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# *Title VI Implementation Plan*

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***People Who Care  
Prescott, Prescott  
Valley/Dewey  
Chino Valley***

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# People Who Care Executive Summary

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People Who Care is a nonprofit 501(c)(3) charitable community organization with volunteer outreach programs in Chino Valley, Prescott, Prescott Valley and Dewey-Humboldt. The agency was established in 1992 and has been providing services to Prescott area communities for the past 24 years. The mission of People Who care is to provide non-medical volunteer assistance for adults who are not able to drive because of a physical or age-related limitation in order to help them continue living independently in their own homes and communities.

People Who Care volunteers provide escorted, door-through-door transportation to essential appointments (primarily healthcare); help with grocery shopping; assist with check writing, bank statements, letter writing and medical forms; or stop by a Neighbors home for a friendly visit.

The Prescott area has limited affordable public transportation or alternative transportation options. People Who Care Neighbors are unable to access available options due to their physical limitations and lack of financial resources. Transportation services constitute nearly 60% of People Who Care's services and are the largest free, door-through-doo escorted volunteer driven transportation assistance in the area. These services fill a critical need locally.

People Who Care has been coordinating transportation services with other community human service organizations since the agency was established nearly 24 years ago.

As People Who Care developed operations in the early 1990's it soon became apparent that transportation services were a vitally needed component of PWC volunteer care giving assistance that today constitutes nearly 56% of PWC's total program. Along the way, People Who Care has worked with other community human service transportation programs to assess community transportation needs, promote awareness of those needs, do reciprocal referrals and advocate for the establishment of a regional public transit system.

Fritzi Mevis, the Executive Director of People Who Care, is an active member of the local Coordination Advisory Council convened by CYMPO. Ms. Mevis was also an active member of the predecessor group, a Mobility Management Project Team which promoted coordination and mobility management strategies throughout the CYMPO region from 2008 to 2012. In addition to promoting community awareness of area transportation needs, the prior Mobility Management Project (originally established with a Project Action grant from the National Easter Seals Society and later continued with a 5310 Mobility Management Grant awarded to Territorial Transit) oversaw the 2010 update to the Human Service-Public Transit Coordination Plan for the CYMPO region. That plan, and the subsequent updates to the regional coordination plan have consistently acknowledged the vital role that volunteer driven

transportation services play within the local network of human service transportation programs, especially for seniors and people with disabilities.

What type of program fund(s) did you apply for?

5310

Type of Funding Requests?

Operating Funds

# Non Discrimination Policy Statement

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The People Who Care policy assures full compliance with Title VI of the Civil Rights act of 1964, the Restoration Act of 1987, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, age, gender or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any People Who Care sponsored program or activity. There is no distinction between the sources of funding.

People Who Care also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, People Who Care will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When People Who Care distributes Federal-aid funds to another entity/person, People Who Care will ensure that any sub-recipients fully comply with People Who Care Title VI Nondiscrimination Program requirements. The Executive Director, Fritzi Mevis, is assigned as the People Who Care Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

Fritzi S. Mevis, Executive Director  
Title VI Coordinator

# Non Discrimination Notice to the Public

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## Notifying the Public of Rights Under Title VI People Who Care

The People Who Care operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the People Who Care.

For more information on the People Who Care's civil rights program, and the procedures to file a complaint, contact Fritzi Mevis, Executive Director/Title VI Coordinator at 928-445-2480. (TTY 771); email [ppwc@cableone.net](mailto:ppwc@cableone.net); or visit our administrative office at 505 W. Gurley Street, Prescott, AZ 86301. For more information, visit [www.peoplewhocareaz.com](http://www.peoplewhocareaz.com).

A complainant may file a complaint directly with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **ADOT**: ATTN: Title VI Program Manager 206 S. 17<sup>TH</sup> Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: ATTN: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact the Fritzi Mevis, Executive Director/Title VI Coordinator at People Who Care Main Office at 928-445-2480. Para información en Español llame: Fritzi Mevis, Executive Director/Title VI Coordinator at 928-445-2480. (TTY 771); email [ppwc@cableone.net](mailto:ppwc@cableone.net); or visit our administrative office at 505 W. Gurley Street, Prescott, AZ 86301.

