

# **Okaloosa County Board of County Commissioners Title VI/Nondiscrimination Policy**

## **Policy Statement**

It is the policy of the Okaloosa County Board of County Commissioners, under Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; Florida Civil Rights Act of 1991; and related statutes and regulations, that no person shall on the basis of race, color, national origin, sex, religion, age, disability, income or family status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program, service or activity administered by the County or its sub- recipients.

## **Title VI/Nondiscrimination Coordinator**

The Okaloosa County Board of County Commissioners has established the Title VI/ Nondiscrimination Coordinator as:

Jane Evans, Grants and RESTORE Manager  
1250 North Eglin Parkway, Ste 102  
Shalimar, Florida 32579  
E-mail: [jevans@myokaloosa.com](mailto:jevans@myokaloosa.com)  
Phone: 850-651-7515 Fax: 850-651-7551

## **Title VI Complaint Procedure**

The purpose of the Okaloosa County Board of County Commissioners Title VI policy is to establish and implement procedures that comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 (ADA), as well as other related federal and state statutes and regulations.

The County does not tolerate discrimination in any of its programs, services or activities; and will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the basis of race, color, national origin, sex, religion, age, disability, income or family status. The County values diversity and both welcomes and actively seeks input from all interested parties.

Any person who believes he or she has been discriminated against on the basis of race, color, national origin, sex, religion, age, disability, income or family status by the Okaloosa County Board of County Commissioners may file a discrimination complaint by completing and submitting the County's Title VI/Nondiscrimination complaint form. See below for filing instructions:

1. Any complaint received should be date stamped and forwarded to the Risk Manager and County Attorney.
2. All complaints shall be submitted in a written format and contain the identity of the complainant as well as the basis for the allegations (i.e., race, color, national origin, sex, religion, age, disability, income or family status). If the complaint cannot be submitted in writing, the complainant should contact the Risk Manager. See ADA/504 section for contact information. Submissions must also include:

Name, address and contact number of the person making the complaint;

Names, addresses and contact numbers of witnesses;

A narrative or statement describing the alleged violation of Title VI, including date and time of the alleged violation and County program, service or activity where the alleged violation occurred; and

Any other documentation that may provide additional explanation or identification of the alleged violation.

3. All complaints shall be filed no later than (180) calendar days from the date of the alleged discrimination. Complaints should be filed with the Risk Manager. See ADA/504 section for contact information.
4. *When applicable, the appropriate government entity will be notified immediately upon receipt of a Title VI/Nondiscrimination complaint. For complainant unwilling to speak with Okaloosa County, the Florida Department of Transportation serves as a statewide clearinghouse for Title VI purposes and will either assume jurisdiction over the complaint or forward it to the appropriate federal or state authority for continued processing. Those direct complaints may be submitted to:*

*Florida Department of Transportation  
Equal Opportunity Office  
Attn: Title VI Complaint Processing  
605 Suwannee Street M65  
Tallahassee, FL 32399*

5. No more than forty-five (45) calendar days after receipt of the complaint, the Risk Manager will address the alleged discrimination with the complainant and discuss a possible resolution. *Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information within fifteen (15) days may result in the administrative closure of the complaint.*

6. Within thirty (30) calendar days of the discussion, the Risk Manager will complete an investigation of the allegations and respond in writing to the person who filed the complaint. The response will explain the position of the County and offer options for substantive resolution of the complaint.
7. The person who filed the complaint may appeal the written response if it does not satisfactorily resolve the issue. Appeals must be submitted in writing within fifteen (15) calendar days after receipt of written response to the County Administrator at:

Okaloosa County BCC  
1250 North Eglin Parkway, Ste 102  
Shalimar, Florida 32579

## **Retaliation**

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of the Okaloosa County Board of County Commissioners that persons filing a complaint of discrimination should have the right to do so without interference, intimidation, coercion or fear of reprisal. Anyone who feels they have been subjected to retaliation should report such an incident to the Risk Manager named in this policy. The procedures and time constraints for filing retaliation claims are the same as those that apply to Title VI discrimination claims.

## **ADA/504 Statement**

Section 504 of the Rehabilitation Act of 1973, 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 the transportation planning process.

