

CMB Visions Unlimited Inc. Title VI Plan



Cultivating Minds of Brilliance

As referred to in the:

FTA Circular C 4702.1B and FTA's Title VI Requirements and Guidelines for Federal Transit Administration Recipients

Adopted: August 20, 2019
Updated: July 1, 2021

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Management Commitment to Title VI Plan

CMB Visions Unlimited, Inc. will:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against CMB Visions Unlimited, Inc.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the primary recipients

THIS ASSURANCE is given in consideration of and for the purpose of obtaining all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.



Signature

Chandra McClain Burgess

Executive Director

CMB Visions Unlimited, Inc.,

Date: 07/01/2021

Introduction & Description of Services

CMB Visions Unlimited, Inc. submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

CMB Visions Unlimited, Inc. is a sub-recipient of FTA funds and provides service in Miami Dade County. A description of the current CMB Visions Unlimited, Inc. system is included in Appendix B.

Title VI Liaison

CMB Visions Unlimited, Inc. CEO
Chandra McClain Burgess
16201 SW 95th Ave. Suite 112
Miami, Fl. 33157
Phone 786-650-2930

Alternate Title VI Contact

Chiara B. Poke-Hannah
Transportation Coordinator
16201 SW 95th Ave. Suite 112
Miami, Fl. 33157
786-650-2930

CMB Visions Unlimited, Inc. must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by FDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender, and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints

Title VI Notice to the Public

Non -Discrimination Policy Statement

CMB Visions Unlimited Inc. prohibits discrimination based on race, color, or national origin in accordance with Title VI of Civil Rights Act and Americans with Disabilities Act (ADA). Any person believing, he or she has been discriminated by any unlawful practices under Title Vi and/ or ADA may file a complaint with directly with CMB visions Unlimited, Inc.

For more information, please feel free to visit our website at www.cmbvisions.org or you may file a complaint with our main office located at:

16201 SW 95th Ave., Ste 112
Miami, FL. 33157
786-650-2930
www.cmbvisions.org

You may file a complaint directly with the Florida Department of Transportation at:
Equal Opportunity Office (EEO)
605 Suwannee Street, M.S. 65
Tallahassee, Florida 32399
850-414-4747

This information is available on CMB Visions Unlimited Inc website, in our vehicles and our main office. For more information, feel free to contact our main office at 786-650-2930. If information is needed in another language, contact our office, or visit our website.

Para obtener más información, no dude en comunicarse con nuestra oficina principal al 786-650-2930. Si necesita información en otro idioma, comuníquese con nuestra oficina o visite nuestro sitio web.

Title VI Complaint Procedure

Any person who believes he or she has been discriminated against based on race, color, or national origin by CMB Visions Unlimited, Inc. may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. CMB Visions Unlimited, Inc. investigates complaints received no more than 180 days after the alleged incident. CMB Visions Unlimited, Inc. will process complaints that are complete.

Once the complaint is received, CMB Visions Unlimited, Inc. will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgment letter informing him/her whether the complaint will be investigated by our office.

CMB Visions Unlimited, Inc. has ninety (30) days to investigate the complaint. If more information is needed to resolve the case, CMB Visions Unlimited, Inc. may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, CMB Visions Unlimited, Inc. can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator 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. A 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. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on CMB Visions Unlimited, Inc. website (www.cmbvisions.org). In addition, complaint can be submitted in writing to the follow below:

CMB Visions Unlimited, Inc. CEO
Chandra McClain Burgess
16201 SW 95th Ave. Suite 112
Miami, Fl. 33157
786-650-2930

For transportation related Title VI matters, a person may also file a complaint directly with the Florida Department of Transportation, 1 Equal Opportunity Office (EOO), located at 605 Suwannee Street, M.S. 65 Tallahassee, Florida 32399 or at www.fdot.gov/equalopportunity/titlevi

Procedimiento de quejas del Título VI

Cualquier persona que crea que CMB Visions Unlimited, Inc. ha discriminado en su contra por motivos de raza, color u origen nacional, puede presentar una queja del Título VI completando y enviando el Formulario de queja del Título VI de la agencia. CMB Visions Unlimited, Inc. investiga las quejas recibidas no más de 180 días después del presunto incidente. CMB Visions Unlimited, Inc. procesará las quejas que estén completas.

Una vez que se reciba la queja, CMB Visions Unlimited, Inc. la revisará para determinar si nuestra oficina tiene jurisdicción. El denunciante recibirá una carta de reconocimiento informándole si la denuncia será investigada por nuestra oficina.

CMB Visions Unlimited, Inc. tiene noventa (30) días para investigar la queja. Si se necesita más información para resolver el caso, CMB Visions Unlimited, Inc. puede comunicarse con el demandante. El denunciante tiene diez (10) días hábiles a partir de la fecha de la carta para enviar la información solicitada al investigador asignado al caso. Si el investigador no es contactado por el denunciante o no recibe la información adicional dentro de diez (10) días hábiles, CMB Visions Unlimited, Inc. puede cerrar administrativamente el caso. Un caso también puede cerrarse administrativamente si el demandante ya no desea continuar con su caso.

Después de que el investigador revisa la denuncia, enviará una de dos cartas al denunciante: una carta de cierre o una carta de conclusión (LOF). Una carta de cierre resume las acusaciones y establece que no hubo una violación del Título VI y que el caso se cerrará. Una LOF resume las acusaciones y las entrevistas con respecto al presunto incidente y explica si se llevará a cabo alguna acción disciplinaria, capacitación adicional del miembro del personal u otra acción. Si el denunciante desea apelar la decisión, tiene siete (7) días para hacerlo desde el momento en que recibe la carta de cierre o la LOF.

El procedimiento de quejas estará disponible para el público en el sitio web de CMB Visions Unlimited, Inc. (www.cmbvisions.org). Además, la queja se puede enviar por escrito a la siguiente dirección:

CMB Visions Unlimited, Inc.
CEO Chandra McClain Burgess
16201 SW 95th Ave. Suite 112
Miami, Florida. 33157
786-650-2930

Para asuntos relacionados con el transporte del Título VI, una persona también puede presentar una queja directamente ante el Departamento de Transporte de Florida, 1Equal Opportunity Office (EOO), ubicada en 605 Suwannee Street, M.S. 65 Tallahassee, Florida 32399 o en www.fdot.gov/equalopportunity/titlevi

Pwosedì Plent Tit VI

Nenpòt moun ki kwè ke li oswa li te diskriminasyon kont ki baze sou ras, koulè, oswa orijin nasyonal pa CMB Visions Unlimited, Inc. ka depoze yon plent Tit VI pa ranpli ak soumèt Fòm Plent Tit VI ajans lan. CMB Visions Unlimited, Inc. envestige plent yo te resevwa pa plis pase 180 jou apre ensidan swadizan an. CMB Visions Unlimited, Inc. ap trete plent ki konplè.

Yon fwa yo resevwa plent lan, CMB Visions Unlimited, Inc. ap revize li pou detèmine si biwo nou an gen jiridiksyon. Moun ki pote plent lan ap resevwa yon lèt rekonesans pou enfòmè li si biwo nou an ap envestige plent lan.

CMB Visions Unlimited, Inc. gen katrevendis (30) jou pou mennen ankèt sou plent lan. Si plis enfòmasyon nesèsè pou rezoud ka a, CMB Visions Unlimited, Inc. ka kontakte moun ki pote plent lan. Moun ki pote plent lan gen dis (10) jou ouvrab apati dat lèt la pou li voye envestigasyon yo mande pou anketè ki asiyen nan ka a. Si envestigatè a pa kontakte pa moun ki pote plent lan oswa li pa resevwa enfòmasyon adisyonèl nan lespas dis

(10) jou ouvrab, CMB Visions Unlimited, Inc. ka administrativman fèmen ka a. Ou ka fèmen yon ka administrativman tou si moun ki pote plent lan pa vle pouswiv dosye yo ankò.

Après anketè a revize plent lan, li / li pral bay youn nan de lèt bay pleyan an: yon lèt fèmen oswa yon lèt jwenn (LOF). Yon lèt fèmen rezime akizasyon yo ak eta yo ke pa te gen yon vyolasyon Tit VI e ke ka a ap fèmen. Yon LOF rezime akizasyon yo ak entèvyou yo konsènan ensidan swadizan an, epi eksplike si nenpòt aksyon disiplinè, fòmasyon adisyonèl nan manm pèsònèl la oswa lòt aksyon ap fèt. Si moun ki pote plent lan vle fè apèl kont desizyon an, li gen sèt (7) jou pou fè sa depi lè li resevwa lèt fèmen an oswa LOF la.

Pwosedì pou pote plent lan ap disponib pou piblik la sou sit entènèt CMB Visions Unlimited, Inc. (www.cmbvisions.org). Anplis de sa, yo ka soumèt plent alekri nan swiv ki anba a:

CMB Visions Unlimited, Inc.
CEO Chandra McClain Burgess
16201 SW 95th Ave. Suite 112
Miami, Fl. 33157
786-650-2930

Pou zafè Tit VI ki gen rapò ak transpò, yon moun ka pote plent tou dirèkteman nan Depatman Transpòtasyon Florid, 1Equal Opportunity Office (EOO), ki chita nan 605 Suwannee Street, M.S. 65 Tallahassee, Florid 32399 oswa nan www.fdot.gov/equalopportunity/titlevi

State of Florida Department of Transportation
Title VI / Nondiscrimination Complaint

275-010-10
EQUAL OPPORTUNITY OFFICE
09/11

Complainant(s) Name:	Complainant(s) Address:
Complainant(s) Phone Number:	

Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc):

Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:

Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):

Discrimination Because Of:	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	Date of Alleged Discrimination:
	<input type="checkbox"/> Sex	<input type="checkbox"/> Age	<input type="checkbox"/> Handicap/Disability	
	<input type="checkbox"/> Income Status	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Other	

Please list the name(s) and phone number(s) of any person, if known, that the Florida Department of Transportation could contact for additional information to support or clarify your allegation(s).

Please explain as clearly as possible **how, why, when** and **where** you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.

Complainant(s) or Complainant(s) Representatives Signature:	Date of Signature:
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State of Florida Department of Transportation
Título VI / Denuncia de Discriminación

275-010-10S
EQUAL OPPORTUNITY OFFICE
09/11

Nombre del querellante:	Dirección:
Número de teléfono:	

Nombre, dirección, teléfono y relación (ej. amigo, abogado, pariente, etc.) del Representante del querellante:

Nombre y dirección de la Agencia, Institución, o Departamento que usted alega discrimino en su contra:

Nombre(s) del Individuo(s) Quien(es) Usted Alega Discrimino (naron) Contra Usted Si lo(s) Conoce:

Razón de la discriminación:	<input type="checkbox"/> Raza	<input type="checkbox"/> Color	<input type="checkbox"/> Origen Nacional	Fecha de la alegada discriminación.
	<input type="checkbox"/> Sexo	<input type="checkbox"/> Edad	<input type="checkbox"/> Incapacidad/Impedimento Físico	
	<input type="checkbox"/> Status de Ingreso	<input type="checkbox"/> Represalia	<input type="checkbox"/> Otro	

Favor de indicar el nombre (s) y número(s) de teléfono(s) de alguna persona(s) que el Departamento de Transporte puede comunicarse para información adicional que clarifique o respalde su alegación o alegaciones.

Favor de explicar tan claro como sea posible, **como, porque, cuando y donde** usted cree que fue discriminado. Incluya suficiente información acerca de los antecedentes según le sea posible, de los alegados actos de discrimen. Puede añadir paginas adicionales, si es necesario.

Firma del Querellante(s) o su Representante:	Fecha:
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Title VI Lwa: Plent Kont Diskriminasyon

Non Moun Ki Pote Plent La:	Adrès Moun Ki Pote Plent La:
Nimewo Telefòn Moun Ki Pote Plent La:	

Non, Adrès, Nimewo telefòn Reprèzantan Moun Ki Pote Plent la ak Lien (setadi: zanmi, Avoka, Paran..etc):

Non ak Adrès Ajans, Institisyon, ou Depatman ou Kwè ki fè Diskriminasyon Kont ou:

Non Mounou Kwè Ki Diskriminen Kont ou (Si-w Konnen yo):

Rezòn Diskriminasyon an	<input type="checkbox"/> Ras ou	<input type="checkbox"/> Koule-w	<input type="checkbox"/> Origin nasyonal	Dat Diskriminasyon an te fèt:
	<input type="checkbox"/> Seks ou:	<input type="checkbox"/> Laj ou	<input type="checkbox"/> Andikap/dezabilite	
	<input type="checkbox"/> Stati Revni-w	<input type="checkbox"/> revanj	<input type="checkbox"/> Lòt ankò:	

Silvouplè, bay non ak nimewo telefòn ninpòt moun ke Depatman Transpòtasyon Florida kap kontakte pou plis infòmasyon pou sipòte ou klarifye plènt ou (a)/plent ou yo:

Silvouplè, eksplike klèman kijan, poukisa , ki lè, ak ki kote ou kwè ke diskriminasyon te fèt kont ou. Bay tout infòmasyon konplèt de tout aksyon diskriminasyon sa yo. Ajoute paj anplis si nesesè:

Siyati Moun Ki Pote Plent La ou Reprèzantan Li:	Dat Siyati:
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Limited English Proficiency Plan

Four-Factor Analysis

Limited English Proficiency (LEP) is a term used to describe individuals who are not proficient in the English language.

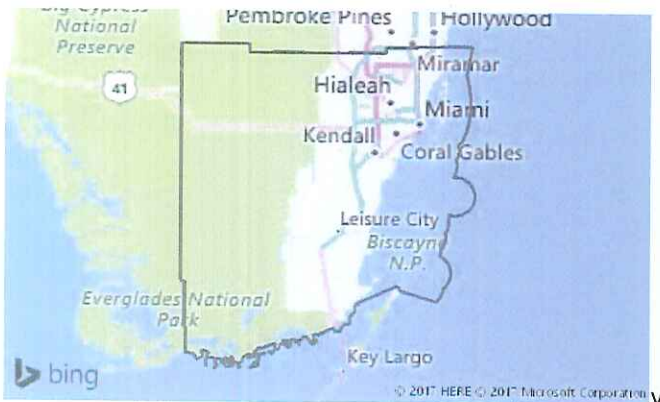
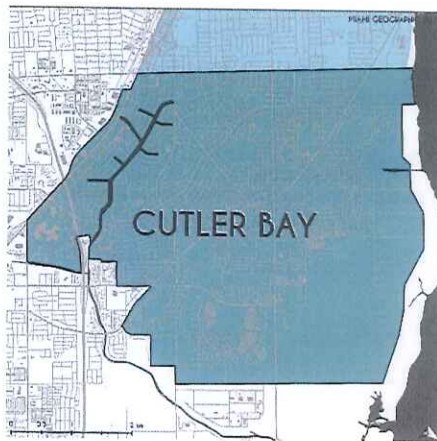
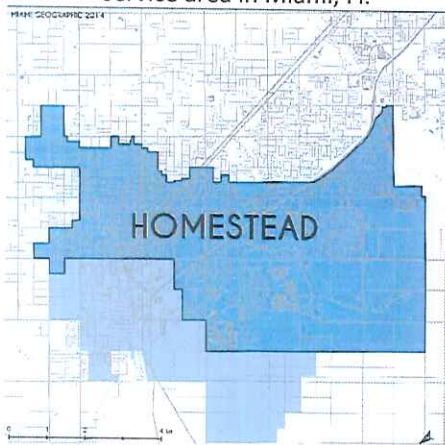
Federal law: Title VI of the Civil Rights Act of 1964 - National Origin Discrimination Against Persons with Limited English Proficiency and (Presidential) Executive Order 13166 - requires Federal departments and agencies to develop and make available guidance on how recipients of Federal funds should assess and address the needs of LEP individuals seeking assistance.

