meaningful opportunities for all interested segments of the public, including, but not limited to, low-income, minority and LEP groups, to comment, about Charlotte County Transit and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** Charlotte County Transit will proactively reach out and engage low-income, minority, and LEP populations for the Charlotte County Transit service area so these groups will have an opportunity to participate.
- **Accessibility:** All legal requirements for accessibility will be met. Efforts will be made to enhance the accessibility of the public's participation – physically, geographically, temporally, linguistically and culturally.
- **Clarity and Relevance:** Issues will be framed in public meetings in such a way that the significance and potential effect of proposed decisions is understood by participants. Proposed adjustments to fares or services will be described in language that is clear and easy to understand.
- **Responsive:** Charlotte County Transit will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.
- **Tailored:** Public participation methods will be tailored to match local and cultural preferences as much as possible.
- **Flexible:** The public participation process will accommodate participation in a variety of ways and will be adjusted over time as needed.

Public Participation Methods

The methods of public participation included in this PPP were developed based upon best practices in conjunction with the needs and capabilities of Charlotte County Transit. Charlotte County Transit intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.

Charlotte County Transit will conduct community meetings and listening sessions as appropriate with passengers, employers, community based organizations, and advisory committees to gather public input and distribute information about service quality, proposed changes or new service options.

The public will be invited to provide feedback to the Charlotte County Transit Division. The public will be able to call the Charlotte County Transit office at 941-833-6241 during its hours of operation. Feedback collected over the phone will be recorded and passed on to Charlotte County Transit management. Formal customer surveys to measure performance, and listening sessions to solicit input, will be conducted periodically. The comments recorded as a part of these participation methods will be responded to as appropriate.

Meeting formats will be tailored to help achieve specific public participation goals that vary by project or the nature of the proposed adjustment of service. Some meetings will be designed to share information and answer questions. Some will be designed to engage the public in providing input, establishing priorities, and helping to achieve consensus on a specific recommendation. Others will be conducted to solicit and consider public comments before implementing proposed adjustments to services. In each case, an agenda for the meetings will be created that work to achieve the stated goals and is relevant to the subject and not overwhelming for the public.

For all public meetings, the venue will be a facility that is accessible for persons with disabilities and, preferably, is served by public transit. If a series of meetings are scheduled on a topic, different meeting locations may be used, since no one location is usually convenient to all participants.

For community meetings and other important information, Charlotte County Transit will use a variety of means to make riders and citizens aware, including some or all of the following methods:

- In-vehicle advertisement
- Posters or brochures in transit center
- Posting information on website, Facebook and Twitter
- Press releases and briefings to media outlets
- Multilingual flyer distribution to community based organizations, particularly those that target LEP population
- Flyers and information distribution through various locations that currently help distribute other information.
- Communications to relevant elected officials
- Other methods required by local or state laws or agreements

All information and materials communicating proposed and actual service adjustments will be provided in English and any other language that meets the “safe harbor” criteria.

Public Participation including Title VI and Title VIII

The MPO's first Public Participation Plan (PPP) was adopted in 1994, while the most recent updated PPP was adopted by the MPO Board on March 29, 2019. It is consistent with Florida State Rule 14-73.001 and includes the demographic data on the MPO's Evaluation/Comment Form. Preliminary data analysis and "measures of effectiveness" indicate this concept has increased the number of committee applicants and resulted in more MPO Board input on the entire selection process.

MPO staff continues to revise the informational brochure detailing the history, purpose and mission of the MPO. The brochure encourages public involvement and meeting participation. Meeting agenda packets for the MPO Board and its Committee meetings are displayed in local government offices, all County library branches and other accessible locations for review by the general public. Additionally, the MPO developed a citizens' transportation planning award in August 2009 named for a long-serving LCB and CAC member. This award was established to recognize achievement by an individual or group who through their efforts and accomplishments has made significant and noteworthy contributions to transportation planning in the area.

The MPO website is updated regularly to include current MPO, LCB and Committee meeting agendas. The website also provides direction to all MPO planning documents. The website includes a text box under the "Contact US" tab to aid citizens visiting the MPO site to easily comment on MPO plans and documents. The website also provides information and links to the local jurisdictions and other pertinent websites.

Consistent with Federal requirements, in recent years the MPO has placed increased emphasis on public involvement. The MPO has ensured that Title VI policy is followed including outreach to the county's traditionally underserved population. The MPO's primary strategy for engaging all populations in transportation decision making is through membership on both the Citizens' Advisory Committee (CAC) and the Transportation Disadvantaged Local Coordinating Board (LCB). Additionally, the MPO has compiled a mailing list of Homeowner Associations within the County. This database is utilized whenever public involvement workshops and meetings are held. The MPO has also used specific studies and planning tools such as the Transit Development Plan (TDP), the Transportation Disadvantaged Service Plan (TDSP), and PD&E studies as a component of the public involvement process. Through the "Efficient Transportation Decision Making" (ETDM) process, the MPO incorporates public comments and ideas. For major plan updates such as the LRTP Update, Participation Workshops are held to build overall transportation planning consensus culminating in project priority ranking.

Citizens are provided opportunities to comment on all content and aspects of this UPWP. The draft UPWP is distributed to all Charlotte County libraries and the Sun Herald. It is also an agenda item in MPO Board, TAC, and CAC meeting packets. Additionally, the draft UPWP is sent to federal, state and local government agencies to solicit their comments. The MPO adopts the final UPWP only after all comments have been addressed and, where appropriate, integrated into the Work Program.

The final adopted UPWP is available in hard copies at the MPO offices or can be requested electronically.

Charlotte County Transit Language Assistance Plan (LAP)

I. Introduction

Charlotte County Transit operates a transit system within Charlotte County. Charlotte County Transit Service Area includes: Englewood, Port Charlotte, Punta Gorda, and the surrounding areas. The Language Assistance Plan (LAP) has been prepared to address Charlotte County Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In the Charlotte County Transit service area there are 180,439 residents or 3.44% who describe themselves as not able to communicate in English "very well" (Source: US Census). Charlotte County Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Charlotte County Transit has utilized the U.S. Department of Transportation (USDOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP.

The U.S. Department of Transportation Handbook, titled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers, (April 13, 2007) " (hereinafter "Handbook"), states that Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance (Handbook, page 5). The Handbook further adds that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (Handbook, page 5).

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Handbook, page 6). Additionally recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6). These provisions are included in FTA Circular 4702.1B in Paragraph 9 of Chapter III (pages III-6 to III-9).

For many LEP individuals, public transit is the principal transportation mode available. It is important for Charlotte County Transit be able to communicate effectively with all of its riders. When Charlotte County Transit is able to communicate effectively with all of its riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. Charlotte County Transit is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI.

This plan will demonstrate the efforts that Charlotte County Transit undertakes to make its service accessible to all persons without regard to their ability to communicate in English. The plan addresses how services will be provided through general guidelines and procedures including the following:

- Identification: Identifying LEP populations in service areas
- Notification: Providing notice to LEP individuals about their right to language services
- Interpretation: Offering timely interpretation to LEP individuals upon request
- Translation: Providing timely translation of important documents
- Staffing: Identifying Charlotte County Transit staff to assist LEP customers
- Training: Providing training on LAP to responsible employees

II. Four Factor Analysis

The analysis provided in this report has been developed to identify LEP population that may use Charlotte County Transit services and identify needs for language assistance. This analysis is based on the “Four Factor Analysis” presented in the Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons, dated April 13, 2007, which considers the following factors:

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a Charlotte County Transit program, activity or service.
2. The frequency with which LEP persons come in contact with Charlotte County Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by Charlotte County Transit to the LEP population.
4. The resources available to Charlotte County Transit and overall costs to provide LEP assistance

a. Factor 1: The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population

Of the 180,439 residents in the Charlotte County Transit service area 6,083 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to utilize Charlotte County Transit services. For the Charlotte County Transit service area, the American Community Survey of the U.S. Census Bureau shows that among the area’s population 96.6% speak English only or speak English “very well”. For groups who speak English “less than very well”, 3.3% Spanish and 1.1% speak Other Indo European Language. See Page 23 which consist of a table that lists the languages spoken at home by the ability to speak English for the population within the Charlotte County Transit service area).

b. Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

Overall, the small, but growing size of the LEP population in this region will likely increase. Many of the speakers of languages other than English speak English very well, and so they are not considered part fo the LEP population. However, to date, only a very few requests have been made by either individuals, or groups directly to the Division for Spanish or other language interpreters or publications.

c. Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Recipient to People’s Lives

Transit services use federal funds to provide transportation projects, and therefore include direct services that have at times required vital, immediate or emergency assistance, or services for basic needs (like food or shelter). Hurricane evacuations with Hurricane Irma 2017 and relief provision during and after Hurricane Charley in 2004 are prime examples.

Charlotte County Transit must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to use Transit services available in a fashion consistent with the goal of the Federal program and policy.

Charlotte County Transit has an application for Transportation Disadvantaged services that provide reduced fare for individuals who are physically or otherwise disabled, 60 years of age or older, or qualify as low income. A Spanish version of the Transportation Disadvantaged Application, Charlotte County Transit Brochure, Title VI Complaint form, and Reasonable Modification policy on the agency's website.

d. Factor 4: The Resources Available to the Recipient and Costs

Charlotte County Transit recognizes the importance of providing language assistance to the growing LEP community.

The Transit Division will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services when practical and in consideration of the funding available. Spanish and other language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible. As new Census data becomes available, Transit will monitor increases in the LEP population and adjust its policy accordingly.

Transit will consider new techniques to reach the LEP population, such as (1) the translation of key elements of the Transit web site, (2) the pursuit of other user-friendly multi-lingual software applications compatible with the web content management system currently used by Transit. On all Transit vehicles, there are Language identification flash cards (see pages 20-22). Transit will continue to use volunteer translators (multi-lingual drivers) listed below.

Translators

WILBERT LOUIS	<i>Creole</i>	<i>French</i>	<i>Spanish</i>
RODRIGUE MACHARIE	<i>Creole</i>	<i>French</i>	<i>Spanish</i>
GREG PETERS			<i>Spanish</i>
NESLY TELFORT	<i>Creole</i>		<i>Spanish</i>

III. Language Assistance Plan

In developing a Language Assistance Plan, FTA guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan

The five elements are addressed below.

a. Element 1: Identifying LEP Individuals Who Need Language Assistance

Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

Charlotte County Transit has identified the number and proportion of LEP individuals within its service area using United States Census data. As presented earlier, 90.4% of the service area population speaks English only. The largest non-English spoken language in the service area is Spanish 5.2%. Of those whose primary spoken language is Spanish approximately 33.98% identify themselves as speaking less than “very well”. Those residents whose primary language is not English or Spanish and who identify themselves as speaking English less than “very well” account for 1.4% of the service area population.

Charlotte County Transit may identify language assistance need for an LEP group by:

1. Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Having Census Bureau Language Identification Flashcards (page 20-22) available at Charlotte County Transit Meetings. This will assist Charlotte County Transit in identifying language assistance needs for future events and meetings.
3. Having Census Bureau Language Identification Flashcards on all transit vehicles to assist operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to obtain contact information to give to Charlotte County Transit management to follow-up.

b. Element 2: Language Assistance Measures

Federal Guidance suggests that an effective LAP should include information about the ways in which language assistance will be provided. This refers to listing the different language services an agency provides and how staff can access this information.

For this task Federal Guidance recommends that transit agencies consider developing strategies that train staff as to how to effectively deal with LEP individuals when they either call agency centers or otherwise interact with the agency. Transit staff determine the clients main language over the phone and forward the call to designated multi-lingual volunteers to translate.

Charlotte County Transit's goal is to provide user- friendly materials that will be appealing and easy to understand. Transit may provide on an "as needed" basis, executive summaries in alternative formats, such as newsletters or brochures, depending on the work product and passenger need. Transit provides a Spanish version of its brochure and Title VI Complaint Form on the agency's website.

c. Element 3: Training Staff

Federal guidance states staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.

Suggestions for implementing Element 3 of the Language Assistance Plan, involve: (1) identifying agency staff likely to come into contact with LEP individuals; (2) identifying existing staff training opportunities; (3) providing regular re-training for staff dealing with LEP individual needs; and (4) designing and implementing LEP training for agency staff.

The following training will be provided to Customer Service Representative:

1. Information on Title VI Procedures and LEP responsibilities
2. Use of Language Identification Flashcards
3. Documentation of language assistance requests
4. How to handle a potential Title VI/LEP complaint

d. Element 4: Providing Note to LEP Persons

Charlotte County Transit provides access to Title VI information available in English and Spanish on the Agency's website at www.charlottecountyfl.gov and facebook page <https://www.facebook.com/CharlotteCountyTransit/> . Notices are also posted in Charlotte County office lobby and in all transit vehicles. Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

Charlotte County Transit defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. Charlotte County Transit will request language interpreter services as needed.

As required under Title VI, at each transit meeting, Charlotte County Transit will provide Title VI material and include this material in an alternative language when applicable.

e. Element 5: Monitoring and Updating the Plan

The plan will be reviewed and updated on an ongoing basis. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area

- Determination as to whether the need for translation services has changed
- Determine whether Charlotte County Transit financial resources are sufficient to fund language assistance resources needed

Charlotte County Transit understands the value that its service plays in the lives of individuals who rely on this service, and the importance of any measures undertaken to make the use of system easier. Charlotte County Transit is open to suggestions from all sources, including customers, Charlotte County Transit staff, other transportation agencies with similar experiences with LEP communities, and the general public, regarding additional methods to improve their accessibility to LEP communities.

IV. Safe Harbor Provision

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Charlotte County Transit's Spanish population that speaks English "less than very well" qualifies for the Safe Harbor Provision. Charlotte County Transit provides a brochure, Title VI Complaint form, Reasonable Modification policy, and Transportation Disadvantaged application in Spanish.

The Safe Harbor Provision applies to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. Charlotte County Transit may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures.

LANGUAGE IDENTIFICATION FLASHCARD

- | | | |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| <input type="checkbox"/> | Խոսողո՞ւմ ե՞նք նշո՞ւմ կատարե՞ք այս քստակուսում, եթե կոսում կամ կարողո՞ւմ եք հայերեն: | 2. Armenian |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| <input type="checkbox"/> | ល្អប្រសើរណាស់ប្រសិនបើ ប្រើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| <input type="checkbox"/> | Motka i kahhon ya yangin òntòngnu' manaitai pat òntòngnu' kumentos Chamorro. | 5. Chamorro |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。 | 6. Simplified Chinese |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。 | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8. Croatian |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| <input type="checkbox"/> | Mark this box if you read or speak English. | 11. English |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید. | 12. Farsi |

- | | | |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Cocher ici si vous lisez ou parlez le français. | 13. French |
| <input type="checkbox"/> | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. | 14. German |
| <input type="checkbox"/> | Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά. | 15. Greek |
| <input type="checkbox"/> | Make kazye sa a si ou li oswa ou pale kreyòl ayisyen. | 16. Haitian Creole |
| <input type="checkbox"/> | अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ। | 17. Hindi |
| <input type="checkbox"/> | Kos lub voj no yog koj paub twm thiab hais lus Hmoob. | 18. Hmong |
| <input type="checkbox"/> | Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet. | 19. Hungarian |
| <input type="checkbox"/> | Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. | 20. Ilocano |
| <input type="checkbox"/> | Marchi questa casella se legge o parla italiano. | 21. Italian |
| <input type="checkbox"/> | 日本語を読んだり、話せる場合はここに印を付けてください。 | 22. Japanese |
| <input type="checkbox"/> | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. | 23. Korean |
| <input type="checkbox"/> | ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກມາສາລາວ. | 24. Laotian |
| <input type="checkbox"/> | Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish |

- | | | |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Assinale este quadrado se você lê ou fala português. | 26. Portuguese |
| <input type="checkbox"/> | Însemnați această căsuță dacă citiți sau vorbiți românește. | 27. Romanian |
| <input type="checkbox"/> | Пометьте этот квадратик, если вы читаете или говорите по-русски. | 28. Russian |
| <input type="checkbox"/> | Обележите овај квадратик уколико читате или говорите српски језик. | 29. Serbian |
| <input type="checkbox"/> | Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. | 30. Slovak |
| <input type="checkbox"/> | Marque esta casilla si lee o habla español. | 31. Spanish |
| <input type="checkbox"/> | Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. | 32. Tagalog |
| <input type="checkbox"/> | ให้กาเครื่องหมายลงในช่องสี่เหลี่ยมหรือทุกภาษาไทย. | 33. Thai |
| <input type="checkbox"/> | Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. | 34. Tongan |
| <input type="checkbox"/> | Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. | 35. Ukrainian |
| <input type="checkbox"/> | اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ | 36. Urdu |
| <input type="checkbox"/> | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. | 37. Vietnamese |
| <input type="checkbox"/> | באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. | 38. Yiddish |