The Okaloosa County Board of County Commissioners will make every effort to ensure that its facilities, programs, services and activities are accessible to those with disabilities. The County invites members of the disabled community and disability service groups to participate in its advisory committees and public involvement activities.

The County encourages the public to report any facility, program, service or activity that appears inaccessible to the disabled. Furthermore, the County will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access County facilities, programs, services or activities.

## **ADA/504 Coordinator**

The Okaloosa County Board of County Commissioners has established an ADA/504 Coordinator to facilitate assistance for disabled residents and visitors. The ADA/504 Coordinator is able to

assist members of the public with the provision of auxiliary aids and services for County meetings, programs and events by coordinating with corresponding department heads. The ADA/504 Coordinator also investigates and seeks to resolve any complaints regarding special needs accessibility to County facilities or programs. The same complaint procedures and time constraints for filing in regard to Title VI also apply for alleged discrimination incidents against those who have disabilities, and should be directed to:

Karen Thomas, Risk Manager  
Okaloosa County BCC  
302 North Wilson Street, Ste 301  
Crestview, Florida 32536  
Email: kthomas@myokaloosa.com  
Phone: 850-689-5978 Fax: 850-689-5973

## **Limited English Proficiency (LEP) Guidance**

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the County's programs, services or activities;
  - The frequency with which LEP individuals come in contact with these programs, services or activities;
  - The nature and importance of the program, service, or activity to people's lives; and
  - The resources available to the County and the likely costs of the LEP services.
1. Using census data, the County has determined that LEP individuals speaking English less than well represent approximately 4.32% of the community. The County realizes that such statistical data can become outdated or inaccurate. Therefore, the County communicates with local law enforcement, social service agencies and the school board to validate the proportions of the LEP service by those entities. In the school district, Spanish was reported to be the prevalent LEP language with an estimate of 6.82% eligible to be served.
  2. The County has received requests for translation or interpretation of this programs, services or activity into Spanish or other languages(s). In addition, County sponsored community outreach or public events are not attended by a significant number of LEP individuals requesting to make public comments. Thus, the County estimates its contact with LEP individuals to be infrequent but increasing.

3. The County believes that transportation is of critical importance to its public, as access to health care, emergency services, employment, and other essentials would be difficult or impossible without reliable transportation systems. In that spirit, the County defines as essential any document that advises the public of how to access nondiscrimination and public involvement policies, as well as those that impact public safety, health and welfare and emergency services. A full list of translated documents is available on the County website or by contacting the County Title VI/Nondiscrimination Coordinator.
4. The County is fortunate to house within/near its jurisdiction one or more institutions of higher education which have extensive language resources. Further, the County maintains cordial relationships with faith based and/or community organizations that offer competent language services at low or no cost to the County. Finally, the County employs a number of proficient Spanish speakers that are able to interpret and/or provide translation services.

The analysis of these factors suggests the LEP services are required at this time. At a minimum, the County commits to:

- Maintain a list of employees who competently speak the LEP language and who are willing to provide translation and/or interpretation services.
- Distribute the list to staff that regularly have contact with the public.
- Provide public notification in the LEP language of the availability of language assistance, free of charge.

In addition, Okaloosa County Departments provide the following services for individuals with Limited English Proficiency:

# Get a little sand in your inbox.

Complete the form here to receive emails highlighting special events and opportunities in Destin-Fort Walton Beach, Florida. Your information will not be sold or distributed. [Privacy policy](#).

YOUR NAME \_\_\_\_\_

YOUR EMAIL \_\_\_\_\_

**SEND**

By checking the box, I agree to receive emails.

- FILM
- PARTNERS
- CONTACT US
- MEETINGS + EVENTS
- CONVENTION CENTER
- COASTAL RESOURCES
- MEDIA



**Visitor Center Information**  
 Phone: 800-322-3319  
 1540 Miracle Strip Parkway SE  
 Fort Walton Beach, FL 32548  
[info@destinfb.com](mailto:info@destinfb.com)

**Hours of Operation**  
[Visitors Center + Offices](#)  
 Mon-Fri 9am-4pm  
[Visitors Center](#)  
 Sat 9am-4pm  
 Sun 10am-4pm

**Convention Center Information**  
 Phone: 877-574-5123  
 1250 Miracle Strip Pkwy SE  
 Fort Walton Beach, FL 32548  
 Hours: Mon-Fri 8am-5pm



# Accessibility Statement

Last updated: 1/10/2023

Destin-Fort Walton Beach, Florida ([destinfwb.com](https://www.destinfwb.com)) is committed to providing a website that is accessible to the widest possible audience, regardless of technology or ability. We are actively working to increase the accessibility and usability of our website and in doing so adhere to many of the available standards and guidelines.

