
Title VI Implementation Plan



Marc Community Resources, Inc.

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Title VI Policy Statement

The Marc Community Resources, Inc. 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, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any Marc Community Resources, Inc. sponsored program or activity. There is no distinction between the sources of funding.

Marc Community Resources, Inc. 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, Marc Community Resources, Inc. will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When Marc Community Resources, Inc. distributes Federal-aid funds to another entity/person, Marc Community Resources, Inc. will ensure all subrecipients fully comply with Marc Community Resources, Inc. Title VI Nondiscrimination Program requirements. The President & CEO has delegated the authority to Mark Tompert, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

John Moore, President & CEO

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI Marc Community Resources, Inc.

The Marc Community Resources, Inc. 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 Marc Community Resources, Inc..

For more information on the Marc Community Resources, Inc.'s civil rights program, and the procedures to file a complaint, contact Mark Tompert 408-969-3800, (TTY 480-890-7205); email mark.tompert@marccr.com; or visit our administrative office at 924 N Country Club Drive, Mesa, AZ 85201. For more information, visit www.marccr.com.

A complainant may file a complaint directly with the City of Phoenix Public Transit Department or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **City of Phoenix Public Transit Department:** ATTN: Title VI Coordinator, 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 **FTA:** ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact 480-969-3800. Para información en Español llame: 480-969-3800.

Title VI Notice to the Public -Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI Marc Community Resources, Inc.

Marc Community Resources, Inc. (*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 Marc Community Resources, Inc.'s programa de derechos civiles, y los procedimientos para presentar una queja, contacte Mark Tompert 480-969-3800, (TTY 480-890-7205); o visite nuestra oficina administrativa en 924 N Country Club Drive, Mesa, AZ 85201. Para obtener más información, visite www.marccr.com.

El puede presentar una queja directamente con City of Phoenix Public Transit Department o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: City of Phoenix Public Transit Department: ATTN Title VI Coordinator 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 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: 924 N Country Club Drive, Mesa, AZ 85201

This notice is posted online at www.marccr.com

Title VI Complaint Procedures

City of Phoenix Public Transit Department Complaint Procedures to Come

Public Participation Plan

Marc Community Resources, Inc. Public Participation Plan



Marc Community Resources, Inc. is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, Marc Community Resources, Inc. invites public comments through participation in its open forum full board meetings throughout the year, as follows:

January 28, 2016; March 31, 2016; May 19, 2016; September 22, 2016, October 27, 2016.

Public Meetings:

- (1) Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
- (2) When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.
- (3) Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.

Marc Community Resources, Inc. submits to the Arizona Department of Transportation annually an application for funding. Part of the annual application is a public notice, which includes a 30-day public comment period.

Limited English Proficiency Plan

Marc Community Resources, Inc.

Limited English Proficiency Plan



Marc Community Resources, Inc. 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 Marc Community Resources, Inc. 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 the Marc Community Resources, Inc.'s extent of obligation to provide LEP services, the Marc Community Resources, Inc. undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the Marc Community Resources, Inc. service area who may be served or likely to encounter by Marc Community Resources, Inc. program, activities, or services;
- 2) The frequency with which LEP individuals come in contact with Marc Community Resources, Inc. services;
- 3) The nature and importance of the program, activities or services provided by Marc Community Resources, Inc. to the LEP population; and
- 4) The resources available to Marc Community Resources, Inc. and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

A statement in Spanish will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

Safe Harbor Provision

Marc Community Resources, Inc. 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 each LEP group. 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
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings**

Board Approval for the Title VI Program

Board approval for the Title VI Program was obtained at the agency's full board meeting on January 28, 2016, as evidenced by the attached minutes.

