

## Title VI/Nondiscrimination Policy

### Policy Statement:

Blueprint Intergovernmental Agency values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, Blueprint Intergovernmental Agency believes that the best programs and services result from careful consideration of the needs of all of its communities and when those communities are involved in the transportation decision making process. Therefore, Blueprint Intergovernmental Agency 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, Blueprint Intergovernmental Agency will not exclude from participation in, deny the benefits of or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

### Complaint Procedures:

Complaints related to Blueprint Intergovernmental Agency services, programs, activities or facilities should be addressed to:

**Title VI/ADA Designated Coordinator**  
Shelonda Meeks, Office Administrator 315  
S. Calhoun St., Suite 450  
Tallahassee, FL 32301  
(850) 219-1060  
7-1-1 (TDD & Voice), via Florida Relay Service

### COMPLAINT PROCEDURE

1. All complaints shall include:

*Name, address and contact number of the person(s) making the complaint;*

*Names, addresses and contact numbers of witnesses;*

*A narrative or statement describing the alleged violation of the ADA, including date and time of the alleged violation and Blueprint Intergovernmental Agency program or facility where the alleged violation occurred;*

*A narrative or statement identifying the recommended corrective actions to solve the alleged violation(s); and*

*Any other documentation that may provide an additional explanation or*

*identification of the alleged violation.*

2. All complaints shall be filed no later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the designee upon a showing of good cause.
3. Within fifteen (15) calendar days after receipt of the complaint, the ADA designee will meet with the complainant to discuss the complaint and possible resolution.
4. Within thirty (30) calendar days of the meeting, the ADA Administrator or designee will complete an investigation/review of the allegations and respond in writing to the person(s) who filed the complaint. Where appropriate, the written response will be in a format accessible to the person(s) who filed the complaint, such as large print, Braille, compact disc (CD) or audio tape. The response will explain the position of the Blueprint Intergovernmental Agency and offer options for substantive resolution of the complaint.
5. The person(s) who filed the complaint may appeal the written response if it does not satisfactorily resolve the issue. Appeals must be submitted in writing, or where appropriate, in a format accessible to the person(s) who filed the complaint, within fifteen (15) calendar days after receipt of written response from the ADA designee.
6. Within fifteen (15) calendar days after receipt of the appeal, the designee will meet with complainant to discuss the appeal and possible resolutions.
7. Within fifteen (15) calendar days after the meeting, the designee will respond in writing, and where appropriate, in a format accessible to the person(s) who filed the complaint, with a final resolution.

This Grievance Procedure shall be construed to protect the substantive rights of interested persons and to assure that Blueprint Intergovernmental Agency meets the spirit and guidelines of the Americans with Disabilities Act, as amended.

***Note: Alternative means of filing complaints, such as personal interviews or a recording of the complaint will be made available for persons with a disability(s) upon request.***

Revised June 2020

**ADA/504 Statement:**

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

Intergovernmental Agency will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

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

Questions, concerns, comments or requests for accommodations should be made to Blueprint Intergovernmental Agency's ADA officer:

Shelonda Meeks  
Title VI Coordinator  
315 S. Calhoun St., Suite 450  
Tallahassee, FL 32301  
[Shelonda.Meeks@blueprintia.org](mailto:Shelonda.Meeks@blueprintia.org)  
850-219-1060 (p)  
850-219-1098 (f)  
7-1-1 (TDD & Voice), via Florida Relay Service