Our goal is to conform to the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA.

Whilst Destin-Fort Walton Beach, Florida ([destinfwb.com](https://www.destinfwb.com)) strives to adhere to the accepted guidelines and standards for accessibility and usability, it is not always possible to do so in all areas of the website. This site relies on HTML, CSS, Javascript, and WAI-ARIA to fully function.

Destin-Fort Walton Beach, Florida ([destinfwb.com](https://www.destinfwb.com)) is continuously seeking out solutions that will bring all areas of the site up to the same of standard of accessibility and usability. We welcome any comments, questions, or feedback on our website.

If you experience any issues in accessing [destinfwb.com](https://www.destinfwb.com) please don't hesitate to contact us at:

- Phone: 1-800-322-3319
- Email: [marketing@destinfwb.com](mailto:marketing@destinfwb.com)
- Postal Address: 1540 Miracle Strip Parkway SE Ft. Walton Beach, FL 32548

You can expect a response typically within 5 business days.

About Our E orts:



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[MEETINGS + EVENTS](#)  
[CONVENTION CENTER](#)  
[COASTAL RESOURCES](#)  
[MEDIA](#)

### **Visitor Center Information**

Phone: 800-322-3319  
1540 Miracle Strip Parkway SE  
Fort Walton Beach, FL 32548  
[info@destinfb.com](mailto:info@destinfb.com)

### **Hours of Operation**

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Visitors Center  
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Phone: 877-574-5123  
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## Unlawful Discrimination

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

**Coordinator:** Tracy Stage, A.A.E., Airports Director  
**Phone:** 850-651-7160  
**Address:** Destin-Fort Walton Beach Airport  
1701 State Road 85 N  
Eglin AFB, FL 32542

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## Discriminacion Ilegal

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

**Coordinador:** Tracy Stage, A.A.E., Airports Director  
**Teléfono:** 850-651-7160  
**Dirección:** Destin-Fort Walton Beach Airport  
1701 State Road 85 N  
Eglin AFB, FL 32542



U.S. Department of Transportation  
Federal Aviation Administration



### Airport Emergency Contact

24/7/365

850-651-7166

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Office of Civil Rights, ACRI-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

Coordinator: Tracy Stapp, A.A.E., Airports Director  
Phone: 850-461-1181  
Address: Death-Fox Walton Beach Airport  
1701 State Road 96 N  
Eglin AFB, FL 32542

#### Discriminación ilegal

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencia religiosa, credo o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

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Eglin AFB, FL 32542

U.S. Department of Transportation  
Federal Aviation Administration



#### Title VI / Nondiscrimination

##### NOTICE

It is the policy of the Okaloosa County Board of County Commissioners, under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Section 214 of the Federal-Aid Highway Act of 1973, Civil Rights Act of 1968, and the Florida Civil Rights Act of 1991, and related statutes and regulations, that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally financed program, service or activity administered by the County or its sub-recipients.

#### Title VI/Nondiscrimination Coordinator

The Okaloosa County Board of County Commissioners has established the Title VI/Nondiscrimination Coordinator as:

Jane Evans, Grants and RESTORE Manager  
1250 North Eglin Parkway, Ste 102  
Walton, Florida 32787  
E-mail: j.evans@okaloosa.com  
Phone: 850-661-7521 Fax: 850-661-7551

#### Title VI Complaint Procedure

The County does not tolerate discrimination in any of its programs, services or activities, and will not exclude participants, deny the benefits of, or subject to discrimination anyone on the basis of race, color, national origin, sex, religion, age, disability, income or family status. The County retains diversity and both welcomes and actively seeks input from all interested parties. Any person who believes he or she has been discriminated against on the basis of race, color, national origin, sex, religion, age, disability, income, or family status by the Okaloosa County Board of County Commissioners may file a discrimination complaint by completing and submitting the County's Title VI Complaint Form (Form 6000) to <https://www.okaloosa.com/TitleVI>. All complaints should be submitted to the County's Risk Manager:

Kerri Thomas, Risk Manager  
Okaloosa County, Inc.  
305 N. Wilson Street, 3rd Fl.  
Crestview, Florida 32124  
E-mail: [info@okaloosa.com](mailto:info@okaloosa.com)  
Phone: 850-689-0798

Approved by the Florida Department of Transportation September 1, 2011



### STOP HUMAN TRAFFICKING

1-800-373-7888  
Call to Learn More

#### ATENCION

Si usted o alguien que usted conoce está siendo forzado a participar en una actividad y no puede irse – sea prostitución, trabajo doméstico, trabajo agrícola, trabajo en las fábricas, trabajo en almacenes, trabajo en restaurantes, o cualquier otra actividad – llame al Centro Nacional de Recursos para el Tráfico de Seres Humanos al número

**1-888-373-7888**

O envíe un mensaje de texto INFO o HELP al número

**233733**

para obtener ayuda y servicios. Las víctimas de la esclavitud y del tráfico de los seres humanos están protegidas por las leyes de los Estados Unidos y del Estado de la Florida.

#### NOTICE

If you or someone you know is being forced to engage in an activity and cannot leave – whether it is prostitution, housework, farm work, factory work, retail work, restaurant work, or any other activity - call the National Human Trafficking Resource Center at

**1-888-373-7888**

or text INFO or HELP to

**233733**

to access help and services. Victims of slavery and human trafficking are protected under United States and Florida Law.

Courtesy Phone

## **NOTICE**

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**1-888-373-7888**

**or text INFO or HELP to**

**233733**

**to access help and services. Victims of slavery and human trafficking are protected under United States and Florida Law.**

# **ATENCIÓN**

**Si usted o alguien que usted conoce está siendo forzado a participar en una actividad y no puede irse – sea prostitución, trabajo doméstico, trabajo agrícola, trabajo en las fábricas, trabajo en almacenes, trabajo en restaurantes, o cualquier otra actividad – llame al Centro Nacional de Recursos para el Tráfico de Seres Humano al número**

**1-888-373-7888**

**O envíe un mensaje de texto INFO o HELP al número**

**233733**

**para obtener ayuda y servicios. Las víctimas de la esclavitud y del tráfico de los seres humanos están protegidas por las leyes de los Estados Unidos y del Estado de la Florida.**

Documents that are considered vital, such as the Title VI complaint form and notice of a person's rights under Title VI will be printed in-house at minimal cost and made available to the LEP population as needed. With additional funding currently not available, printing in-house will be the most economical means of transmitting the information.

The County understands that its community characteristics change and that the four-factor analysis may reveal the need for more or varied LEP services in the future. As such, it will at least triennially examine its LEP plan to ensure that it remains reflective of the County's needs.

Persons requiring special language services should contact the County's Title VI/Nondiscrimination Coordinator.

## **Public Involvement**

Okaloosa County holds public meetings, workshops and other events designed to gather public input on program/project planning and construction. Board of County Commissioners meetings are given due notice and open to the public. In this forum, the meeting Agenda is published in advance of the meeting, there are two Public Comment segments (start and end of meeting) and the minutes of the meeting plus the meeting transcript are posted to [www.myokaloosa.com](http://www.myokaloosa.com).

## **Assurances**

Effective May 05, 2015, the Okaloosa County Board of County Commissioners has designated the County Administrator as the signing authority for the Title VI/Nondiscrimination policy and associated assurances. The County Administrator will certify every three years, or commensurate with a change in incumbent, that its programs, services and activities are being conducted in a nondiscriminatory manner. This certification is termed as 'assurances' and serve two important purposes. First, they document the County's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which the County may be held liable for breach. The public may view the current assurance on the County website or by contacting the Title VI/Nondiscrimination Coordinator.

For additional information and resources regarding Title VI issues, please contact the County's Title VI/Nondiscrimination Coordinator named in this policy.

Dated: April 16, 2024

By:   
\_\_\_\_\_  
John Hofstad, County Administrator