# Non Discrimination Notice to the Public - Spanish

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## **Aviso al Público Sobre los Derechos Bajo el Título VI People Who Care**

People Who Care (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la People Who Care's programa de derechos civiles, y los procedimientos para presentar una queja, contacte Directora Ejecutiva 928-445-2480, (TTY 771); o visite nuestra oficina administrativa en 505 W. Gurley Street, Prescott AZ 86301. Para obtener más información, visite <http://www.peoplewhocareaz.com>

El puede presentar una queja directamente con Arizona Department of Transportation (ADOT) o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: ADOT: ATTN Title VI Program Manager 206 S. 17th Ave MD 155A Phoenix AZ, 85007 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

*The above notice is posted in the following locations: In People Who Care offices at the three service locations in Prescott, Prescott Valley and Chino Valley; and on the People Who Care website at [www.peoplewhocareaz.com](http://www.peoplewhocareaz.com).*

# Non Discrimination Complaint Procedures

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These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by People Who Care including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The Title VI contact person will assist the complainant with documenting the issues if necessary. Complaints must be submitted in writing to:
  - a. Fritzi Mevis, Executive Director/Title VI Coordinator  
People Who Care  
PO Box 12977  
Prescott AZ 86304
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted People Who Care Title VI Coordinator will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him



whether the complaint will be investigated by People Who Care or submitted to the State or Federal authority for guidance.

- (7) People Who Care will notify the ADOT Civil Rights Office of ALL Title VI complaints within 72 hours via telephone at 602-712-8946; email at [civilrightsoffice@azdot.gov](mailto:civilrightsoffice@azdot.gov).
- (8) People Who Care has 60 days to investigate the complaint. If more information is needed to resolve the case, the Executive Director may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to the investigator (Executive Director). If the Executive Director is not contacted by the complainant or does not receive the additional information within 15 business days, the Authority (Executive Director) can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator (Executive Director) 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. An 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.
- (10) A copy of either the closure letter or LOF must be also submitted to ADOT within 72 hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with People Who Care's decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT**: ATTN ADA/Title VI Program Manager 206 S. 17<sup>TH</sup> Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590.
- (12) A copy of these procedures can be found online at: [www.peoplewhocareaz.com](http://www.peoplewhocareaz.com).

# Discrimination Complaint Form

<b>Section I:</b>		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to <b>Section III</b>.</i>		
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section III:</b>		
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
<input type="checkbox"/> Disability		
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.		
_____		
_____		
_____		
<b>Section VI:</b>		
Have you previously filed a Title VI complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

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**Section V:**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes       No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

Federal Court: \_\_\_\_\_       State Agency: \_\_\_\_\_

State Court : \_\_\_\_\_       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:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person at the address below, or mail this form to:  
People Who Care, Fritzi Mevis, Executive Director – Title VI Program Coordinator  
PO Box 12977  
Prescott, AZ 86304  
928-445-2480

A copy of this form can be found online at [www.peoplewhocareaz.com](http://www.peoplewhocareaz.com).

# Discrimination Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
<b>Investigations</b>				
1)				
2)				
<b>Lawsuits</b>				
1)				
2)				
<b>Complaints</b>				
1)				
2)				

× People Who Care has not had any ADA nor Title VI Discrimination complaints, investigations, or lawsuits in 2015.

*People Who Care*  
*Public Participation*  
*Plan*

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***Prescott***  
***Prescott Valley/Dewey***  
***Chino Valley***

People Who Care is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. All volunteer information/orientation meetings are published in the local newspapers and are broadcast on several radio stations each month.

People who Care Board Meetings take place on the 3<sup>rd</sup> Tuesday of each month, 9-11AM at 505 W. Gurley Street, Prescott AZ. The Meetings are posted on Public Calendars at each Office location in Prescott, Prescott Valley and Chino Valley. The public will be notified on the People Who Care website at [www.peoplewhocareaz.com](http://www.peoplewhocareaz.com) that any adult that wishes to present an issue or problem to People Who Care Board Members must contact the main office at 928-445-2480 in order to be put on the agenda at the next scheduled board meeting. A statement in Spanish will be made on postings to contact office to notify People Who Care of attendance so that a translator will be available for the meeting.

The CYMPO and NACOG Mobility Managers are notified when People Who Care annually submits an application for funding to the Arizona Department of Transportation.

### **People Who Care Public Meeting Notice**

People Who Care Monthly Board Meetings are open to the Public. In order to participate in the meeting and be placed on the Agenda, we ask that you contact the office (928) 445-2480, no later than 5 business days prior to the meeting. All meetings take place at 9AM, 505 W. Gurley Street, Prescott AZ.