DB-3309

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

**CHARLOTTE COUNTY TRANSIT
TITLE VI**

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Table: ACSST5Y2020.S1601

Charlotte County, Florida

	Total	Percent	Percent of specified language speakers										
Label	Estimate	Margin of Error	Estimate	Margin of Error	Speak English only or speak English "very well"	Percent speak English only or speak English "very well"	Speak English less than "very well"	Percent speak English less than "very well"					
					Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error			
Population 5 years and over	180,439	±74	(X)	(X)	174,356	±951	96.6%	±0.5	6,083	±948	3.4%	(X)	±0.5
Speak only English	163,193	±1,229	90.4%	±0.7	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	17,246	±1,209	9.6%	±0.7	11,163	±1,034	64.7%	±4.6	6,083	±948	35.3%	(X)	±4.6
SPEAK A LANGUAGE OTHER THAN ENGLISH													
Spanish	9,299	±658	5.2%	±0.4	6,148	±713	66.1%	±6.7	3,151	±683	33.9%	(X)	±6.7
5 to 17 years old	1,286	±258	0.7%	±0.1	1,104	±246	85.8%	±7.1	182	±93	14.2%	(X)	±7.1
18 to 64 years old	6,264	±552	3.5%	±0.3	3,968	±612	63.3%	±8.4	2,296	±574	36.7%	(X)	±8.4
65 years old and over	1,749	±228	1.0%	±0.1	1,076	±271	61.5%	±11.1	673	±186	38.5%	(X)	±11.1
Other Indo-European languages	5,642	±758	3.1%	±0.4	3,638	±622	64.5%	±7.7	2,004	±527	35.5%	(X)	±7.7
5 to 17 years old	157	±98	0.1%	±0.1	146	±95	93.0%	±11.2	11	±18	7.0%	(X)	±11.2
18 to 64 years old	2,514	±558	1.4%	±0.3	1,671	±438	66.5%	±11.3	843	±356	33.5%	(X)	±11.3
65 years old and over	2,971	±499	1.6%	±0.3	1,821	±330	61.3%	±9.4	1,150	±390	38.7%	(X)	±9.4
Asian and Pacific Island languages	1,517	±251	0.8%	±0.1	852	±251	56.2%	±12.7	665	±205	43.8%	(X)	±12.7
5 to 17 years old	50	±49	0.0%	±0.1	50	±49	100.0%	±50.7	0	±34	0.0%	(X)	±50.7
18 to 64 years old	1,008	±214	0.6%	±0.1	497	±193	49.3%	±16.3	511	±196	50.7%	(X)	±16.3
65 years old and over	459	±106	0.3%	±0.1	305	±97	66.4%	±20.7	154	±108	33.6%	(X)	±20.7
Other languages	788	±384	0.4%	±0.2	525	±289	66.6%	±13.7	263	±155	33.4%	(X)	±13.7
5 to 17 years old	24	±39	0.0%	±0.1	0	±34	0.0%	±73.2	24	±39	100.0%	(X)	±73.2
18 to 64 years old	479	±251	0.3%	±0.1	395	±247	82.5%	±15.6	84	±66	17.5%	(X)	±15.6
65 years old and over	285	±209	0.2%	±0.1	130	±100	45.6%	±21.9	155	±139	54.4%	(X)	±21.9
CITIZENS 18 YEARS AND OVER													
All citizens 18 years old and over	157,274	±750	(X)	(X)	153,542	±973	97.6%	±0.5	3,732	±807	2.4%	(X)	±0.5
Speak only English	144,602	±1,126	91.9%	±0.6	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	12,672	±933	8.1%	±0.6	8,940	±922	70.5%	±5.7	3,732	±807	29.5%	(X)	±5.7
Spanish	6,637	±610	4.2%	±0.4	4,825	±689	72.7%	±7.9	1,812	±554	27.3%	(X)	±7.9
Other languages	6,035	±673	3.8%	±0.4	4,115	±572	68.2%	±7.1	1,920	±510	31.8%	(X)	±7.1

Table: ACSST5Y2020.S1601

		Punta Gorda CCD, Charlotte County, Florida	
	Total		Percent
Label	Estimate	Margin of Error	Estimate
			Margin of Error
Population 5 years and over	42,606	±1,484	(X)
Speak only English	38,999	±1,505	91.5%
Speak a language other than English	3,607	±638	8.5%
SPEAK A LANGUAGE OTHER THAN ENGLISH			
Spanish	2,344	±543	5.5%
5 to 17 years old	132	±82	0.3%
18 to 64 years old	1,631	±473	3.8%
65 years old and over	581	±229	1.4%
Other Indo-European languages	904	±272	2.1%
5 to 17 years old	68	±61	0.2%
18 to 64 years old	502	±193	1.2%
65 years old and over	334	±160	0.8%
Asian and Pacific Island languages	236	±134	0.6%
5 to 17 years old	0	±30	0.0%
18 to 64 years old	129	±108	0.3%
65 years old and over	107	±78	0.3%
Other languages	123	±83	0.3%
5 to 17 years old	24	±39	0.1%
18 to 64 years old	50	±44	0.1%
65 years old and over	49	±46	0.1%
CITIZENS 18 YEARS AND OVER			
All citizens 18 years old and over	37,647	±1,352	(X)
Speak only English	34,684	±1,383	92.1%
			(X)
			±1.6

Charlotte County Transit Subrecipients

Charlotte County Transit Division (CCTD)

The Program does not have any Subrecipients nor anticipate having any during this plan time period.

If the Program ever were to bring on Subrecipients it would be state in our Transportation Development Plan. The County would monitor and have procedures written in place that to ensure the subrecipients comply with Title VI. Procedures would be written prior to bring on any.

**CHARLOTTE COUNTY TRANSIT
TITLE VI**

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**CHARLOTTE COUNTY TRANSIT
TITLE VI**

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**CHARLOTTE COUNTY TRANSIT
TITLE VI**

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CHARLOTTE COUNTY TRANSIT

**NON-ELECTED
COMMITTEES/BOARDS**

Committees/Councils	Minority Encouragement Usage	Race Breakdown
10 Year Plan Committee	Outreach/Translation Services	Non-reporting at this time
Access to Health Care	Outreach/Translation Services	Non-reporting at this time
CC Community Transportation Coordination	Outreach/Translation Services	Non-reporting at this time
CC Homeless Coalition	Outreach/Translation Services	Non-reporting at this time
CC Justice Center	Outreach/Translation Services	Non-reporting at this time
FTA	Translation Services/211 Referral	Non-reporting at this time
Metropolitan Planning Organization (MPO)	Translation Services/211 Referral	Non-reporting at this time
OAA	Translation Services/211 Referral	Non-reporting at this time
Transit Watch	Translation Services/211 Referral	Non-reporting at this time
Transportation Disadvantage Commission (TDC)	Translation Services/211 Referral	Non-reporting at this time
United Way Needs Assessment	Outreach/Translation Services	Non-reporting at this time

Charlotte County Transit Title VI Equity Analysis

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, Charlotte County Transit does not anticipate to build any facilities during the next 3 years period. But if they did CCT will ensure the following:

1. Charlotte County Transit will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Charlotte County Transit will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, Charlotte County Transit will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If Charlotte County Transit determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, Charlotte County Transit may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Charlotte County Transit must demonstrate and document how both tests are met. Charlotte County Transit will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

Charlotte County

Commission Chambers, Room 119
18500 Murdock Circle
Port Charlotte, FL 33948
CharlotteCountyFL.gov



Regular and Land Use Meeting

Tuesday, November 23, 2021
9 a.m.

