

**COMMONWEALTH OF PUERTO RICO
AUTONOMOUS MUNICIPALITY OF JAYUYA
JAYUYA, PUERTO RICO**



*Program Title VI
42 USC Section 2000d
Civil Rights Act*



*Hon. Jorge L. González Otero
Mayor*

May 23, 2014

Estado Libre Asociado de Puerto Rico
Municipio Autónomo de Jayuya
Departamento Programas Federales

Hon. Jorge L. González Otero
Alcalde

Prof. María M. Ortiz de Jesús
Directora

May 19, 2014

Nadgie E. Zea Rodríguez
Director
Federal Coordination Office
PO Box 42007
San Juan, Puerto Rico 00940-2007

Dear Ms. Zea:

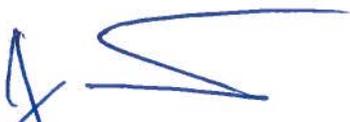
Salute.

The Municipal Administration fulfilling of the 1964 Civil Rights Act, 42 USC Section 2000d, submits to your consideration Program Title VI Municipal for evaluation.

We hope that the same complies with the requirements of the program.

Always grateful for *the* help provided

Cordially,



Jorge L. González Otero
Mayor

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What is Title VI?

Title VI of the 1964 Civil Rights Act is the law which prohibits discrimination by entities that receive federal financial assistance against people on grounds of race, color or nation of origin.

Beneficiaries of federal assistance programs include such wide areas as:

- primary, secondary and high schools
- health, social services and public welfare
- public transport
- parks and recreation
- natural and environmental resources
- employment and job training
- housing and community development
- public order and administration of Justice
- Agriculture and nutrition

Prohibited discriminatory acts

There are many forms of discrimination based on race, color or national origin, which limited the opportunities for minorities to have equal access to services. An entity that receives federal aid cannot, based on race, color or national origin:

- deny services, financial aid or other benefits provided as part of the service, financial assistance or other benefit programs
- provide a service, financial assistance or other benefit in a different way or provide in a manner different from that provided to others under the same program
- segregate or separately treat individuals in any matter related to the receipt of any service, financial assistance or other benefit

Person with limited English competition

The federal Government and those who receive assistance from the federal Government must take reasonable steps to ensure that people with limited with the English proficient (LEP) competition have meaningful access to programs, services and activities of those entities.

All document programs, format of complaint, sheets, public announcements, and signage will be in English and Spanish, to not discriminate against minority groups.

Requests or inquiries received against the town of Jayuya for concept of title VI transit programs

The public transport program launched functions with the Paratransit Program, on March 1, 2013. At the time of writing, we have not received complaints of discrimination of any citizen. **(Annex 1 List of Title VI Complaints)**

How to make a complaint for discrimination

It must be filed the complaint written and signed before the Municipal title VI Coordinator, within 180 days of after the incident of alleged discrimination.

The complaint must include: **(see annexed 2 - Complaint Format)**

- Name, address and phone number. The complaint must be signed by the complainant
- The name, address of the Department that believes that it has made the Act of discrimination
- How, why and when thought that he was discriminated against. Include all information as possible about the alleged acts of discrimination. Include the names, if you know them, people that you claim that they discriminated against it.
- The names of people who could then claim the Act of discrimination.

The Coordinator of Title VI will only process those complaints whose forms have been completed properly.

Once the complaint form is received, the Coordinator will review your content to determine whether it has jurisdiction. The complainant will be notified in a letter by mail informing if your complaint will be answered.

The municipality will have thirty (30) days to investigate the complaint. Require more information about the incident; the municipality will communicate with the person complainant. The complainant shall have fifteen (15) business days from the date of communication to send the requested information to the researcher of the municipality. If the researcher agent of the municipality is not contacted by the person complainant or does not receive the information requested within a period of fifteen (15) business days, the municipality may close the complaint without determination. The complaint may be cancelled by the person keep complainant if the person determines that not from the lawsuit.

