

Okaloosa County Airports Department
Title VI Plan – Destin-Fort Walton Beach Airport

1. Title VI Policy Statement¹

The **Okaloosa County Airports Department (OCAD or the Department)** is responsible for managing the operations of **Destin-Fort Walton Beach Airport (VPS)** and assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, "Title VI and related requirements"), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

OCAD further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not, including any programs or activities of our sub-recipients. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the **Department** will take action to involve them and the general public in the decision-making process.

OCAD requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between **OCAD** and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Allyson Oury, available at (850) 651-7160 and **AOury@myokaloosa.com**, is responsible for overseeing the Airport Sponsor's compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.



Tracy Stage, A.A.E.
Airports Director

Okaloosa County Airports Department

Jan. 16, 2025
Effective Date

Jan. 16, 2028
3-Year Expiration Date

¹ This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

2. Administration

The **Okaloosa County Board of County Commissioners (BOCC)**, as the legislative body overseeing **VPS**, will review, and adopt this Title VI Plan for **OCAD**. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the **Airports Director's** or **Coordinator's name**. Significant revisions to our policies or federal guidelines may warrant re-adoption by the **BOCC** and resubmittal to FAA.

In addition to the Coordinator and Department's leadership, the following people also assist with our Title VI program requirements:

Staff Supporting Title VI Program	Airports Division
<i>Sam Castagna</i>	<i>Airport Finance & Administration</i>
<i>Stephen Saxer</i>	<i>Airport Finance & Administration</i>

OCAD has the following airport program sub-recipients:

Sub-Recipients
<i>None</i>

As of the date of this plan, **OCAD** has the following pending applications for Federal and State financial assistance:

Federal Source	Grant Number	Amount
<i>None</i>		

In addition, **OCAD** sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA, or passed through the State DOT):

Federal Source	Grant Number	Amount
<i>None</i>	<i>N/A</i>	<i>N/A</i>

Updated information for pending and awarded grant applications will be available through the following methods:

Method	Address
<i>Okaloosa County Airports Department</i>	<i>1701 FL-85, Eglin AFB, FL 32542</i>
<i>Okaloosa County Grants Administration Office</i>	<i>1250 N. Eglin Parkway, Suite 100 Shalimar, FL 32579</i>
<i>Okaloosa County Website</i>	https://myokaloosa.com/Grants

3. Grant and Procurement Assurances

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

OCAD will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/grant_assurances/#current-assurances.

Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. Mandatory clauses the Department will include in all pertinent documents are as follows:

Notice for Solicitations:

The **Okaloosa County Airports Department**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

Contract Clauses:

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

Compliance with Nondiscrimination Requirements:

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be

notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
 5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
 6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will act with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.
- b. As stated in the contract clauses, the **Department** will also require Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

Description of Oversight Methods for Subcontracts

Contractor template agreements will contain clauses requiring incorporation of the nondiscrimination provisions in each subcontract agreement. In the event the contractor does not comply with the established requirements, sanctions for noncompliance will also be outlined and may include:

- withholding of payments to the contractor until the contractor complies*
- cancellation, termination, or suspension of the contract*
- or any other measure as deemed appropriate by the Department*

Annually, the Title VI Coordinator will also be responsible for auditing subcontractor agreements on a sample basis to assure requisite clauses are in place.

4. Title VI Coordinator Responsibilities

The Title VI Coordinator is responsible for ensuring that they and other staff supporting the Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Investigating and reporting Title VI complaints and other required FAA notifications

Among other responsibilities, the Title VI Coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to **OCAD** leadership on the status of Title VI compliances. Activities include audits, sight visits, training and outreach to affected community leaders.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).
- Coordinates data collection on who are our Limited English Proficiency patrons to assure airport news, programs and services continue to be accessible and available to all airport users.
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

The Title VI Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

5. Notice

49 CFR Part 21 Appendix C(b)(2)(ii)

OCAD will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity in both physical and digital format. The Title VI Coordinator ensures that these posters are visible, accessible,² and maintained. The current Unlawful Discrimination Poster for **Destin-Fort Walton Beach Airport** and its General Aviation Airports is attached, see **Section 15**.

OCAD has also posted the above Title VI policy statement at its staff offices.

OCAD will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants and post to its website.

Throughout the airport, posters are displayed in the lobby, main terminal and other areas on airport property, including the following public locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
<i>Concourse A/B – Pre-Security TSA</i>	1		
<i>Concourse A – Post-Security Digital Display Monitors</i>		4	
<i>Concourse B – Post-Security Digital Display Monitors</i>		6	
<i>Concourse C – Post-Security Digital Display Monitors</i>		6	
<i>Concourse C – Pre-Security TSA</i>	1		
<i>Baggage Claim / Rental Car Area – Digital Display Monitors</i>	4		
<i>Ticket Counters</i>	5		
<i>USO</i>	1		

*Nondiscrimination poster will be displayed on select devices within the designated areas

Outreach to Affected Communities

The **Okaloosa County Public Information Office** ensures that notices for public meetings reach all segments of the impacted community. The **Title VI Coordinator** will identify the effective media platforms to share announcements and notices. Announcements are made on County websites and general circulation newspapers. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

The **Okaloosa County Airports Department** will create a detailed **CPP**. A copy of the plan will be available at www.FlyVPS.com.

² For more information about website accessibility, please visit ADA.gov.

To ensure that the community is effectively informed of and able to participate in public hearings, several Divisions within the Department collaborate to ensure public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include direction for obtaining an interpreter, free of charge, for public hearings, as applicable. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

6. Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, **OCAD** will be able to identify, understand, and engage with both its surrounding communities as well as the communities it serves. Further, community demographics provides information on those residents actually or potentially affected, benefited, or burdened by the operation of Destin-Fort Walton Beach Airport.

The **Destin-Fort Walton Beach Airport** is unique that it is located on the Eglin Air Force Base while sharing the military runway for commercial use through a Joint Use Agreement (JUA). The **Destin-Fort Walton Beach Airport** is surrounded my federally owned military property. Due to this fact, the public community that is impacted by the airport is relatively small. In the following table, there is a single community surrounding **Destin-Fort Walton Beach Airport** identified. Also, below is the most recent Noise Contour map conducted by Eglin AFB (Figure 4-2 and 4-3). Further, there is a table that lists the population impacted by aircraft noise (Table 4-2). Hereafter, the communities listed below will be referred to collectively as “the Affected Communities.”

Affected Communities³	Population
<i>Valparaiso (zip code 32580)</i>	3,928

Source: U.S. Census Bureau

The airport’s surrounding communities are small in comparison to other markets. As previously indicated, due to the nature and overwhelming size of Eglin AFB (the world’s largest AFB), this causes our surrounding communities to be minimally impacted by airport operations, noise, projects and similar items.

**Table 4-2. Off-Base Land Area and Estimated Population Within Noise Zones
for the 2018 AICUZ Noise Contours**

Noise Zone (dB DNL)	Acres	Population
65 to 69	2,181	556
70 to 74	239	1
75 to 79	0	0
80 to 84	0	0
85+	0	0
Total (65+)	2,420	557

³ “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

Figure 4-2. 2018 AICUZ Noise Contours with Gradient Shading

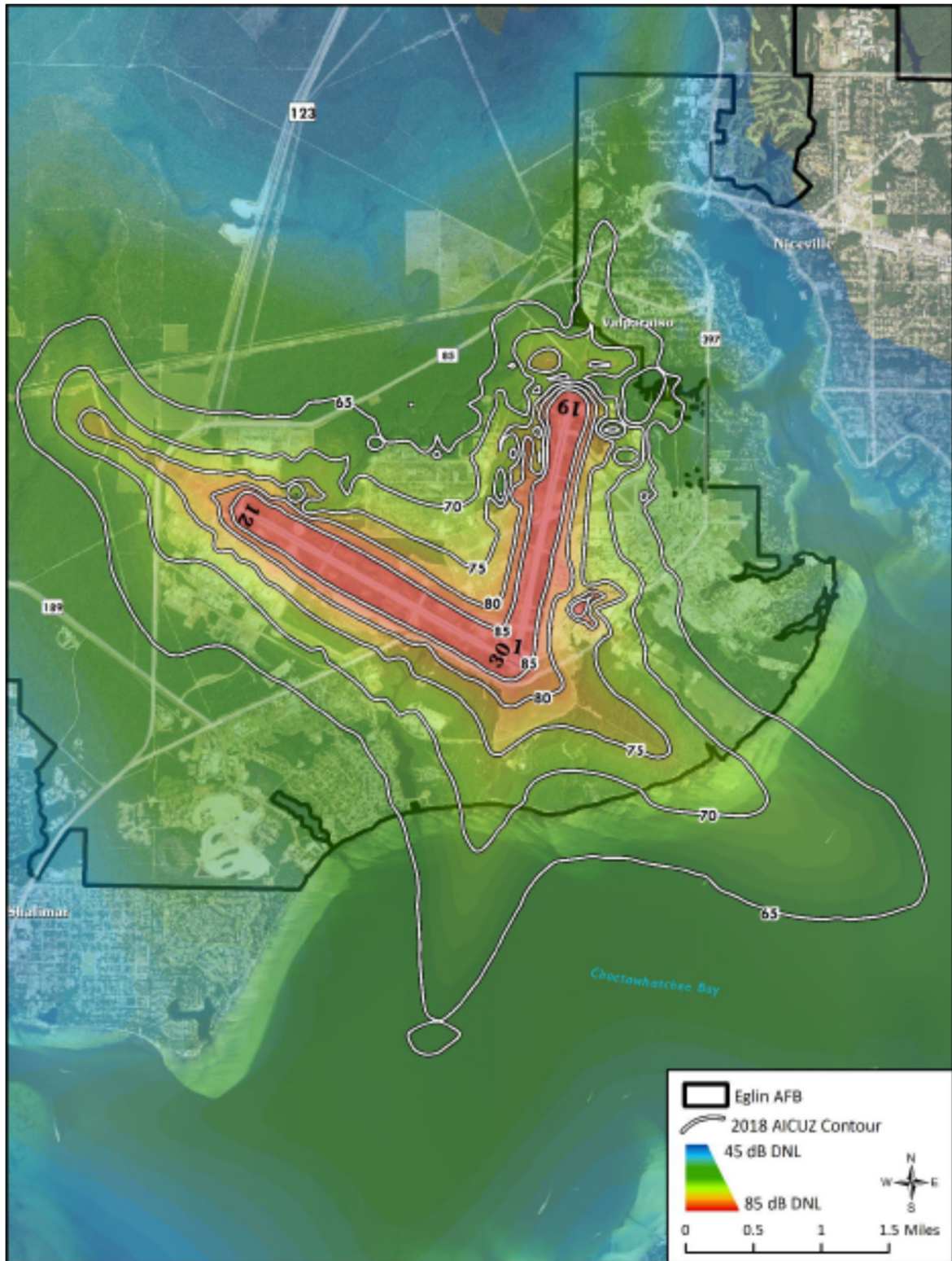
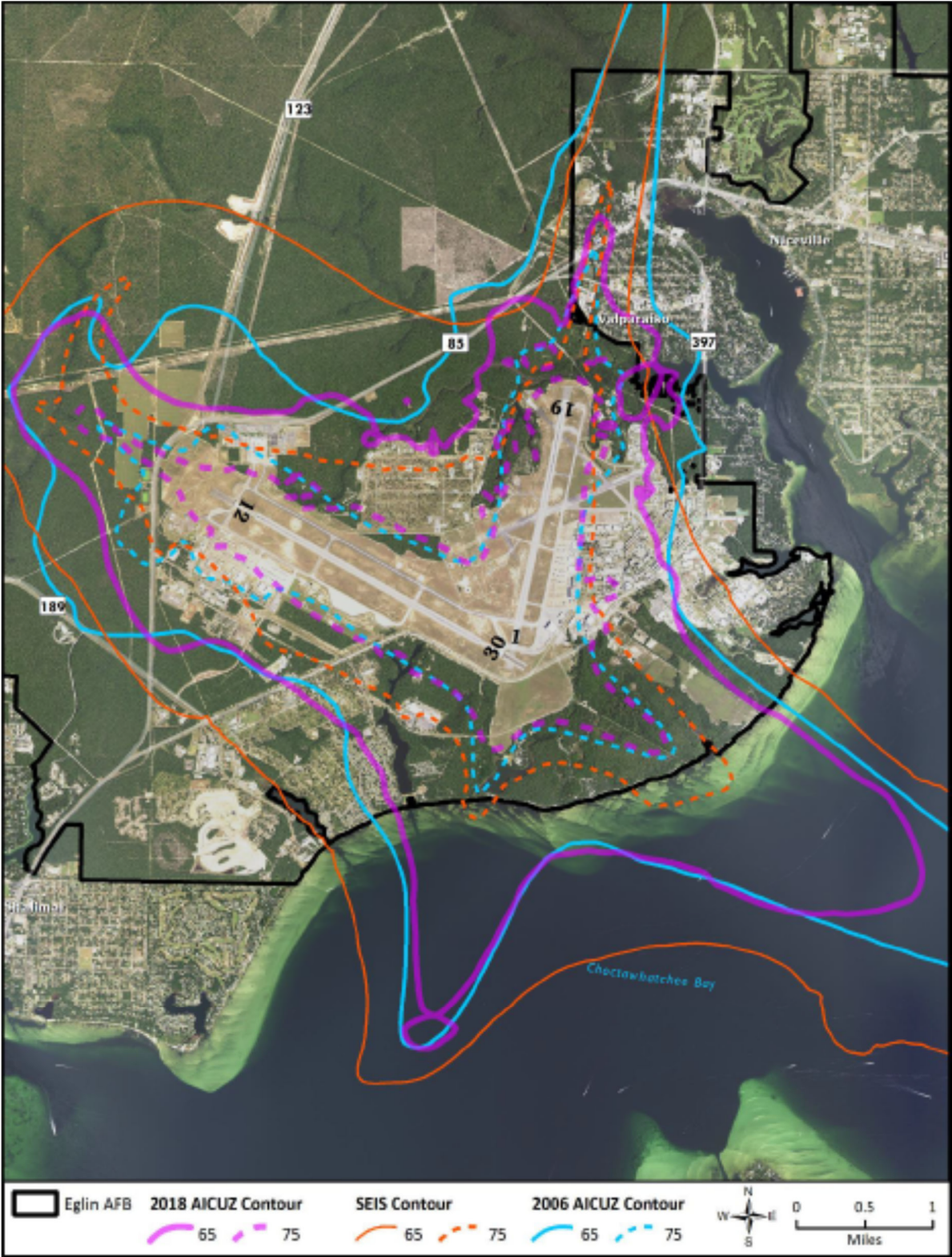


Figure 4-3. Comparison of 2018, SEIS, and 2006 AICUZ Noise Contours



We have identified the following facts about the Affected Communities:

Low Income Communities⁴

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," **Okaloosa County Airports Department** is collecting information about affected and potentially affected low-income communities. According to **U.S. Census Report S1701, Poverty Status in the Past 12 Months**, the overall poverty level for **Valparaiso, Florida** is approximately **8%**. The poverty rate remains low compared with the rest of the state of Florida (**13.9%**.) The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
<i>Valparaiso (zip code 32580)</i>	<i>8.0%</i>

Source: U.S. Census Table S1701, American Community Survey (ACS) 5-Year Estimate

Due to the nature of the **Destin-Fort Walton Beach Airport** being a tourism destination, the majority of airport users are from other geographical areas. Being a tourism destination has assisted the surrounding area in consistently being below the Florida state average poverty rate.

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows⁵:

Affected Community: *Valparaiso (32580)*

Total Affected Community Population: *3,928*

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	<i>2,911</i>	<i>74.1%</i>
<i>Black or African American</i>	<i>486</i>	<i>12.4%</i>
<i>American Indian or Alaska Native</i>	<i>6</i>	<i>0.2%</i>
<i>Asian</i>	<i>116</i>	<i>3%</i>
<i>Native Hawaiian or Other Pacific Islander</i>	<i>0</i>	<i>0%</i>
<i>Some Other Race</i>	<i>52</i>	<i>1.3%</i>
<i>Two or More Races</i>	<i>357</i>	<i>9.1%</i>
<i>Hispanic or Latino</i>	<i>270</i>	<i>6.9%</i>
<i>White, not Hispanic or Latino</i>	<i>2,724</i>	<i>69.3%</i>

⁴ Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

⁵ Recommend using demographic groups from the U.S. Census.

