



Title VI and ADA/Section 504 Non-Discrimination Policy

Title VI Notice of Compliance

The City of Sunrise ("City") values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the City believes that the best programs and services result from careful consideration of the needs of all of its communities and from when those communities are involved in the transportation decision-making process. Thus, the City of Sunrise 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 City of Sunrise is committed to ensuring that no person is excluded from participation in, is denied benefits of, or otherwise is subjected to discrimination or retaliation under any federally or non-federally funded program or activity by the City or its sub-recipients, on the basis of race, color, national origin, sex, age, disability, religion, or family status.

ADA/Section 504 Statement

Section 504 of the Rehabilitation Act of 1973 (Section 504), and 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 the disabled and ensure that their needs are equitably represented in the transportation planning process.

The City of Sunrise will make every effort to ensure that its facilities, programs, services and activities are accessible to those with disabilities. The City will ensure access to its advisory boards and public involvement activities by the disabled community and disability service groups.

The City encourages the public to report any facility, program, service or activity that appears inaccessible to the disabled. Furthermore, the City will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access City facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the City of Sunrise asks that requests be made at least seven (7) calendar days prior to the need for accommodation.

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

Human Resources Director
Title VI and ADA Non-Discrimination Coordinator
City of Sunrise
Human Resources Department
10770 W. Oakland Park Blvd. Sunrise, FL 33351
Phone: 954.838.4522
Florida Relay: 711
Florida Relay (TIY/VCO): 1-800-955-8771
Florida Relay (Voice): 1-800-955-8770

ADA Compliance

The City of Sunrise is committed to serving the needs of all of its citizens and visitors, and our goal is to ensure access to information for a diverse audience. To that end, the City is incorporating into its website accessibility design standards to meet Universal Design concepts supported by the W3C Guidelines and ADA Accessibility Requirements.

ADA Notice of Compliance

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA) of 1990, the City of Sunrise does not discriminate on the basis of disability in the admission, access, or operations of its programs, services, activities or facilities. In accordance with Title II of the ADA, when viewed in their entirety, City of Sunrise programs, services, activities and facilities are readily accessible to and usable by qualified individuals with disabilities.

Title VI and ADA Non-Discrimination Coordinator

The City of Sunrise has designated a Title VI and ADA Non-Discrimination Coordinator who is the Human Resources Director and who has access to the City's City Manager. The City of Sunrise has established a Title VI and ADA complaint procedure and will take prompt and reasonable action to investigate and seek to resolve any complaints regarding participation, benefit of, or discrimination or retaliation under any of the City or its sub-recipients programs. Any person who believes that she or he has been subjected to discrimination based on race, color, national origin, sex, age, disability, religion, or family status in any of the City's programs, services or activities may file a complaint with the City's Title VI and ADA Non-Discrimination Coordinator:

Human Resources Director
Title VI and ADA Non-Discrimination Coordinator
City of Sunrise
Human Resources Department
10770 W. Oakland Park Blvd.
Sunrise, Florida 33351
Phone: 954.838.4522
Hearing Impaired: TIY

The Title VI and ADA Non-Discrimination Coordinator is also able to facilitate members of the public with the provision of auxiliary aids and services for City meetings, programs and events. The Title VI and ADA Coordinator will also investigate and seek to resolve any complaints regarding accessibility to City facilities or programs.

Title VI and ADA Complaint Procedure

Purpose

The purpose of the City of Sunrise's Title VI and ADA program is to establish and implement procedures that comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 (ADA), as well as other related federal and state statutes and regulations. These procedures have been adopted to conform to Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) regulations, as well to Florida Department of Transportation (FDOT) guidelines. The City does not tolerate discrimination in any of its programs, services or activities; and will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, or family status. The City values diversity and both welcomes and actively seeks input from all interested parties.

Procedure

All complaints shall include:

- Name, address and contact number of the person making the complaint;
- Names, addresses and contact numbers of witnesses;
- A narrative or statement describing the alleged violation of Title VI or ADA, including date and time of the alleged violation and City program or facility where the alleged violation occurred; and
- Any other documentation that may provide an additional explanation or identification of the alleged violation.