The 2016 Meeting dates are:

January 19	July 19
February 16	August 16
March 15	September 20
April 19	October 18
May 17	November 15
June 21	December 20

Personas quienes cuidado mensual reuniones de la Junta están abiertas al público. Para participar en la reunión y en el orden del día, pedimos que se contacte con la oficina (928) 445-2480, no más tarde de 5 días hábiles antes de la reunión para que un traductor esté presente. Todas las reuniones realizará a las 9:00, 505 W. Gurley Street, Prescott AZ

## Limited English Proficiency Plan

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# *Limited English Proficiency Plan*

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## ***People Who Care***

People Who Care has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to People Who Care services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining People Who Care’s extent of obligation to provide LEP services, People Who Care undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) Demography. According to the last U.S. census Bureau data (2010-2014), the percentage of Limited English Proficient persons in Yavapai County is 3.7%. The major group of limited English proficient persons in our service area is Spanish speaking. The number or proportion of LEP persons eligible in the People Who Care service area who may be served or likely to encounter by People Who Care’s program, activities, or services is minimal.

### YAVAPAI AZ FOUR FACTOR ANALYSIS

Yavapai County AZ			
Languages Spoken at Home	Population	% of Persons 5 Yrs. & Over	% of Persons with LEP
Total Persons 5 years & Over	203,963	100.00%	3.70%
English Speaking Only	183,149	89.80%	XXX
Spanish	15,922	7.80%	41.00%

- 2) Frequency. In the twenty-four years that People Who Care has been providing volunteer assistance in our service areas, we have had no limited English proficient persons contact us for assistance or to volunteer. People Who Care posts public meeting notices in their offices with an annotation in Spanish that Translation services are available upon request.
- 3) Nature and Importance. The nature and importance of the program, activities or services provided by the People Who Care to the LEP population is limited to non-medical volunteer transportation assistance to persons who are unable to drive due to physical limitations and do not require more than minimum assistance to walk and get in and out of a personally owned volunteer automobile. People Who Care volunteers are not allowed to lift or transport wheelchairs in their cars.



- 4) Resources. As a small Non Profit Organization with fiscal constraints and limited resources, People Who Care is unable to provide interpretation and translation services without advance notice. Vital documents and forms are available in English and Spanish and public outreach notices will have an annotation (for translation or interpretation assistance) in Spanish. Every effort will be made to provide vital information to LEP individuals in the language requested.

### **Safe Harbor Provision**

People Who Care complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice
- (2) Complaint Procedures
- (3) Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches the Spanish speaking persons in our service area. Vital Documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials

# Non-elected Committees Membership Table

A subrecipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%

× People Who Care does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

# Monitoring for Subrecipient Title VI Compliance

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× People Who Care does NOT monitor subrecipients for Title VI compliance.

# Title VI Training

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People Who Care Executive Director/Title VI Program Coordinator and a member of the Board of Directors received Title VI Training from an ADOT trainer at the annual meeting in Flagstaff on February 29, 2016. People Who Care personnel plan to attend the next available training provided by ADOT.

People Who Care has copies of our Title VI Training/Information brochure available in each of our program offices available for distribution to staff members and volunteers.

# Title VI Equity Analysis

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The People Who Care organization has no current or anticipated plans to develop new transit facilities covered by these requirements. No facilities covered by these requirements were developed since inception of the People Who Care Program in 1992.

# Board Approval for the Title VI Program

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People Who Care  
Board of Director Meeting Minutes  
April 19, 2016

**Attendees:** Bill Towne, Fritzi Mevis, Kate Ingalls, Gayla Allen, Mike First, Glen Gooding, John D. Barton, Susan Abbott, Kay Krizek.

**Excused:** Arlene McCarthy, John Keim, Chris Gooding, Bruce Hosler

The meeting was called to order at 9:00 am.

The first order of business was a presentation on Endowments by Tracey McConnell of the Arizona Community Foundation of Yavapai County. She handed out several presentations for reference. She then reviewed the purpose of an endowment, how they would fund the organization, the types of non-profit funds, ACF nonprofit benefits and services, why a planned giving program is needed and the importance of Board commitment to the program. She then took questions.

Next the minutes from the previous March 15, 2016 Board meeting were discussed. There being no suggested changes, the minutes were approved by voice vote.

Fritzi Mevis then reviewed the highlights of her Director's report and then updated the Board on the status of various grants that were being sought. As part of that grant review, she proposed the adoption of the "Title VI Implementation Plan". Fritzi described the policy and indicated that although never formally adopted, that the policy had been followed as a matter of course. She then described the implementation plan. After a thorough discussion, on a motion duly made and seconded, the Title VI Implementation Plan including its included policy was approved on a unanimous voice vote.

Bill Towne then reviewed The First Quarter financials. Every Board member had a Cause of Change analysis, the first quarter Income Statement Actuals vs. the Budget, the year on year First Quarter Income Statement comparison and the Balance Sheet ending on March 31, 2016. Bill indicated that we were favorable to budget in income of \$2.7K primarily from individual donations. Expenses were \$5.3K favorable but \$3.5K is related to timing issues. Therefore, even though the quarter was \$8.0K favorable in total, the favorability is reduced to \$4.5K subtracting out timing items.