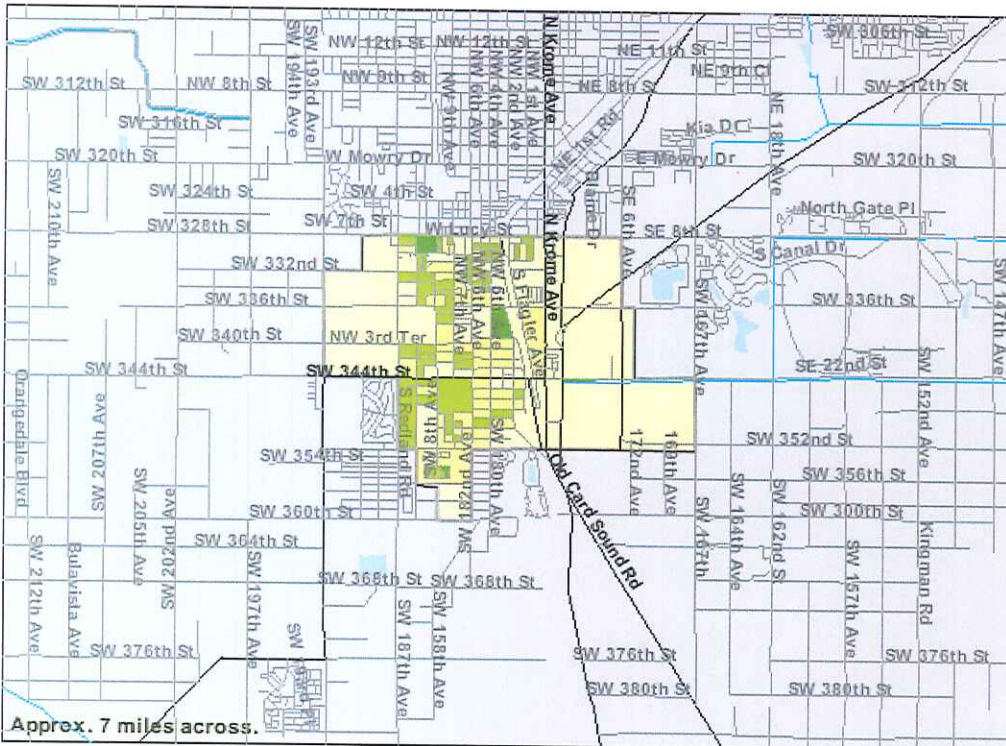
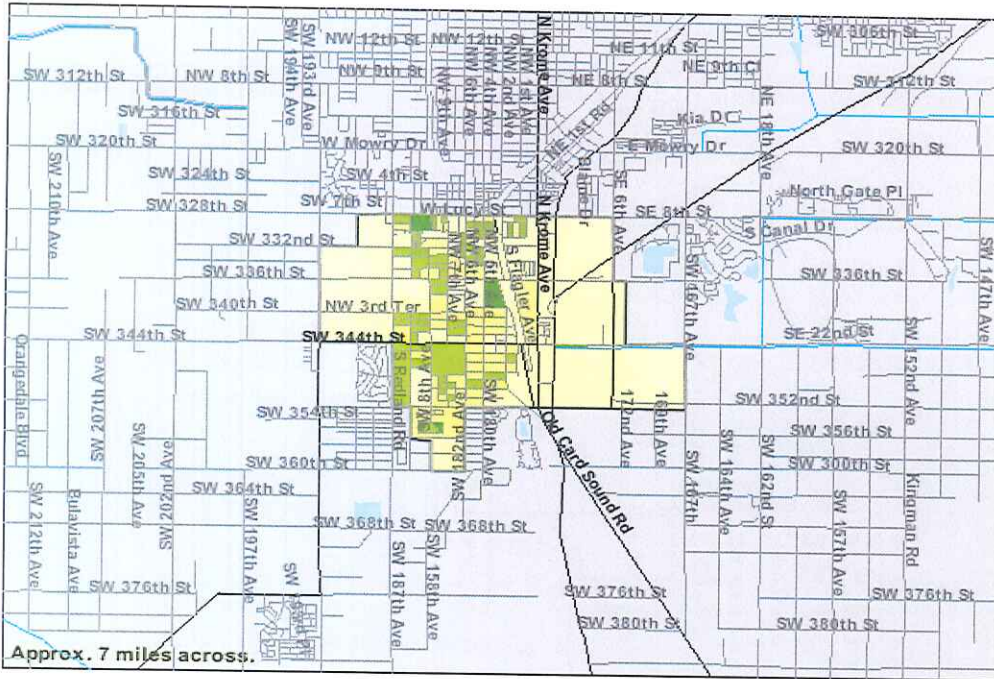
The US Department of Transportation (DOT) developed guidance titled A Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons. This guidance was issued to ensure that persons in the United States are not excluded from participation in DOT-assisted programs and activities simply because they face challenges communicating in English.