Note: Alternative means of filing complaints, such as personal interviews or a recording of the complaint will be made available for persons upon request. Any such requests should be made by contacting the City of Sunrise Title VI and ADA Non-Discrimination Coordinator.

1. All complaints shall be filed no later than 180 days from the date of the alleged discrimination.
2. Within twenty (20) business days after receipt of the complaint, the Title VI and ADA Non-Discrimination Coordinator will meet with the complainant to discuss the complaint and possible resolution.
3. Within thirty (30) business days of the meeting, the Title VI and ADA Non-Discrimination Coordinator will complete an investigation of the allegations and respond in writing to the person who filed the complaint. The response will explain the position of the City and offer options for substantive resolution of the complaint.
4. The person who filed the complaint may appeal the written response if it does not satisfactorily resolve the issue. Appeals must be submitted in writing, to the City Manager, within fifteen (15) calendar days after receipt by certified mail of the Title VI and ADA Non-Discrimination Coordinator's written response.
5. The City will immediately forward a copy of any complaint against it to the Florida Department of Transportation (FDOT). If the complainant is unwilling or unable to submit the complaint to the City, the written complaint may be submitted directly to the FDOT.

Note: Should an individual be unable or unwilling to submit their complaint to the City of Sunrise Title VI and ADA Non-Discrimination Coordinator, a written complaint may be submitted directly to the Florida Department of Transportation (FDOT) Equal Opportunity Office at the address provided below. FDOT serves as a statewide clearinghouse for Title VI purposes and will either assume jurisdiction over the complaint or forward 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

Retaliation

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964, Title II of the ADA, and related federal and state nondiscrimination authorities. It is the policy of the City that persons filing a complaint of discrimination should have the right to do so without interference, intimidation, coercion or fear of reprisal. Anyone who feels they have been subjected to retaliation should report such incident to the Title VI and ADA Coordinator.

Title VI and ADA Complaint Form

Title VI and ADA - Complaint of Discrimination Form.pdf

Limited English Proficiency (LEP) Guidance:

Title VI of the Civil Rights Act of 1964, Executive Order 13166 and various directives from the U.S. 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 (4) factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the City of Sunrise's programs, services or activities;
2. The frequency with which LEP individuals come in contact with these programs, services or activities;
3. The nature and importance of the program, service or activity to people's lives; and
4. The resources available to the City of Sunrise and the likely costs of the LEP services.

Using census data, the City of Sunrise has determined that LEP individuals speaking English less than well represent approximately 15.44% of the community. The City of Sunrise realizes that such statistical data can be outdated or inaccurate. Therefore, the City contacted local law enforcement and social services agencies to determine the proportion of LEP served by those entities. Spanish or Spanish Creole was reported to be the prevalent LEP language and an estimated 0.10% of calls for service for these agencies were in the Spanish or Spanish Creole language. Given this information, the City of Sunrise reasons that a relatively small portion of its service population is LEP speakers of Spanish or Spanish Creole.

The City of Sunrise has received limited requests for translation or interpretation of its programs, services or activities into Spanish or Spanish Creole. The City has conducted community outreach at public events attended by significant numbers of Spanish or Spanish Creole speakers. Informal data collection at these events indicates that an estimated 5-10% are LEP.

The City maintains a list of employees who that speak, write, and translate a language other than English. This list is made available to all departments with contact information to these individuals on an as needed basis.

ADA Accommodations to City Events

Persons with disabilities may contact the City's Title VI and ADA Coordinator to request reasonable accommodation and/or wheelchair and/or wheelchair companion seating to fully participate in any City event.