Board of County Commissioners

COUNTY COMMISSIONERS

Bill Truex, District 3, Chairman
Christopher Constance, District 2, Vice Chairman
Ken Doherty, District 1
Stephen R. Deutsch, District 4
Joseph Tiseo, District 5

COUNTY ADMINISTRATOR

Hector Flores

COUNTY ATTORNEY

Janette S. Knowlton

CLERK OF THE CIRCUIT COURT

Roger D. Eaton

Charlotte County Board of County Commissioners does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the County's functions, including access to and participation in meetings, programs and activities. FM Sound Enhancement Units for the Hearing Impaired are available at the Front Security Desk, Building A of the Murdock Administration Complex. Anyone needing other reasonable accommodation or auxiliary aids and services please contact our office at 941.743.1381, TDD/TTY 941.743.1234, or by email to David.Lyles@charlottecountyfl.gov.

Should any agency or person decide to appeal any decision made by the board with respect to any matter considered at such meeting, a record of the proceeding, and for such purpose, a verbatim record of the proceeding is required, which record includes the testimony and evidence upon which the appeal is to be based.

9:00 A.M.

Call to Order and Roll Call

Invocation

If you wish, please rise for the invocation

[Reverend Dr. R. Brian Stolarczyk](#)
[Lutheran Church of the Cross](#)

Pledge of Allegiance

[Elect Chairman and Vice Chairman](#)

County Attorney

The County Attorney is to conduct this portion of the meeting for the purpose of electing a Chairman and Vice Chairman of the Board of County Commissioners.

Changes to the Agenda

See separate sheet

Proclamations - Commissioner Ken Doherty

[Caryn Huff-Sufferling Day](#)
[Community Garden Month](#)
[**Change, Added attachment - Updated Caryn Huff-Sufferling Day proclamation, 11/23/2021**](#)

Employee Recognition

[Ambassador Program](#)

Name

Ruth Agosto
Darren Broom
Azeudee Carr
Kayla Dotson

Department

Facilities
Utilities
Community Development
Public Works

Budgeted Action:

No action needed. Budgeted in Capital Improvements Project "Transit Facility," approved in the FY22 budget process. Funding is supplied by reimbursements from the Federal Transit Administration.

5. [19-159, Amendment 1, Burnt Store Water Reclamation Facility \(WRF\) Replacement/Expansion \(Utilities\)](#)

Recommended Action:

- a) Approve Amendment 1 to Contract 19-159 Burnt Store Water Reclamation Facility (WRF) Replacement/Expansion with McKim and Creed, Inc. for additional engineering services in the amount of \$150,000; and
- b) Authorize the Chairman to sign Amendment 1 to the Contract for the amended services.

Budgeted Action:

No action needed. Budgeted in CIP project "Burnt Store Water Reclamation Facility Expansion" as adopted in the FY22 budget process. Funding will be supplied from Florida Department of Environmental Protection State Revolving Fund loan proceeds, as well as the Utility System Wastewater Connection Fee Fund.

6. [17-206, Amendment 7, Construction Manager at Risk-Capital Maintenance Repair, Guaranteed Maximum Price \(Facilities\)](#)

Recommended Action:

- a) Approve Amendment #7 to the Contract #17-206 Construction Manager at Risk - Capital Maintenance Repair-Annual Contract with Florida Premier Contractors LLC (FPC) of Punta Gorda, Florida for the Guaranteed Maximum Price (GMP) in the amount of \$5,995,268 for the Fiscal Year 2022 projects list; and
- b) Authorize the Chairman to sign Amendment #7 to the Contract for the GMP of the Construction Manager at Risk - Capital Maintenance Repair-Annual Contract.

Budgeted Action:

No action needed. Budgeted in the Facilities Capital Maintenance Plan approved in the FY22 budget process. Funding comes from various sources and is based on the building occupant.

Real Estate Services**Risk Management****Transit**

7. [2022 Transit Resolutions](#)

Recommended Action:

- a) Approve Resolution for the Section 5310 Federal Transit Grant FY22-23; and
- b) Approve FY22-23 Summary Resolution authorizing the County Administrator, or his designee, to execute designated Transit Division grant applications, contracts, agreements, grant-related documents and Transportation Services Agreement.

Budgeted Action:

No action needed. Grant funds for Section 5310 in the amount of \$100,000 and

RESOLUTION
2021-153

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CHARLOTTE COUNTY, FLORIDA, AUTHORIZING THE EXECUTION OF ALL DESIGNATED TRANSIT DIVISION GRANT APPLICATIONS, CONTRACTS, AGREEMENTS AND GRANT-RELATED DOCUMENTS, AND AUTHORIZING THE EXECUTION OF ALL TRANSPORTATION SERVICES AGREEMENTS, BY THE COUNTY ADMINISTRATOR OR HIS OR HER DESIGNEE.