The intent of this plan is to ensure that LEP individuals have access to published information and transportation services in Miami Dade County. The production of multilingual publications and documents and/or interpretation at meetings/events will be provided to the degree that funding permits based on current laws and regulations.

FACTOR 1: The number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population.

1. Geographical Boundaries of CMB Visions Unlimited, Inc. CMB Visions Unlimited, Inc. services the Miami Dade county service area in Miami, Fl.





I. Four Factor Analysis

The analysis provided in this report has been developed to identify LEP population that may use CMB Visions Unlimited, Inc. services and identify needs for language assistance. This analysis is based on the "Four Factor Analysis" presented in the Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons, dated April 13, 2007, which considers the following factors:

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a CMB Visions Unlimited, Inc. program, activity, or service.
2. The frequency with which LEP persons meet CMB Visions Unlimited, Inc. programs activities, or services.
3. The nature and importance of programs, activities or services provided by CMB Visions Unlimited, Inc. to the LEP population.
4. The resources available to CMB Visions Unlimited, Inc. and overall costs to provide LEP assistance

a. **Factor 1: The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population**

Of the 912,805 residents in the CMB Visions Unlimited, Inc. service area 210,033 residents describe themselves as speaking English less than "very well". People of Spanish descent are the primary LEP persons likely to utilize CMB Visions Unlimited, Inc. services. For the CMB Visions Unlimited, Inc. service area, the American Community Survey of the U.S. Census Bureau shows that among the area's population 45% speak English "very well". For groups who speak English "less than very well", 23% speak English and 9% speak a language other than English.

b. **Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services**

Census data indicates that in CMB Visions Unlimited, Inc. service area, more than half of the population that is serviced does not speak English or a language other than English. Phone inquiries and staff survey feedback indicated that CMB Visions Unlimited, Inc. dispatchers and drivers interact infrequently with LEP persons. Many of these interactions have occurred with LEP persons who mainly spoke English. Over the past 20 years, CMB Visions Unlimited, Inc. has had 0 requests for translated documents.

c. **Factor 3: The Importance of CMB Visions Unlimited, Inc services to LEP Persons.**

CMB Visions Unlimited, Inc. provides transportation services for disadvantaged youth and families as well as senior citizens throughout the Southern Miami-Dade County region. Many families and seniors within the community do not have access to transportation services. Services that are available are typically unaffordable for youth and families and senior citizens are typically limited to using STS transportation. These persons have access to public transportation through Miami-Dade Transit for school, employment, medical and social purposes, and gatherings. However, for those that do not qualify for discounted passes, finances are an issue. As far as after school services, many families solely rely on the transportation services offered by CMB Visions Unlimited, Inc. As there have been limited encounters with LEP persons to date, we will continue to work with our local community to identify LEP population and how we can better serve those youths and families in need.

d. **Factor 4: The Resources Available to the Recipient and Costs**

CMB Visions Unlimited, Inc. assessed its available resources that are currently being used, and those that could be used, to aid LEP populations. CMB Visions Unlimited, Inc. provides a reasonable degree of services for LEP populations in its service area. Currently, we communicate with our families that fall into the LEP spectrum having staff available that can translate and assist us with all needs. We partner with various transportation service providers that can also provide services to those families that require a Spanish speaker to translate the needs to us so we can service or refer services to fulfill those needs within the community.

**Operating Area Language Data: CMB Visions Unlimited Inc.
Miami-Dade County Service Area**

<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
Total: 912,805	Miami-Dade County	%
Speak only English	202,089	22%
Spanish	621,585	68%
Speak English "very well"	411,552	45%
Speak English less than "very well"	210,033	23%
Other Languages	89,131	9%
Speak English "very well"	71,498	7%
Speak English less than "very well"	17,633	2%

Public Participation Plan

The Public Participation Plan (PPP) for CMB Visions Unlimited, Inc. was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for CMB Visions Unlimited, Inc. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about CMB Visions Unlimited, Inc. services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services.

Although CMB Visions Unlimited, Inc. has not experienced any encounters with individuals with LEP, it is understood that the potential still exists for increased frequency.