With the head of marketing absent, Fritzi described the status of various marketing programs. In particular she indicated that there was a program to completely revamp the website.

It was reported that the AZ Give days fund raising event raised \$3076.

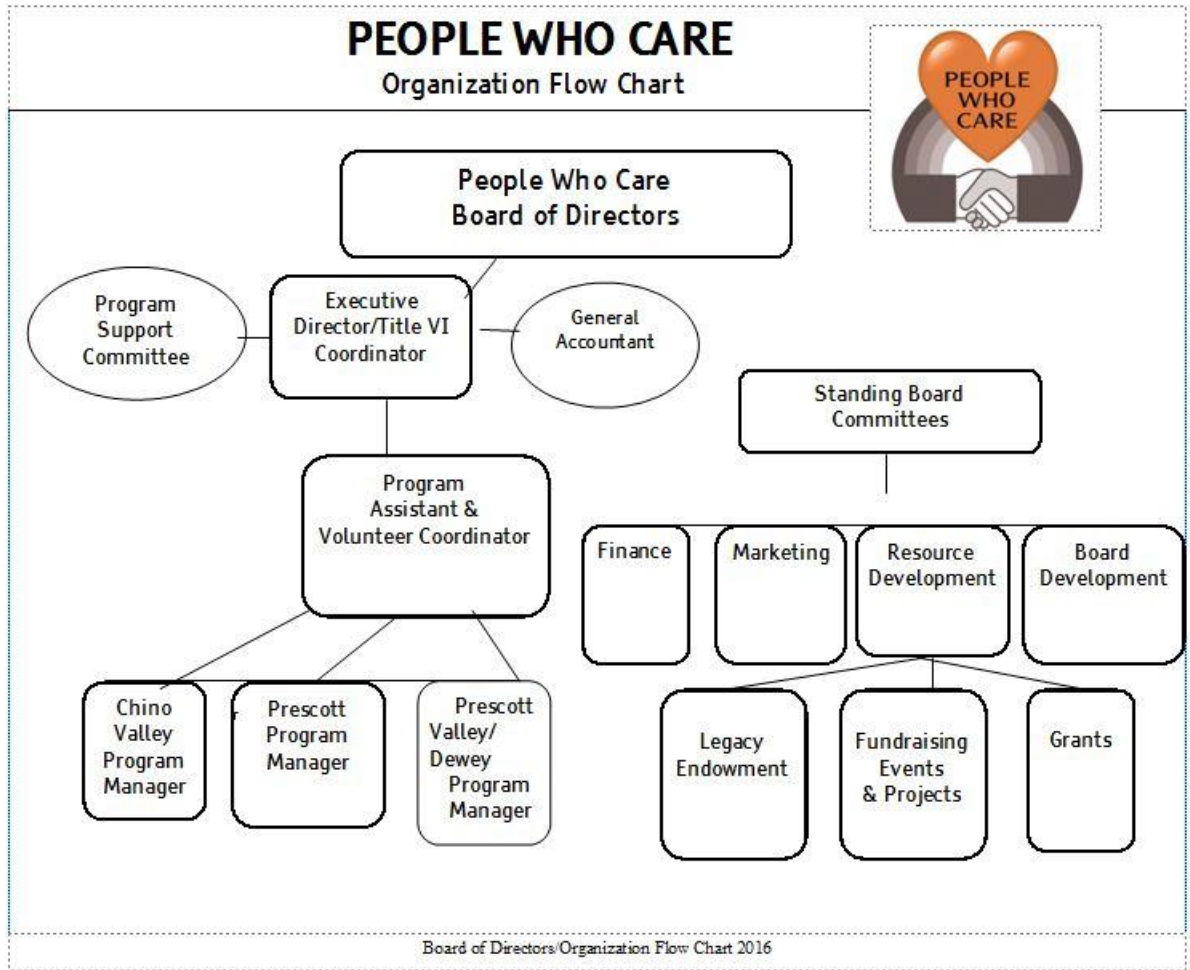
**John Barton discussed the Civicore software implementation program. He reported that two deliverables were signed off and he expected to sign off on two more at a meeting on Wednesday. He then discussed the meeting next Tuesday on Donor Reports.**