RECITALS

WHEREAS, the Charlotte County Board of County Commissioners ("Board") has the authority to apply for and receive Transit grants, contracts, and joint participation agreements, including those from the Federal Transportation Administration, the Florida Department of Transportation, and the Commission on the Transportation Disadvantaged Trust Fund Grant as authorized by Chapter 341, Florida Statutes and/or Florida Transit Administration Act of 1964 as amended; and

WHEREAS, the Board participates in these programs through the grant application process; and

WHEREAS, such grant applications and associated contracts and documents often contain schedules requiring submittal by certain dates, usually representing an extremely short time frame; and

WHEREAS, such agreements are part of the Memorandum of Agreement subject to the approval of the Board and the Commission of the Transportation Disadvantaged; and

WHEREAS, the Transit Division provides transportation services by agreement with certain governmental- and non-profit entities/providers who serve Transportation Disadvantaged populations, which services are funded from grant-related sources; and

WHEREAS, in order for the County's Transit designated grant applications, contracts and grant-related documents to be submitted in a timely fashion, the Board has determined that the County Administrator or his/her designee should be authorized to execute designated grant applications, contracts and other grant-related documents; and

WHEREAS, in order for the County's transportation services responsibilities to be carried out in a timely fashion, the Board has determined the County Administrator or his/her designee should be authorized to execute the transportation services agreements.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Charlotte County, Florida:

1. This Resolution applies to Federal Grant Programs under 49 U.S.C. Section 5307, 5310, 5311 and 5339 as well as the aforementioned grants from the Federal Transit Administration, the Florida Department of Transportation, including Block Grants, Service Development Grants, and the grants from the Florida Commission on the Transportation Disadvantaged, and associated Transportation Service Agreements.
2. The County Administrator or his/her designee is hereby authorized to execute any and all grant applications, contracts, agreements and other grant-related documents for the above referenced Transit grants programs.
3. The County Administrator or his/her designee is hereby authorized to execute any and all associated Transportation Service Agreements.

PASSED AND DULY ADOPTED this 23rd day of November 2021.



ATTEST:
Roger D. Eaton, Clerk of the
Circuit Court and Ex-Officio Clerk
of the Board of County Commissioners

R Dawn Smolecki
Deputy Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Janette S. Knowlton
Janette S. Knowlton, County Attorney
LR21-0835 *(TRX)*




Charlotte County Government

"To exceed expectations in the delivery of public services."

www.CharlotteCountyFL.com

November 24, 2020


I, Hector Flores, designate authority to the following individuals on my behalf pursuant to County Resolution 2020- ~~187~~ and Resolution 95-187.

 11-23-2020

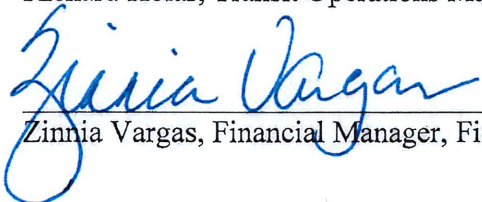
Claire Jubb, Assistant County Administrator



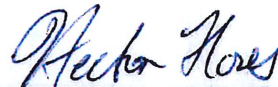
Gordon Burger, Budget & Administrative Services Director



Richard Kolar, Transit Operations Manager




Zinnia Vargas, Financial Manager, Fiscal Services Division



Hector Flores, County Administrator

Approved as to form and legal sufficiency:


County Attorney LR 20-0717 (has)

BUDGET AND ADMINISTRATIVE SERVICES DEPT.
18500 Murdock Circle | Port Charlotte, Florida 33948-1068
Phone: 941.743.1551 | Fax: 941.743.1286

**RESOLUTION
NUMBER 2005-148**

A RESOLUTION OF THE CHARLOTTE COUNTY BOARD OF COUNTY COMMISSIONERS (BCC), APPROVING THE INTERLOCAL AGREEMENT FOR CREATION OF THE METROPOLITAN PLANNING ORGANIZATION, DATED 8-9-05, AND AUTHORIZES THE BCC CHAIRPERSON TO SIGN THE AGREEMENT ON BEHALF OF THE CHARLOTTE COUNTY BOARD OF COUNTY COMMISSIONERS

RECITALS

WHEREAS, the Federal Government, under the authority of 23 United States Code 134 and 49 United States Code 5303, and any subsequent applicable amendments, requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan area, and further requires the State Transportation Agency and the Metropolitan Planning Organization to enter into an Agreement clearly identifying the responsibilities of each party for cooperatively carrying out such transportation planning; and

WHEREAS, the parties to this Interlocal Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development; and

WHEREAS, the Interlocal agreement is required to create the Charlotte County-Punta Gorda Metropolitan Planning Organization and delineate the provisions for operation of the MPO; and

WHEREAS, pursuant to 23 Code of Federal Regulation 450.306 (c), and Section 339.175(1)(b), Florida Statutes, and any subsequent applicable amendments, an interlocal agreement must be entered into by the Department and the governmental entities designated by the Governor for membership on the MPO; and

WHEREAS, the undersigned parties have determined that this Interlocal Agreement is consistent with statutory requirements.

CERTIFIED, TRUE COPY
OF THE ORIGINAL
BARBARA T. SCOTT
CLERK OF THE CIRCUIT COURT
CHARLOTTE COUNTY, FLORIDA
BY Dei Dwanley
DEPUTY CLERK

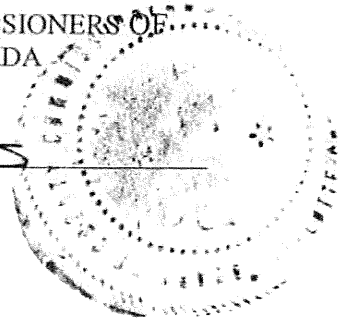
NOW THEREFORE, BE IT RESOLVED that the Charlotte County Board of County Commissioners approves the Interlocal Agreement for Creation of the Metropolitan Planning Organization, dated 8-9-05, and authorizes the BCC Chairperson to sign the Agreement on behalf of the Charlotte County Board of County Commissioners.

PASSED AND DULY ADOPTED this 9th day of August, 2005.