Once the Coordinator assesses the lawsuit, sent two letters to the complainant: notification of results of research or letter of cancellation. The letter of notification of research results summarizes the allegations of the complainant and interviews with people involved in the incident of alleged discrimination, and determines if originate disciplinary action, training to the staff of the public transport system, and other actions that will take the municipality to avoid a repetition of the incident of discrimination. Cancellation letter will summarize the allegations of the complainant and establish that a violation of title VI there is.

If the person complainant wishes to appeal the decision made by the municipality, it will have fifteen (15) days from the date of the notification sent letter to request an appeal. The person complainant also may indict is directly with the Office of civil rights of the Federal Administration of public transport (FTA) at the following address:

**Federal Transit Administration
Office of Civil Rights
1200 New Jersey Avenue is
Washington DC 20590**

Notification to the public indicating that the municipality is in compliance with Title VI program - (annex 3 - notification to the public)

List of places where the notification has been published to the public

- Office of services to the Municipal citizen
- Web page www.jayuya.puertorico.pr
- Municipal Department federal funds office
- Mario Municipal Hospital channels Torresola
- Terminal system of collective transport of mountain (SITCOM)

Public Participation Plan

Citizen participation to be effective and able to contribute to the development of the community requires effective means of communication between citizens and Municipal Administration.

Citizens, non-profit organizations, State agencies, private entities and local civic organizations will be provided with extensive information on the program title VI in order to provide knowledge about any violation of rights programmer on the basis of race, color or national origin.

Accessibility of information

All documents and information related to the title VI program will be available in the Office of Federal programs. Any citizen interested in formulating a complaint for violation of rights or need guidance on preparation of complaint procedure; you should contact the Coordinator of Title VI, located in the Office of Federal programs, second level, House Mayor, with the Mrs. María M. Ortiz de Jesús, Coordinator. (**Annex 4 Executive Order No. 6**)

In addition to having a Title VI Coordinator. Citizens will be informed through means such as:

Monthly meeting by regions

The Municipal Administration divided the municipality in four regions to impact all the rural districts. The first week of the month will visit the Region I, comprising: Bo. Mameyes. The second week will impact the neighborhoods: pits plans, Collores, La Pica, and Zamas. The third week Coabey, Gripiñas, Saliente and Salientito districts and the fourth week the Bo. Pueblo. It is oriented to the citizenship laws that protect citizens as title VI, fair housing law, among others.

Technical assistance to citizens

The municipality will provide within its budgetary limitations, the more technical assistance to groups representing low-income persons and representatives of groups of priority as seniors, residents public housing, disabled, homeless, LED, among others.

Means of disclosure

Our municipality has unique characteristics that distinguish our people in other municipalities.

The best methods of disclosure in our municipality are through speakers, visits to the districts, delivery of flyers and coordination with community leader's orientation meetings. Other means is by local newspapers or radio stations.

Annexes

Annex 1

Listing Complaints Title VI

List of Title VI Complaints

Appendix 1

	Date (Month, Day, Year)	Overview (Includes of the complaint: race, color, or national origin)	Status	Action (s) taken (s)
Research				
1.				
2.				
Demands				
1.				
2.				
Complaints				
1.				
2.				
Seminar title VI Rural NTD				

Annex 2
Format Notification
Grievance

**COMMONWEALTH OF PUERTO RICO
AUTONOMOUS MUNICIPALITY OF JAYUYA
PROGRAM TITLE VI
JAYUYA, PUERTO RICO**

Reporting Complaints

Section I:				
Name				
Address:				
Phone (Home):			Phone (Work):	
Electronic Mail Address				
Accessible Format Requirements?	Large Print		Audio Tape	
	TTD		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				
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?				

