

Cassia County, Idaho

**TITLE VI NON-DISCRIMINATION POLICY STATEMENT,
DISCRIMINATION COMPLAINT PROCEDURE,
AND ASSURANCES, ORGANIZATION,
AND COMPLIANCE RESPONSIBILITIES**

Non-discrimination Policy Statement:

Cassia County, hereinafter referred to as the "Recipient" assures that no person shall, on the grounds of race, color, national origin, sex, age, disability, or retaliation as provided by Title VI of the Civil Rights Act of 1964, the Civil Restoration Act of 1987 (Public Law 100.259), and subsequent related acts, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs and activities" to include all programs and activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100.259 (S. 557) March 22, 1998.)

In accord with this policy, Cassia County will:

- Identify and address, as applicable, the human health, social, economic and environmental effects of Cassia County programs and activities on minority and low-income populations in particular to conform with federal policy on environmental justice; and
- Take reasonable steps to provided meaningful access to Cassia County programs and activities by persons with Limited English Proficiency.

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include the Title VI language in a allwritten agreements and will monitor for compliance.

The Recipient's County Clerk is appointed as the Title VI Coordinator for Cassia County and is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

Anyone who believes that they have been discriminated against should contact the Cassia County Clerk Joseph W. Larsen, at the Cassia County Courthouse, Room 106, 1459

Overland Avenue, Burley, Idaho 83318, or by telephone at (208) 878-1004, or by email at CassiaAuditors@cassiacounty.org

Discrimination Complaint Procedure:

Any person who believes that they, individually, or as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the Civil Restoration Act of 1987 (Public Law 100.259), and subsequent related acts, may file a complaint with Cassia County. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Cassia County Title VI Coordinator for review and action.

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

- a. The date of alleged act of discrimination; or
- b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, Cassia County or its designee, may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth, as fully as possible, the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of Cassia County, the person making the verbal complaint shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the County's investigative procedures.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as to the Idaho Transportation Department (ITD) and/or the US Department of Transportation (USDOT).

Cassia County will advise ITD within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ITD:

- a. Name, address, phone number(s), and email address of the complainant.
- b. Name(s), address(es) of alleged discriminating official(s).
- c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, or retaliation).
- d. Date of alleged discriminatory act(s).
- e. Date that complaint was received by the County.

- f. A statement of the complaint.
- g. Other agencies (local, state, or federal) where complaint has been filed.
- h. An explanation of the actions that Cassia County has taken or proposes to take to resolve the issue(s) raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegations, and based upon the information obtained, will render a recommendation for action in a report of findings to the Board of County Commissioners. The Complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, Cassia County's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of their appeal right with ITD or USDOT, if they are dissatisfied with the final decision rendered by Cassia County. The Title VI Coordinator will also provide ITD with a copy of this decision and summary of findings upon completion of the investigation.

Contacts for the different Title VI administrative jurisdictions are as follows:

Idaho Transportation Department
Office of Civil Rights
11331 W Chinden Blvd.
Garden City, ID 83714

Mail Address:
P.O. Box 7129
Boise, ID 83707-1129

Email: CivilRights@itd.idaho.gov

Jessika Phillips
Civil Rights Program Manager
Phone: 208-334-8884
Email: Jessika.phillips@itd.idaho.gov

FHWA-Idaho Division
3050 Lakeharbor Lane, Suite 126
Boise, ID 83703

Peter Hartman, Division Administrator
peter.hartman@dot.gov

ASSURANCES, ORGANIZATION AND COMPLIANCE RESPONSIBILITIES

OVERVIEW:

Cassia County has designated the Title VI Coordinator to develop and oversee the County's Title VI plan, ensure the plan meets federal requirements, update the plan as regulations change, monitor compliance, receive complaints, and submit appropriate reports.

ORGANIZATION

Board of County Commissioners – The Board of County Commissioners establishes the vision, strategic plan, policies, and goals for the County. As the legislative body, the Board is responsible for establishing the laws, policies, and guidelines under which Cassia County operates and for approving how the County's funds will be expended.

Title VI Coordinator – The Title VI Coordinator reports to the Board of County Commissioners and has primary responsibility for providing leadership and policy guidance to department heads and ensuring that vision, strategic plan and goals of the Board are implemented and met. The Title VI Coordinator is responsible for working with the all department heads to develop, maintain, update, and ensure compliance with requirements Cassia County's Title VI plan. The Title VI Coordinator also serves as the individual to whom complaints alleging discrimination would be submitted and is responsible for communicating and coordinating with department heads on all activities subject to Title VI, E.O. 12898, and E.O. 13166 as well as providing training to staff. The Title VI Coordinator is also responsible for working with department heads to monitor procedures and practices related to Cassia County projects and services to ensure the programs are operated and the services are provided fairly, equitably, and in a nondiscriminatory manner in accordance with Title VI, E.O. 12898, and E.O. 13166. The department heads are responsible for providing program activity information to the Title VI Coordinator on an ongoing and timely basis.


Department Heads and Supervisors – Department Heads and supervisors in each service area are responsible for familiarizing themselves with the requirements of Title VI, E.O.12898, and E.O. 13166, and for complying with the requirement of Cassia County's Title VI Program. They are responsible to promptly report issues or complaints concerning Title VI and related statutes to the Title VI Coordinator and for assisting the Title VI Coordinator in the Coordinator's efforts to implement all requirements, internally and externally. They are also responsible for coordinating with the Title VI Coordinator on any proposed changes to operating procedures, instructional memoranda, policies, and manuals, etc. that relate to Title VI.

Dated this 9th day of January, 2023.

Board of Commissioners
For Cassia County, Idaho

Attest:
Joseph W. Larsen, Clerk


Leonard M. Beck, Chair

By: 
Deputy Clerk