BOARD OF COUNTY COMMISSIONERS OF
CHARLOTTE COUNTY, FLORIDA

By:

Sara J. Devos
Sara J. Devos, Chairperson



ATTEST:

Barbara T. Scott, Clerk of Circuit Court
And Ex-Officio Clerk to the Board of County
Commissioners

By

Deil Manley
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

By:

Janette S. Knowlton
Janette S. Knowlton, County Attorney

TR
LAOS-522

I HEREBY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE Resolution ON FILE IN THE OFFICE OF THE CITY CLERK, CITY OF PUNTA GORDA, CHARLOTTE COUNTY FLORIDA

Sue Foster
CITY CLERK

CITY OF PUNTA GORDA

RESOLUTION NO. 2443-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA, APPROVING A NEW INTER-LOCAL AGREEMENT FOR THE CREATION OF THE METRO-POLITAN PLANNING ORGANIZATION AND AUTHORIZING THE MAYOR OF THE CITY OF PUNTA GORDA TO EXECUTE THE INTERLOCAL AGREEMENT

WHEREAS, the Metropolitan Planning Organization was originally created and established by Interlocal Agreement dated March 24, 1993; and

WHEREAS, the Interlocal Agreement for Creation of the Metropolitan Planning Organization is an agreement between the jurisdictional members which establishes the cooperative relationships between those parties in accomplishing the required transportation planning; and

WHEREAS, as part of an effort to periodically update its legal documents, the Metropolitan Planning Organization approved a new Interlocal Agreement at its August 9, 2004 meeting; and

WHEREAS, as a member of the Metropolitan Planning Organization, the City of Punta Gorda is being asked to approve the Interlocal Agreement by way of Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA, THAT:

1. The Interlocal Agreement for the Creation of the Metropolitan Planning Organization, a copy of which is attached hereto and made a part hereof, is hereby approved.

2. The Mayor of the City of Punta Gorda, Florida, is hereby authorized to sign the Interlocal Agreement on behalf of the City.

ADOPTED at a regular meeting of the City Council of the City of Punta Gorda, Florida, this 1st day of December, 2004.

Stephen M. Fabian, Jr.
STEPHEN M. FABIAN, JR., Mayor

ATTEST:
Sue Foster
SUE FOSTER, City Clerk

APPROVED AS TO FORM:
Robert H. Berntsson
ROBERT H. BERTSSON, City Attorney

12/1/04
Date

RESOLUTION #04-08

A RESOLUTION OF THE CHARLOTTE COUNTY AIRPORT AUTHORITY (CCAA), APPROVING THE INTERLOCAL AGREEMENT FOR CREATION OF THE METROPOLITAN PLANNING ORGANIZATION, AND AUTHORIZES THE CCAA CHAIR TO SIGN THE AGREEMENT ON BEHALF OF THE CHARLOTTE COUNTY AIRPORT AUTHORITY

RECITALS

WHEREAS, the Federal Government, under the authority of 23 United States Code 134 and 49 United States Code 5303, and any subsequent applicable amendments, requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan area, and further requires the State Transportation Agency and the Metropolitan Planning Organization to enter into an Agreement clearly identifying the responsibilities of each party for cooperatively carrying out such transportation planning: and

WHEREAS, the parties to this Interlocal Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development: and

WHEREAS, the Interlocal agreement is required to create the Charlotte County-Punta Gorda Metropolitan Planning Organization and delineate the provisions for operation of the MPO; and

WHEREAS, pursuant to 23 Code of Federal Regulation 450.306(c), and Section 339.175(1)(b), Florida Statutes, and any subsequent applicable amendments, an interlocal agreement must be entered into by the Department and the governmental entities designated by the Governor for membership on the MPO; and

WHEREAS, the undersigned parties have determined that this Interlocal Agreement is consistent with statutory requirements.

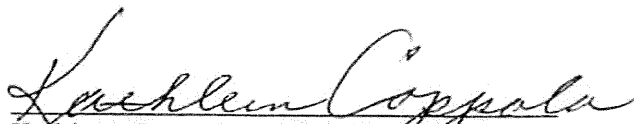
NOW THEREFORE, BE IT RESOLVED that the Charlotte County Airport Authority approves the Interlocal Agreement for Creation of the Metropolitan Planning Organization, and authorizes the CCAA Chair to sign the Agreement on behalf of the Charlotte County Airport Authority.

PASSED AND DULY ADOPTED this 27 day of Oct, 2004

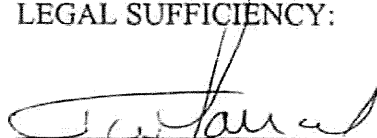
CHARLOTTE COUNTY AIRPORT AUTHORITY


Don Lee, Chair

ATTEST:


Kathleen Coppola, Secretary/Treasurer

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:


Thomas Garrard, CCAA Attorney

CHARLOTTE COUNTY TRANSIT DIVISION (CCTD)

REASONABLE MODIFICATION POLICY



July 2015
(Revised 3/17)

Modification/Accommodations for Individuals with Disabilities

Charlotte County Transit (CCT) is committed to providing safe, reliable, courteous, accessible and user-friendly services to its customers. CCT is committed to making reasonable modifications to its policies, practices and procedures to avoid discrimination and ensure services are accessible to individuals with disabilities. The effective date of this policy is July 13, 2015.

Request for accommodations will be considered on a case-by-case basis and may be denied on one or more of the following grounds:

- (1) Granting the request would fundamentally alter the nature of CCT's service, programs, or activities.
- (2) Granting the request could create a direct threat to the health or safety of the requestor or others.
- (3) Granting the request would create an undue financial or administrative burden for the Agency; or
- (4) Without such modification, the individual with a disability is otherwise able to fully use CCT's services, programs, or activities for their intended purposes.

In determining whether to grant a requested modification, CCT will be guided by the provisions of the United States Department of Transportation 49 CFR Appendix E to Part 37.169.

When choosing among alternatives for accommodations, CCT will give priority to those methods that offer services, programs and activities to qualified individuals with disabilities in the most integrated setting appropriate for the needs of the individual(s) with disabilities. In any case which CCT denies a request for an accommodation, CCT will attempt to ensure that the individual with a disability receives the services or benefits provided by CCT by other means that comport with this policy.

Request for Reasonable Modification(s)

Request for reasonable modifications of CCT's policies, practices, or procedures to accommodate an individual with a disability may be made either in advance or at the time of the transportation service. CCT is best able to address and accommodate a request when customers make their request for modifications in advance. The process for making a request is as follows:

Advance Request

- When making a request, please thoroughly describe what is needed in order for you to use the service and why this assistance is necessary.
- Whenever possible, a request should be made in advance. CCT will review the request, and will make every effort to communicate in advance whether the requested modification can be made.

- If the modification is not made, CCT will provide the reason for the denial of the request.

Same Day Request

- When a request for modification cannot practicably be made and determined in advance, you may make a request on the same day, at the time of, or during service.
- Please describe in detail what accommodation you require and why it is necessary in order to use the service.
- Operator's may grant request if such request is reasonable and meets the requirements of the Agency's policy.
- If an Operator is unsure if the request can be granted or declined, she/he is required to consult with the Transit Operations Coordinator or Sr. Division Manager.
- Operator's availability may be limited when providing service and if the request would require extended consideration, the operator may not be able to grant your request immediately, and you may be encouraged to submit a written request for further consideration in future trips.
- CCT's ability to grant the requested modifications may vary by route, day of travel, time of day, or other circumstances.
- In the case of a denial request, CCT will take, to the maximum extent possible and in compliance with the policies, and other appropriate actions to ensure you receive service.

Reasonable Modification Request

May be submitted by email to andrea.mcdonough@charlottecountyfl.gov; or written request can be mailed to 25490 Airport Road, Punta Gorda, FL, 33950; or by telephone at 941.833.6241.

All Reasonable Modification Request should be addressed to Charlotte County Transit Division to the attention of Andrea McDonough, Transit Operations Coordinator.

División de Tránsito del Condado de Charlotte (CCTD)

Política de modificación razonable



julio de 2015
(3/17 revisado)

Modificación/Acomodamientos para personas discapacitadas

La Autoridad de Tránsito del Condado de Charlotte (CCT) se ha comprometido a proporcionar a sus clientes servicios seguros, fiables, corteses, accesibles y fáciles de usar. CCT está comprometida a hacer modificaciones razonables a sus políticas, prácticas y procedimientos para evitar la discriminación y garantizar que los servicios sean accesibles para las personas con discapacidad. La fecha efectiva de esta política es el 13 de julio de 2015.

La solicitud de acomodaciones será considerada caso por caso y puede ser denegada por una o más de las siguientes razones:

- (1) La concesión de la solicitud alteraría fundamentalmente la naturaleza del servicio de CCT o de los programas o actividades.
- (2) La concesión de la solicitud podría crear una amenaza directa para la salud o la seguridad del solicitante u otros.
- (3) La concesión de la solicitud supondría una carga financiera o administrativa excesiva para la Agencia; o
- (4) Sin dicha modificación, el individuo con una discapacidad puede utilizar plenamente los servicios, programas o actividades de CCT para los fines previstos.

Al determinar si se concede una modificación solicitada, el CCT se guiará por las disposiciones del Departamento de Transporte de los Estados Unidos 49 CFR Apéndice E de la Parte 37.169.

Al elegir entre las alternativas de adaptaciones, CCT dará prioridad a los métodos que ofrecen servicios, programas y actividades a las personas con discapacidades calificadas en el entorno más integrado apropiado para las necesidades de las personas con discapacidades. En cualquier caso, si el CCT niega una solicitud de adaptación, el CCT intentará asegurarse de que el individuo con una discapacidad reciba los servicios o beneficios proporcionados por el CCT por otros medios que se ajusten a esta política.

Solicitud de modificación(es) razonable(s)

La solicitud de modificaciones razonables de las políticas, prácticas o procedimientos de CCT para acomodar a un individuo con una discapacidad puede hacerse por adelantado o en el momento del servicio de transporte. CCT está en mejores condiciones de atender y acomodar una solicitud cuando los clientes hacen su solicitud de modificaciones por adelantado. El proceso para presentar una solicitud es el siguiente:

Solicitud anticipada

- Cuando haga una solicitud, por favor describa detalladamente lo que se necesita para que usted pueda utilizar el servicio y por qué es necesaria esta asistencia.
- Siempre que sea posible, la solicitud debe hacerse con anticipación. El CCT revisará la solicitud y hará todo lo posible para comunicar por adelantado si se puede hacer la modificación solicitada.

- Si la modificación no se hace, el CCT proporcionará el motivo de la denegación de la solicitud.

Solicitud el mismo día

- Cuando una solicitud de modificación no se puede hacer y determinar por adelantado, usted puede hacer una solicitud el mismo día, a la hora o durante el servicio.
- Por favor, describa detalladamente qué alojamiento necesita y por qué es necesario para poder utilizar el servicio.
- El operador puede conceder la solicitud si es razonable y cumple con los requisitos de la política de la Agencia.
- Si un operador no está seguro si la solicitud puede ser concedida o rechazada, debe consultar con el coordinador de operaciones de tránsito o con el gerente general de la división.
- La disponibilidad del operador puede ser limitada cuando preste el servicio y si la solicitud requiere una consideración extendida, es posible que el operador no pueda conceder su solicitud inmediatamente, y se le puede animar a que presente una solicitud por escrito para su consideración en futuros viajes.
- La capacidad de CCT para conceder las modificaciones solicitadas puede variar según la ruta, el día del viaje, la hora del día u otras circunstancias.
- En el caso de una solicitud de rechazo, CCT tomará, en la medida de lo posible y de acuerdo con las políticas, y otras acciones apropiadas para asegurar que usted reciba el servicio.

Solicitud de modificación razonable

Pueden enviarse por correo electrónico a Andrea.mcdonough@charlottecountyfl.gov; o la petición escrita puede enviarse a 25490 Airport Road, Punta Gorda, FL 33950; o llamando al teléfono 941.833.6241.

Toda modificación de solicitud razonable debería dirigirse a la División de Tránsito del condado de Charlotte a la atención de Andrea McDonough, coordinadora de las operaciones de tránsito.

Charlotte County Map