**COMMONWEALTH OF PUERTO RICO
AUTONOMOUS MUNICIPALITY OF JAYUYA
PROGRAM TITLE VI
JAYUYA, PUERTO RICO**

**Continuation
Page 2
Reporting Complaints**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	<input type="checkbox"/> State Agency: _____
<input type="checkbox"/> Federal Court: _____	<input type="checkbox"/> Local Agency: _____
<input type="checkbox"/> State Court: _____	
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name	
Title:	
Agency:	
Address:	
Phone:	
Section VI	
Name of agency complaint is against:	
Contact Person:	
Title:	
Phone 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:

Annex 3

Notice to the Public



Notice Public - Title VI
Notification to the Public about the Rights Under Title VI
JAYUYA MUNICIPALITY

The town of Jayuya Announces hereby, complete its policy to maintain and ensure compliance with Title VI of the Civil Rights Act of 1964, of the Act of the restoration of the rights civil of 1987 and all related statutes. Title VI and related statutes prohibit discrimination in federally assisted programs and require that no person in the United States of America and its territories, based on color, race, national origin, gender, age, or disability be excluded to participate, denied benefits, or subject in a different way to discrimination under any program or activity which receives federal support.

Any person, who believes that he has been affected by an unlawful discriminatory practice with respect to programs of the municipality of Jayuya, has the right to file an official complaint with the town of Jayuya. Any complaint must be submitted in writing to the Coordinator of Title VI Jayuya municipality no later than one hundred and eighty (180) days after the date of the alleged incident.

For more information related to complaints about civil rights, you can contact:

Profa. Maria M. Jesus Ortiz
Coordinator Title VI
Tel. (787) 828-0900 Ext. 19

Postal Address:
Jayuya Municipality
P. O. Box 488
Jayuya, Puerto Rico 00664-0488

Annex 4
Executive Order No. 6

COMMONWEALTH OF PUERTO RICO
Municipality of Jayuya
Mayor Office
PO Box 488
Jayuya, Puerto Rico 00664

EXECUTIVE ORDER NO. 6

SERIES 2013-2014

EXECUTIVE ORDER OF THE HON. JORGE L. GONZÁLEZ OTERO, MAYOR OF JAYUYA, PUERTO RICO, TO NOMINATE THE COORDINATOR OF TITLE VI OF THE MUNICIPALITY OF JAYUYA.

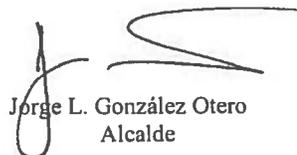
WHEREAS: The Civil Rights Act of 1964 42 USC Section 2000 d; the Title 49 Chapter 53; 49 CFR Section 1.51; 49 CFR Part 21; and 28 CFR Section 42.01, are intended to prevent discrimination of populations or people based on race, color and national origin.

WHEREAS: The Program Title VII of the Civil Rights Act of 1964, provides that all Federal, State and Local Agency meets the conditions to ensure that no person or population groups are discriminated against because of race, color and national origin. Failure to comply with Title VI entail the suspension of federal funding and referrals to the Department of Justice.

THEREFORE: I, Jorge L. González Otero and by virtue of the powers vested in me by the Autonomous Municipalities Act of the Commonwealth of Puerto Rico appoint Mrs. María M. Ortiz De Jesus as Title VI Municipal Program Coordinator, the will be responsible for receiving, evaluating and granting all complaints received at the Municipality by anyone who understands has been discriminated against on account of race, color or national origin.

THEREFORE: Copies of the Order shall be forwarded to the Department of Federal Programs, Department of Municipal Housing, the Office of Federal Coordination, Department of Municipal Public Services, for their respective consideration and formalities.

Approved on April 11, 2014, in Jayuya, Puerto Rico.


Jorge L. González Otero
Alcalde

Annex 5

Notice to the Newspaper

AVISOS Y SUBASTAS



AVISO PÚBLICO

SOLICITUD DE PROPUESTAS PARA SERVICIOS PROFESIONALES Y CONSULTIVOS
AÑO PROGRAMA 2014-15

El Área Local Guaynabo-Toa Baja administra fondos federales provenientes de la Ley "Workforce Investment Act" (W.I.A.) de agosto de 1998. Como parte de la administración de dichos fondos, se requieren propuestas para mantener un acervo de posibles proveedores, para la adquisición de los siguientes servicios:

1. Servicios profesionales y consultivos relacionados a la administración de fondos ("Grant Management Consulting Services") incluyendo, pero no limitándose, a opiniones sobre costos permisibles y preparación de informes de cierres, inherentes a la administración de los fondos W.I.A. y a cualquier fondo federal y de otras fuentes recibidas por el Área Local. Deberá incluir experiencia en análisis de Planes de Trabajos Programáticos, Asesoramiento en Materias Programáticas Financieras, Fiscales y Contables, Representación en vistas administrativas, conferencias de entrada y salida y de revisión periódica de ejecución general del Área Local, Asesoramiento al Director Ejecutivo del Consorcio y a la dirección ejecutiva en general y sobre la preparación de informes de cierres. El proponente deberá presentar información relacionada a experiencia con W.I.A., y cualquier programa administrado por un Área Local W.I.A. La propuesta deberá contener el detalle de los servicios, el costo por hora y el método de facturación a utilizarse por el proponente.

2. Servicios profesionales y consultivos relacionados a consultoría legal incluyendo pero no limitándose a opiniones legales especializadas en materias relacionadas a la Ley W.I.A., Recursos Humanos, Litigios en el Foro Estatal y Federal, Querrelas de tipo federales, orientaciones al personal y participantes, según requerido por el Director Ejecutivo. Revisión de contratos programáticos. Revisión de manuales de procedimientos programáticos; en áreas de servicios de sostén y otras áreas relacionadas. Orientaciones a los participantes sobre sus derechos bajo W.I.A. Se deberá incluir los años de experiencia en la Ley W.I.A. La propuesta deberá contener los honorarios por hora.

3. Servicios profesionales y consultivos al sistema de Información gerencial, control interno, y sistema de contabilidad, incluyendo pero no limitándose a: apoyo en áreas de sistemas gerenciales y de contabilidad y controles internos; apoyo en preparación de informes generados por los sistemas Sage NPS-Gov, versión 7.1 y Sage NPS-Gov, versión 8.1; apoyo en el uso del programa de activos fijos, FAS-Gov. de Sage; apoyo al sistema financiero y asesoramiento general sobre materias contables y financieras. Se requiere ser proveedor de servicios del sistema MIP. El proponente deberá presentar información relacionada a experiencia con W.I.A. La propuesta deberá contener el detalle de los servicios y el costo por hora.

4. Servicios profesionales y consultivos al sistema de Información gerencial bajo las necesidades tecnológicas que garantice el cumplimiento de ejecución y la no interrupción de servicios administrativos a los clientes. El proponente deberá tener un mínimo de cinco (5) años de experiencia en programas federales basados en ejecución y experiencia amplia en el área de tecnología y comunicaciones, con las debidas certificaciones. Deberá incluir referencia. El proponente deberá presentar información relacionada a experiencia con W.I.A. La propuesta deberá contener el detalle de los servicios y el costo por hora.

Las propuestas deberán entregarse entre el periodo del 27 de mayo al 30 de mayo de 2014, en las facilidades de la Oficina Central del Área Local Desarrollo Laboral Guaynabo-Toa Baja en: la Calle José Julián Acosta Esq. de Diego en Guaynabo City Hall, Sto. Pisco, Guaynabo, Puerto Rico. Teléfonos 720-4040 ext. 6653/6639.

Óscar Rodríguez
Óscar Rodríguez Rodríguez
Presidente Junta Local

W. Martínez Rivera
Sr. Wilfredo Martínez Rivera
Director Ejecutivo
Área Local Desarrollo
Laboral Guaynabo-Toa Baja



Estado Libre Asociado de Puerto Rico
Municipio Autónomo de Jayuya
Oficina del Alcalde
Apartado 488
Jayuya, P.R. 00664-488

TEL: (787) 828-0900

FAX (787) 828-1 033

Artículo Público - Título VI
**Notificación al Público sobre los Derechos bajo el Título VI
MUNICIPIO DE JAYUYA**