PRESENT:

Jon Scott Williams
Deborah Elliott
Wilford Cardon
Holly Williams
Chris Schneck
Don Fowls, MD

Gretchen Jacobs
Harold Fuller, EdD Chief
John Meza
Pat Esparza
Diane Hough

STAFF/GUESTS:

John Moore
Chris Van Dyke
Kay Moore
Norm Duvé
Randall L. Gray
Debby Sullivan (scribe)

Mark Tompert
Jeffrey Bayer
Diane Hoyt

EXCUSED:

Brian Middleton
Brian Kotsur
Tom Freestone
Justin Ogburn

TOPIC	DISCUSSION	ACTION
<p><u>Call To Order</u></p> <p>1. Quorum and Declaration of Conflicts of Interest</p> <p><u>Consent Agenda</u></p> <p>1. Approval of October 29, 2015 Minutes</p> <p>2. Approval of October and November 2015 Financial Statements</p> <p><u>Creating a Fundraising Organization</u></p> <p><u>Treasurer's Report</u></p> <p>1. December 2015 Financial Statement</p> <p>2. Audit Committee Update</p> <p>3. Status of Certified Audits</p>	<p>Chair Jon Scott Williams called the January 28, 2016 meeting of the Board of Directors to order at 4:30 p.m., noting the presence of a quorum to conduct business.</p> <p>Chair Williams then asked board members to declare if they had conflicts related to any of the agenda items. No conflicts were noted.</p> <p>Chair Williams presented the consent agenda to the board members for approval. There being no questions or corrections, Chair Williams requested a motion to approve the consent agenda items as presented.</p> <p>Diane Hoyt, president of Heritage Designs, outlined a plan designed to assist Marc in its fundraising efforts. She exited the meeting following her presentation.</p> <p>Chris Van Dyke provided a summary of the December 2015 financial statement and answered member inquiries.</p> <p>On behalf of Interim Committee Chair Brian Middleton, John Moore provided a summary of the Audit Committee meeting held January 21, 2016.</p> <p>John Moore then provided the results of Eide Bailly's certified audit of Marc's financial statements.</p> <p>There being no further discussion regarding the audits, Chair Williams requested a motion to approve the audits as presented.</p> <p>There being no further discussion regarding the Treasurer's report, Vice Chair Williams requested a motion to approve the treasurer's report as presented.</p>	<p>Wilford Cardon moved, Deborah Elliott seconded, and the motion carried to approve the consent agenda items as presented.</p> <p>Diane Hough moved, Wilford Cardon seconded and the motion carried to approve the audits as presented.</p> <p>Chris Schneck moved, Wilford Cardon seconded and the motion carried to approve the Treasurer's report as presented.</p>

TOPIC	DISCUSSION	ACTION
<u>Appointment of Bylaw Review Committee</u>	A review of the Bylaws will take place in the near future. The immediate past chair will lead this committee, which will also include three additional board members.	
<u>Board Assessment of Effectiveness</u>	The Assessments were released to board members in advance of the meeting for completion and submission.	
<u>Principles of Conduct</u>	Principles of Conduct statements were released to the board members in advance of the board meeting for signature and submission.	
<u>City of Phoenix Title VI Plan</u>	<p>The City of Phoenix Title VI Plan was distributed in the board packet for member review.</p> <p>There being no further discussion, Chair Williams requested a motion to approve the City of Phoenix Title VI Plan as presented.</p>	Wilford Cardon moved and Chris Schneck seconded and the motion carried to approve the Plan as presented.
<u>Village at Oasis Park I & II, Signatory Authority</u>	The Executive Committee of the Board approved the president & CEO as the signatory authority for Village at Oasis Park, Phases I and II.	Wilford Cardon moved and Debby Elliott seconded and the motion carried to approve John Moore as signatory authority for Village at Oasis Park I and II.
<u>Other Items</u>	No other items were brought forward for discussion.	
<u>Adjournment</u>	There being no further business, Chair Williams requested a motion to adjourn the meeting at 6:10 p.m.	Chris Schneck moved, Wilford Cardon seconded, and the motion carried to adjourn the meeting.
<u>Next Meeting</u>	<p>The next regularly scheduled meeting will be held March 31, 2016.</p> <p>Respectfully submitted,</p> <p>_____</p> <p>Deborah Elliott, Secretary</p>	<p>_____</p> <p>Date</p>