- Notification: CMB Visions Unlimited, Inc. has posted information in our vehicles and on our website pertaining to Title VI.
- Resources: CMB Visions Unlimited, Inc. staff will create a tracking system to record requests made by any individual with Limited English Proficiency. In addition, CMB Visions Unlimited, Inc. will add a tagline that Spanish materials are available upon request to all printed and electronic English distributions.
- CMB Visions Unlimited, Inc. will continue to work with our local officials, Community Partners, and other community events and staff members to engage minority and limited English proficient populations within the south Miami-Dade County.
- Translation materials: CMB Visions Unlimited, Inc. will create flyers and informationals in Spanish and have available in Spanish all content will be made available in our main office as well as posted on our website should any further information be needed.
- CMB Visions Unlimited, Inc. will review the LEP plan on an annual basis. This review will include staff training on the LEP policy and procedures to ensure everyone at CMB Visions Unlimited, Inc. knows how to appropriately and efficiently handle any experience or communication barrier that may arise.

Transit Related Title VI Investigations, Complaints and Lawsuits.

Currently no incidents to report to date.

Period	Date	Summary (include basis of complaint: race, color and or national origin)	Status	Action(s) Taken
Investigations				
1				
2				
Lawsuits				
1				
2				
Complaints				
1				
2				

Transit Planning and Advisory Bodies

CMB Visions Unlimited, Inc. does not have a transit-related committee or board, therefore this requirement does not apply.

Title VI Equity Analysis

CMB Visions Unlimited, Inc. has not constructed a storage facility, maintenance facility or operation center.

System-Wide Service Standards and Service Policies

CMB Visions Unlimited, Inc. is not a fixed route service provider.

Current System Description

1. An overview of the organization including its mission, program goals and objectives.

CMB Visions Unlimited, Inc. current and long-term focus as a transportation provider is on maintaining the best-coordinated transportation system possible for this community. Our goal is to create a coordinated system with the objective of providing safe, reliable, timely and efficient transportation services to county residents.

2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.

CMB Visions Unlimited, Inc. is a non-profit 501(c)(3) organization. Our organization is made up of 02 full-time employee, 22 part-time employees, and 05 volunteers. Our CEO is responsible for all of the day-to-day operations of our organization and reports directly to our Board of County Commissioners (BCC). Our BCC is committed to this program and has, therefore, incorporated our service within the County's Public Transportation Program. Transportation services are provided in accordance with the BCC's approved Operations Manual/System Safety/Security Program and its Transportation Disadvantaged Service Plan (TDSP). Our agency staffing plan is outlined in our 2011 Transit Development Plan (page 201) and 2012 Operations Handbook (page 34). We will continue to operate at previous year (2011) service hours averaging 84 total fleet service hours per day or approximately 25,200 annual service hours (assuming 300 operating days).

3. Indicate if your agency is a government authority or a private non-profit agency.

CMB Visions Unlimited, Inc. operates as a non-profit 501(c)(3) with a CTC agreement with the BCC. We have an executed CTC agreement dated July 1, 2019

4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?

CMB Visions Unlimited, Inc. manager is responsible for training and management of our transportation program. All safety sensitive employees are required to complete FDOT approved safety and security training course as part of their new hire orientation. All new employees are also required to complete 80 hours of on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheelchair lifts and securement devices. The Transportation Services Manager is responsible for annual renewal of all liability insurance for both FDOT and agency owned vehicles, as well as vehicle registration renewal. It is the Transportation Manager's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.

5. Who provides vehicle maintenance and record keeping?

Maintenance on all agency vehicles is provided by Kendall of Ford. Kendall of Ford employs only ASE certified technicians with experience in working on commercial passenger vehicles like the type our agency uses. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the State Vehicle Maintenance Guidelines set forth in the FDOT Preventative Maintenance Guidelines document. All vehicle and driver files are kept on-site at in our main office located at 16201 SW 95th Ave. Suite 112 Miami, Fl. 33157 and are maintained by Chiara Poke-Hannah. All records are maintained and retained for a minimum of three (3) years.

6. Number of current transportation related employees

Our transportation department has a total of 6 employees that include: 0 full-time drivers, 2 part-time drivers, 3 administrators and 1 support staff.