El Municipio de Jayuya anuncia por este medio, su política de mantener y asegurar conformidad completa con el Título VI del Acta de los Derechos Civiles de 1964, del Acta de la Restauración de los Derechos Civiles de 1967 y de todos los estatutos relacionados. El Título VI y los estatutos relacionados prohíben la discriminación en programas asistidos federalmente y requieren que ninguna persona en los Estados Unidos de América y sus territorios, basado en color, raza, origen nacional, género, edad o discapacidad sea excluida de participar, se le niegue beneficios, o sea sujeto de otra manera a la discriminación bajo cualquier programa o actividad que recibe ayuda federal.

Cualquier persona que crea que ha sido afectado por una práctica discriminatoria ilegal con respecto a programas del Municipio de Jayuya, tiene el derecho de presentar una querrela oficial con el Municipio de Jayuya. Cualquier querrela debe ser sometida por escrito, al Coordinador de Título VI el Municipio de Jayuya no más tarde de ciento ochenta (180) días luego de la fecha del incidente alegado.

Para más información relacionada a querrelas sobre derechos civiles, puede contactar a:

Profa. María M. Ortiz de Jesús
Coordinadora Título VI
Tel. (787) 828-0900 Ext. 19

Dirección Postal:
Municipio de Jayuya
Apartado 488
Jayuya, Puerto Rico 00664-0488



Estado Libre Asociado de Puerto Rico
Municipio Autónomo de Jayuya
Oficina del Alcalde
Apartado 488
Jayuya, P.R. 00664-488

TEL: (787) 828-0900

FAX (787) 828-1 033

Title VI Notice to Public
**Notifying the Public of Rights under Title VI
The Municipality of Jayuya**

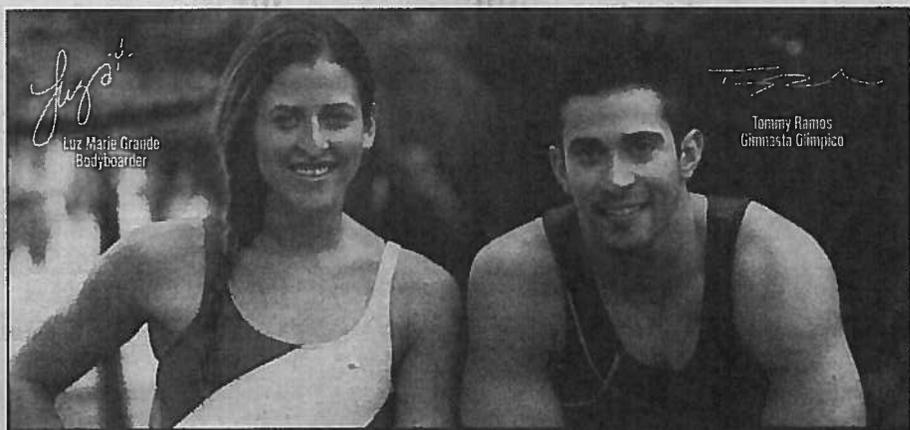
The Municipality of Jayuya hereby gives public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and all related statutes. Title VI and related statutes prohibits discrimination in Federally assisted programs, and required that no person in the United States of America and its territories shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding the Municipality of Jayuya programs has a right to file a formal complaint with the Municipality of Jayuya. Any such complaint must be in writing and submitted to the Municipality of Jayuya, Title VI Coordinator within one hundred eighty (180) days following the date of the alleged occurrence.

For more information regarding civil rights compliance, please contact:

Profa. María M. Ortiz de Jesús
Title VI Coordinator
Phone: (787) 828-0900 Ext. 19

Postal Address:
Municipality of Jayuya
PO Box 488
Jayuya, Puerto Rico 00664-0488



**¡EL CAMBIO SE LOGRA CONTIGO!
ÚNETE A LA CAMPAÑA DE FONDOS UNIDOS.**

APORTA. SÉ VOLUNTARIO. APOYA UNA CAUSA.
VIVE UNIDO