

CITY OF PANAMA CITY BEACH
Title VI and Nondiscrimination Policy and Plan

Policy Statement:

The City of Panama City Beach values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the City does not tolerate discrimination in any of its programs, services or activities. The City of Panama City Beach 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.

Limited English Proficiency (LEP) Guidance:

Executive Order 13166 and title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating based on national origin by, among other things, failing to provide meaningful access to individuals who are limited English proficient (LEP). All recipients and sub-recipients of federal funding are required to take reasonable steps to provide meaningful access to LEP individuals.

In adherence with Federal regulations, the City of Panama City Beach will make reasonable efforts to ensure its programs, services and activities are meaningfully accessible to those who do not speak English proficiently. To determine if or when alternate language usage is required for meaningful access, the City of Panama City Beach will assess the program, service or activity using the following four factors.

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by City of Panama City Beach'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 Panama City Beach and costs.

Vital documents must be translated when 1000 people or 5% of the population eligible to be served or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice and the documents need not be translated in their entirety.

The obligation to provide meaningful opportunity to individuals who are LEP is not limited to written translations. Oral communications between recipients and beneficiaries often is a necessary part of the exchange of information. Thus, a recipient that limits its language assistance to the provisions of written materials may not be allowing LEP persons “effectively to be informed of or to participate in the program”.

The City of Panama City Beach will utilize its bilingual employees, faith-based organizations and community groups, and other language services to provide oral interpretation and translation of program documents, as required.

Persons requiring special language services should contact the City of Panama City Beach’s Title VI Officer:

Name:
Address:
Phone number:
Fax:
Email:
Florida Relay/TDD:

Complaint Procedures:

The City of Panama City Beach has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discriminatory actions. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability or family status may file a complaint with the City of Panama City Beach’s Title VI Officer:

Name of Title VI Officer:
Address:
Phone number:
FAX:
Email:
Florida Relay/TDD:

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (ie, race, color, national origin, sex, religion, age, disability or family status); and a description of the alleged discrimination

with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the City of Panama City Beach's Title VI Officer for assistance.

The Title VI Officer will respond to the complaint within thirty (30) days and will take reasonable steps to resolve the matter. Should the City of Panama City Beach be unable to satisfactorily resolve the complaint, the Title VI Officer will forward the complaint, along with a record of its disposition, to the Florida Department of Transportation (FDOT), Equal Opportunity Office, Statewide Title VI Coordinator. FDOT will assume jurisdiction over the complaint for continued processing.

The City of Panama City Beach will conduct an annual assessment of this policy by reviewing census and county labor-market data or review of statistics from school systems, community agencies and organizations and comparison to demographic data.

The City's LEP Policy statement will be updated annually to ensure compliance with federal laws.

ADA/504 Statement:

The City of Panama City Beach makes great effort to ensure that its facilities, programs, services, and activities are available to those with disabilities. The City of Panama City Beach encourages its citizenry to report any facility, program, service or activity that appears inaccessible to the disabled. Furthermore, the City of Panama City Beach will provide reasonable accommodation to disabled individuals who wish to participate in public involvement or other events, with advance notification of seven (7) days.

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

Name of ADA Officer:

Address:

Phone Number:

FAX:

Email:

Florida Relay/TDD: