

Custer County, Idaho

**TITLE VI NON-DISCRIMINATION POLICY STATEMENT,  
DISCRIMINATION COMPLAINT PROCEDURE,  
AND ASSURANCE, ORGANIZATIONS,  
AND COMPLIANCE RESPONSIBILITIES**

**Non-discrimination Policy Statement:**

Custer County, hereinafter referred to as the “Recipient” assures that no person shall, on the grounds of race, color, national origin, sex, age, disability, or retaliation as provided by Title VI of the Civil Rights Act of 1964, the Civil Restoration Act of 1987 (Public Law 100.259), and subsequent related acts, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Restoration Act of 1987, broadened the scope of the Title VI coverage by expanding the definition of terms “programs and activities” to include all programs and activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public law 100.259 (s. 557) March 22, 1998.)

In accordance with this policy, Custer County will:

- Identify and address, as applicable, the human health, social, economic and environmental effects of Custer County programs and activities on minority and low-income populations, in particular, to conform with federal policy on environmental justice; and
- Take reasonable steps to provide meaningful access to Custer County programs and activities by persons with Limited English Proficiency.

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include the Title VI language in all written agreements and will monitor for compliance.

The Recipient’s County Clerk is appointed as the Title VI Coordinator for Custer County and is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CRF) 200 and 49 CFR 21.

Anyone who believes that they have been discriminated against should contact the Custer County Clerk at the Custer County Courthouse, located at 801 E Main Avenue, Challis, Idaho 83226, by telephone at (208)879-2360 or via email at [lbaker@co.custer.id.us](mailto:lbaker@co.custer.id.us).

**Discrimination Complaint Procedure:**

Any person who believes that they, individually, or as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the Civil Restoration Act of 1987 (Public

Law 100.259), and subsequent related acts, may file a complaint with Custer County. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Custer County Title VI Coordinator for review and action.

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

- a. The date of alleged act of discrimination; or
- b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, Custer County or its designee, may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth, as fully as possible, the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer of employee of Custer County, the person making the verbal complaint shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the County's investigative procedures:

- Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available.
- Within 60 days, the Title VI Coordinator will conduct an investigation of the allegations, and based upon the information obtained, will render a recommendation for action in a report of findings to the Board of County Commissioners. The Complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
- Within 90 days of receipt of the complaint, Custer County's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of their appeal right if they are dissatisfied with the final decision rendered by Custer County.

**ASSURANCES, ORGANIZATION AND COMPLIANCE RESPONSIBILITIES OVERVIEW:**

Custer County has designated the Title VI Coordinator to develop and oversee the County's Title VI plan, ensure the plan meets federal requirements, update the plan as regulations change, monitor compliance, receive complaints, and submit appropriate reports.

**ORGANIZATION**

**Board of County Commissioners** - The Board of County Commissioners establishes the vision, strategic plan, policies, and goals for Custer County. As the legislative body, the Board is responsible for establishing the laws, policies, and guidelines under which Custer County operates and for approving how the County’s funds will be expended.

**Title VI Coordinator** - The Title VI Coordinator reports to the Board of County Commissioners and has primary responsibility for providing leadership and policy guidance to department heads and ensuring that vision, strategic plan and goals of the Board are implemented and met. The Title VI Coordinator is responsible for working with all of the department heads to develop, maintain, update, and ensure compliance with the requirements of Custer County’s Title VI plan. The Title VI Coordinator also serves as the individual to whom complaints alleging discrimination would be submitted and is responsible for communicating and coordinating with department heads on all activities subject to Title VI, E.O. 12898, and E.O. 13166 as well as providing training to staff. The Title VI Coordinator is also responsible for working with department heads to monitor procedures and practices related to Custer County projects and services to ensure the programs are operated and the services are provided fairly, equitably, and in a nondiscriminatory manner in accordance with Title VI, E.O. 12898, and E.O. 13166. The department heads are responsible for providing program activity information to the Title VI Coordinator on an ongoing and timely basis.

**Department Heads and Supervisors** - Department heads and supervisors in each service area are responsible for familiarizing themselves with the requirements of Title VI, E.O. 12898, and E.O. 13166, and for complying with the requirements of Custer County’s Title VI Program. They are responsible to promptly report issues or complaints concerning Title VI and related statutes to the Title VI Coordinator and for assisting Title VI Coordinator in the Coordinator’s efforts to implement all requirements, internally and externally. They are also responsible for coordinating with the Title VI Coordinator on any proposed changes to operating procedures, instructional memoranda, policies, and manuals, etc. that relate to Title VI.

Dated this 13th day of March, 2023.

Board of Commissioners  
Custer County, Idaho

Signature on file  
Wayne F. Butts, Chair

Attest:

Signature on file  
Lura H. Baker, Clerk