Help Identify ADA Accessibility and Sidewalk Improvements

The City of Sunrise invites citizens to identify and request accessibility improvements for the disabled to public sidewalks and intersections located within the City's jurisdiction and control. The City will include such locations on a prioritized list of sidewalk and intersection locations that require improvements to meet Americans with Disabilities Act (ADA) guidelines. For more information, please contact:

Utilities Deputy Director
Utilities Department
777 Sawgrass Corporate Parkway
Sunrise, FL 33351
954.888.6071
Sunrise, FL 33325

Accessible Documents

Many documents on our web pages are in ASCII or HTML format, which are accessible to people who use screen reading software and to those with other vision or mobility impairments. Generally, we use Hypertext Markup Language (HTML) to create pages and documents that are accessible to those users.

Our website also contains many Adobe Acrobat PDF (Portable Document Format) files. We use this method when documents are not available in digital form, are too large or difficult to produce in HTML, or are publications where the format is critical to the usability of the document. Adobe Systems, Inc. is developing products designed to make PDF documents more accessible. Adobe's accessibility web pages describe their efforts.

- Be sure to select the version of Adobe Acrobat Reader that is compatible with your system.
- Follow the installation instructions completely. (After the download, you will need to install the file by running the executable (.exe file) from your operating system.)
- Configure your browser options.
- Upgrade your version of Adobe Acrobat Reader periodically to use the latest features.
- Contact Adobe Systems, Inc. if you are having trouble installing or using their products.

Data Collection

FHWA regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by City of Sunrise's programs, services and activities. The City accomplishes this through the use of census data and Community Development Department. From time to time, the City may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the City with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to the City will always be voluntary and anonymous.

Resources

For additional information and resources regarding Title VI Issues, please refer to the following resources:

- [FDOT Title VI \(http://www.dot.state.fl.us/equalopportunityoffice/titlevi/programoverview1.shtm\)](http://www.dot.state.fl.us/equalopportunityoffice/titlevi/programoverview1.shtm)
- [The Civil Rights Act of 1964 \(http://www.ourdocuments.gov/doc.php?flash=true&doc=97&page=transcript#top\)](http://www.ourdocuments.gov/doc.php?flash=true&doc=97&page=transcript#top)
- [Title VI of the Civil Rights Act of 1964 \(http://www.justice.gov/crt/about/cor/coord/titlevi.php\)](http://www.justice.gov/crt/about/cor/coord/titlevi.php)
- [Civil Rights Restoration Act of 1987 \(http://www.fhwa.dot.gov/environment/environmental_justice/facts/restoration_act.cfm\)](http://www.fhwa.dot.gov/environment/environmental_justice/facts/restoration_act.cfm)
- [Title 23 U.S.C. 324 \(http://www.justice.gov/crt/about/cor/byagency/dot324.php\)](http://www.justice.gov/crt/about/cor/byagency/dot324.php)
- [Title 29 U.S.C. 794 \(http://www.dol.gov/oasam/regs/statutes/sec504.htm\)](http://www.dol.gov/oasam/regs/statutes/sec504.htm)
- [Executive Order 13166 \(Limited English Proficiency\) \(http://www.gpo.gov/fdsys/pkg/FR-2000-08-16/pdf/00-20938.pdf\)](http://www.gpo.gov/fdsys/pkg/FR-2000-08-16/pdf/00-20938.pdf)
- [Americans with Disabilities Act \(http://www.ada.gov\)](http://www.ada.gov)
- [Limited English Proficiency \(LEP\) \(http://www.lep.gov\)](http://www.lep.gov)

For additional information and resources regarding accessibility issues, please refer to the following resources:

The Access Board (<http://www.access-board.gov>)

- (800) 872-2253 (voice)
- (800) 993-2822 (TTY)

ADA Home Page (<http://www.ada.gov>)

- (800) 514-0301 (voice)
- (800) 514-0383 (TTY)

Section 508 (<http://www.section508.gov>)
Web Accessibility Initiative (<http://www.w3c.org/wai/resources/>)
Web Content Accessibility Guidelines (<http://www.w3c.org/wai/resources>)

By approving this Title VI and ADA/Section 504 Non-Discrimination Policy, I express the City's commitment to the non-discrimination provisions of Title VI.