**There being no further business, the meeting was adjourned at 11:00 am.**

**Submitted by**

**William Towne**

# Organizational Chart





# Attachment A - Title VI Training Brochure

## WHAT TYPE OF DISCRIMINATION IS PROHIBITED?

Discrimination under our Title VI program is an action or inaction, intentional or not, through which any intended beneficiary, solely because of race, color, national origin, sex, age, disability, limited English proficiency, or low-income status has been otherwise subjected to unequal treatment or impact, under any People Who Care program or activity. Discrimination based on the grounds referenced above limit the opportunity for individuals and groups to gain equal access to services and programs. In administering federally assisted programs and activities, the People Who Care organization cannot discriminate either directly or through contractual or other means by:

- ◊ Denying program services, financial aids or other benefits;
- ◊ Providing different program services, financial aids or other benefits, or providing them in a manner different from that provided to others;
- ◊ Segregating or separately treating individuals or groups in any manner related to the receipt of any program service or benefit;

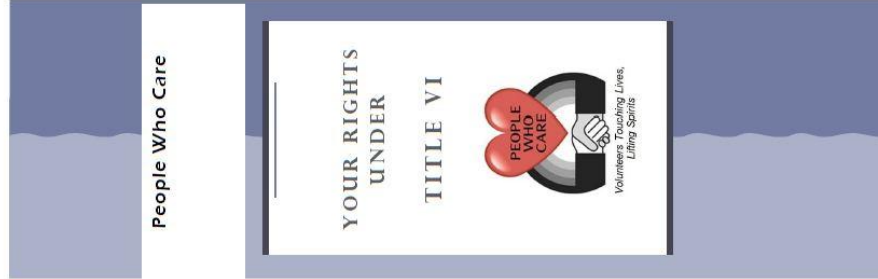
- ◊ Restricting in any way the enjoyment of any advantage or privilege enjoyed by others receiving any program service or other benefits;
- ◊ Denying persons the opportunity to participate as a member of a planning, advisory or similar body;
- ◊ Denying persons the opportunity to participate in the program through the provision of services, or affording the opportunity to do so differently from those afforded others.



People Who Care welcomes any comments or discussion on how we can best serve our communities. Please feel free to contact us with your suggestions.

### People Who Care

PO Box 12977  
Prescott AZ 86304  
928-445-2480  
[www.peoplewhocareaz.org](http://www.peoplewhocareaz.org)



*The People Who Care commitment to Title VI of the Civil Rights Act of 1964:*

#### WHAT IS TITLE VI:

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals and groups from discrimination on the basis of their race, color and national origin in programs and activities that receive federal financial assistance. The Federal Highway Administration requires recipients of federal funds to comply with the provisions of Title VI and related authorities to prevent discrimination in its programs and activities.

#### People Who Care Title VI Policy

Pursuant to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related authorities, it is the policy of the People Who Care that discrimination based on race, color, national origin, sex, age, disability, limited English proficiency or low-income shall not occur in connection with any of its programs or activities.

People Who Care will make every effort to prevent discrimination with regard to program benefits, participation, treatment, services, contracting and training opportunities, allocation of funds, prioritization of projects and the functions of planning, project development, design, right-of-way acquisition, construction and research.

#### AUTHORITIES

The two main authorities enabling Title VI implementation, compliance and enforcement are the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. However, other statutes, laws, regulations, executive orders and the United States Constitution provide guidance for the effective execution of the objectives of Title VI. These include the Federal-Aid Highway Act of 1973; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; Uniform Relocation Act of 1970; and Executive Order 12898 and 13166.

#### TITLE VI COMPLIANCE

Compliance under Title VI means People Who Care has effectively implemented the requirements of Title VI or can demonstrate that every good faith effort has been made toward achieving this end.

People Who Care is required to prevent discrimination in all of its programs and activities, whether they are federally funded or not.

#### COMPLAINT PROCESS

A Title VI complaint may be filed by any individual or individuals who allege they have been subjected to discrimination or adverse impact under any People



Who Care program or activity based on race, color, national origin, sex, age, disability, limited English proficiency or low-income.

A signed, written Title VI complaint must be filed within 180 days of the date of the alleged act of discrimination. That complaint form can be located on the People Who Care website at [www.peoplewhocareaz.org](http://www.peoplewhocareaz.org), or by contacting the People Who Care offices.

Upon receipt, the People Who Care Title VI Coordinator will determine which agency has jurisdiction to handle the complaint. If People Who Care does not have jurisdiction to handle the complaint, it will be forwarded to ADOT. The allegations will be investigated and an attempt will be made to resolve any violations, if found.

#### For further information please contact:

Fritzi Mevis, Executive Director –  
TITLE VI COORDINATOR  
[ppwvc@cablone.net](mailto:ppwvc@cablone.net)

PO Box 12977  
Prescott AZ 86304  
928-445-2480