7. Who will drive the vehicle, number of drivers, CDL certifications, etc.?

Only transportation employees that have completed all the required safety and drivers training requirements will be allowed to drive the agency vehicles. All our drivers are required to carry a Commercial Driver's License. This allows coverage of all the larger vehicles and for the opportunity for the other drivers to fill in on service routes with the larger vehicles.

8. A detailed description of service routes and ridership numbers

Transportation services provided through our program are available to youths that are actively enrolled in our aftercare programs as well as to the senior citizens in the community. We provide a wide range of trip purposes that include senior socials, trainings, employment, educational field trips church outings as well as staff developments. Currently, we use two vehicles to provide passenger services. Our fleet includes one 12 passenger van and one 15 passenger bus. At present our vehicles are not equipped for wheelchair service. We also have a contract provider that can supplement any services that we are unable to accommodate. We prioritize grouping trips and multi-loading to the maximum extent possible. We make 6 passenger trips per day on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage

CMB Visions Unlimited Inc.

Title VI Complaint Form

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Forma t Requirements?	Large Print		Audio Tape
	TDD		Other
Section II:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
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.		Yes	No
Section III:			
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"/> Other (explain)			

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. _____			
Section IV			
Have you previously filed a Title VI complaint with this agency?		Yes	No

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 Court

State Agency

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:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

CMB Visions Unlimited Inc.

c/o Chandra M. Burgess

16201 SW 95th Ave. Ste. 102

Miami, Fl. 33157

786-650-2930

cmbvisions@yahoo.com



CMB Visions Unlimited, Inc.
Youth and Family Service Programs

"Bringing holistic visions into view: the whole child, the whole family, the whole community"

Executive Board Meeting Notes and Agenda

Call to Order

A meeting of CMB Visions Unlimited, Inc. Executive Board Meeting was held at the administrative office at 16201 SW 95th Ave. Suite 112 Miami, Fl. 33157 on July 2, 2021, at 12:00 pm.

Attendees

The following board members were present: Chandra McClain Burgess, Pierre Montalvo, Alicia Calderin and Ana Hernandez. The following members listed below were unable to attend the meeting were not able to attend:

Joey James
Kimberly Rideau

Reports

The meeting was called to order by Chandra McClain Burgess at 12:00 pm. The item discussed was the revisions made to the Title VI and Review/ Discuss the Title VI Plan and the updates that were made for FOOT Triennial Review. Upon completion the motion will be made to accept the changes pending a final review form FDOT.

Motion

Motion to accept the updated Title VI plan was made by Chandra McClain Burgess and was so adopted on July 2, 2021.

Alicia Calderin

Secretary

July 2, 2021

Date



www.cmbvisions.org



16201 SW 95th Ave. Suite
#112, Miami, FL 33157



Office: (786) 650-2930
Fax: (786) 650-2932

Notifying the Public of Rights Under Title VI

CMB Visions Unlimited, Inc. operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI. may file a complaint with CMB Visions Unlimited, Inc. For more information on CMB Visions Unlimited, Inc. civil rights program, and the procedures to file a complaint, contact 786-650-2930 email cmbvisions@yahoo.com; or visit our administrative office at 16201 SW 95th Ave. Suite 112, Miami, Florida 33157. For more information, visit www.cmbvisions.org. If information is needed in another language, contact 786-650-2930 or visit our website at www.cmbvisions.org for more details. The above sentence must also be provided in any language(s) spoken by the LEP population that meet the Safe Harbor threshold.

Notificación al público de los derechos en virtud del título VI

CMB Visions Unlimited, Inc. opera sus programas y servicios sin importar la raza, el color y el origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI. puede presentar una queja ante CMB Visions Unlimited, Inc. Para obtener más información sobre el programa de derechos civiles CMB Visions Unlimited, Inc. y los procedimientos para presentar una queja, comuníquese al 786-650-2930 correo electrónico cmbvisions@yahoo.com; o visite nuestra oficina administrativa en 16201 SW 95th Ave. Suite 112, Miami, Florida 33157. Para obtener más información, visite www.cmbvisions.org. Si necesita información en otro idioma, comuníquese al 786-650-2930 o visite nuestro sitio web en www.cmbvisions.org para obtener más detalles. La oración anterior también debe proporcionarse en cualquier idioma hablado por la población LEP que cumpla con el umbral de Safe Harbor.