

Non-Discrimination Policy Statement

In accordance with Title VI of the Civil Rights Act of 1964 and subsequent federal nondiscrimination directives such as the Federal-Aid Highway Act of 1973, the Rehabilitation Act of 1987, Americans with Disabilities Act of 1990 (ADA), Executive Order 12898 (Environmental Justice), and Executive Order 13166 (Limited English Proficiency), Options for Southern Oregon (Options) assures that no person shall, on the grounds of race, color, national origin, limited English proficiency, sex, income, age or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities, whether or not they are federally funded.

Additionally, under Executive Order 12898 (Environmental Justice) and the subsequent USDOT, FHWA and FTA directives, Options shall make every effort to identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of Options programs, policies and activities on Title VI protected populations.

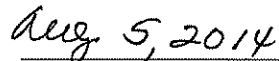
Options recognizes that the Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of "programs and activities" to include all programs or activities of Federal Aid recipients, sub-recipients and contractors/consultants, whether or not those programs are federally assisted.

In the event that Options distributes federal aid funds to another governmental entity or subcontractor, Options will include Title VI language in all written agreements and will monitor for compliance. The Options Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200 and Title 49 CFR Part 21.

Signed:



Leslee O'Brien
President, Options Board of Directors



Date

Discrimination Complaint Procedure

Introduction

The complaint procedures outlined herein apply to Options and other primary recipients and sub-recipients of Federal financial assistance. These procedures cover discrimination complaints filed under Title VI of the Civil Rights Act of 1964, Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, and other non-discrimination authorities relating to any program, services, or activities administered by Options and its sub-recipients, consultants, and contractors.

Options will make every effort to obtain early resolution of complaints at the lowest level possible. Complaints of alleged discrimination will be investigated by the appropriate authority. The option of informal mediation meeting(s) between the affected parties and Options Title VI Coordinator may be utilized for resolution. Upon completion of each investigation, Options Title VI Coordinator will inform every complainant of all avenues of appeal.

The purpose of these discrimination complaint procedures is to describe the process used by Options for processing complaints under Title VI of the Civil Rights Act of 1964, related statutes and authorities.

Complaint Procedure

1. Any person who believes he or she, individually, 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 American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973, or the Civil Rights Restoration Act of 1987, as amended, may file a complaint with Options for Southern Oregon. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Options Title VI Coordinator for review and action.

2. 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, Options may extend the time for filing or waive the time limit in the interest of justice, as long as Options specifies in writing the reason for so doing.

3. 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 alleged discrimination. In the event a person makes a verbal complaint of discrimination to an Options representative or staff, that person shall be interviewed by the Options Title VI Coordinator. If necessary, the Options Title VI Coordinator will assist the person in transcribing the complaint to written form and submitting the written version of the complaint to the person for signature. The complaint shall then be handled according to Option's investigative procedures.

4. Complaints may be submitted to Options Title VI Coordinator through the following methods:

By Email: mjorgenson@optionsonline.org

By Mail: Options Title VI Coordinator
Options for Southern Oregon
1215 SW G Street

Grants Pass, OR 97526

By Phone: 541-476-2373

By Facsimile: 541-476-1526

5. Within 10 days, the Options 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 the Oregon Department of Transportation (ODOT) and U.S. Department of Transportation (USDOT).

6. The Options Title VI Coordinator will advise ODOT and/or USDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ODOT and/or USDOT:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin, or sex).
- d) Date of alleged discriminatory act(s).
- e) Date complaint received by the recipient.
- f) A statement of the complaint.
- g) Other agencies (local, state, or Federal) where the complaint has been filed.
- h) An explanation of the actions Options has taken or proposed to resolve the issue in the complaint.

7. Within 60 days, the Options Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the CED Manager. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

8. Within 90 days of receipt of the complaint, the Options Title VI Coordinator 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 his/her appeal rights with ODOT, or USDOT, if they are dissatisfied with the final decision rendered by Options. The Options Title VI Coordinator will also provide ODOT and/or USDOT with a copy of this decision and summary of findings upon completion of the investigation.

9. Contact information for the state and federal Title VI administrative jurisdiction is as follows:

Oregon Department of Transportation

Mail: Office of Civil Rights
Oregon Department of Transportation
355 Capitol Street, NE
Salem, Oregon 97301

Phone: 503-986-3169

Facsimile: 503-986-6382

Federal Transit Administration Office of Civil Rights

Mail: Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE Washington, DC 20590

Options for Southern Oregon Title VI Complaint Form

Options for Southern Oregon, as a recipient of federal financial assistance, is required to ensure that all of its activities and any benefits from these activities are conducted in a manner consistent with Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that he or she has been subjected to discrimination under any of Options programs or activities based on their race, color, national origin, limited English proficiency, sex, income, age or disability by file a written complaint with Options.

Complainant

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____

Person discriminated against (if other than the complainant)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____

Were you discriminated against because of your:

- Race National Origin
- Color Age
- Gender Income Status
- Disability Other _____

Date and Time of Alleged Incident: _____

Explain as clearly as possible what happened and how you were discriminated against. Indicate who was involved and any Options projects, plans or programs that may have led to the situation you are describing. Be sure to include the names and contact information of any witnesses. If more space is needed, please use additional pages.

Have you filed this complaint with any other federal, state or local agency or with any court?

Yes No

If yes, check and identify all that apply:

Federal Agency _____

Federal Court _____

State Agency _____

State Court _____

Local Agency _____

Please provide information for a contact person at the Agency or Court where the complaint was filed.

Name: _____

Address: _____

City, State, & Zip Code: _____

Telephone Number: _____

Please sign below. You may attach any additional written materials or other information you believe is relevant to your complaint.

Signature _____ Date _____

Please submit this signed form to and any attachments to:

Options Title VI Coordinator

Options for Southern Oregon

1215 SW G St.

Grants Pass, OR 97526