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that **Okaloosa County Airports Department** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages⁶ that are spoken in LEP households in the Affected Communities. The data source is **U.S. Census American Community Survey: Table B16001-Language Spoken at Home by Ability to Speak English for the Population of 5 Years and Over: “Speaks English Less Than Very Well”**.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.⁷ The safe harbor for our community is **196 for the Valparaiso population of 3,928**. Please refer to the end of this document to find data for all languages in our community.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
<i>None meet the safe harbor threshold</i>	<i>n/a</i>	<i>n/a</i>

***Within the Affected Communities, there was no language that yielded significant populations**

Per U.S. Census Bureau, in addition to English, the four languages listed below are the only languages spoken in the Affected Communities, See Section 14. Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
<i>Spanish</i>	X			
<i>Italian</i>	X			
<i>German</i>	X			
<i>Korean</i>	X			

Languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include:

Additional Languages Spoken
<i>None</i>

⁶ Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

⁷ See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

This information is updated annually⁸ through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
<i>U.S. Census Bureau</i>	<i>https://data.census.gov/cedsci/table?q=B16001&tid=ACSDT1Y2019.B16001</i>

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods

- *Airports Department conducts ongoing surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.*
- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*
- *At the County level, public meetings, workshops and other events designed to gather public input on programs/project planning and construction are held – and Board of County Commission meetings are advertised and open to the public.*

Staff Diversity.

Demographic information is collected from airport program employees through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods

- *Applicants for County positions are asked to submit voluntary confidential demographic information at time of application. Data is maintained by Okaloosa County Human Resources.*
- *Board of County Commission meetings are advertised and open to the public.*

⁸ Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.

7. Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no **Okaloosa County Airports Department** activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.⁹

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
<i>None</i>	<i>N/A</i>

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
<i>None</i>	<i>N/A</i>

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts:

Facilities or Construction Projects with Disparate Impacts	Affected Community Impacted	Impact Can Be Eliminated?
<i>None</i>	<i>N/A</i>	<i>N/A</i>

Justifications:

Facilities or Construction Projects	Justification
<i>None</i>	<i>N/A</i>

⁹ In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

8. Limited English Proficiency (LEP) **Executive Order 13166**

In creating a Language Assistance Plan, **Okaloosa County Airports Department** will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities

Language
<i>None</i>

Okaloosa County Airports Department also collects data for languages spoken by airport guests. Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
<i>Communication with Airports Security Unit and Local Law Enforcement regarding passenger interactions, including any requests for LEP services.</i>	N/A

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language
<i>None</i>

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the **Okaloosa County Airports Department** of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

Translation Vendors	Languages
<i>Big Language Solutions</i>	<i>Over 300</i>

- Information regarding translation services will be coordinated upon request – contact Airports Operations Center.

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
<i>Big Language Solutions</i>	<i>Over 300</i>

- Information regarding interpretation services can be obtained upon request – Contact Airport Operations Center.

Description of Interpretation Assistance Processes

- *The airport can utilize the services of Big Language Services to provide on-demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: Airport Operations Center identify the language spoken by the airport guest. Staff contacts Big Language Solutions and “parks” the request in the queue for the appropriate language. Big Language Solutions operators will coordinate connect the requesting party to an interpreter for the duration of the call. The completed call is then logged in the daily log and forwarded to Title VI Coordinator. This log is kept for one year.*

9. Transportation**49 Part CFR 21 Appendix C (a)(1)(ix)**

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas are so minimal that they do not meet the safe harbor threshold.

As previously mentioned, due to the nature of the Destin-Fort Walton Beach Airport being a tourism destination, the majority of airport users are from other geographical areas. As a tourism destination, this has assisted the surrounding communities in generating jobs and income. This has created a haven that consistently causes our communities to be below the Florida state average poverty rate. The airport’s surrounding communities are small in comparison to other markets. Adding that due to the overwhelming size of Eglin AFB (the world’s largest AFB), this causes our surrounding communities to be minimally impacted by airport operations, noise, projects and similar items.

There is extremely low demand for transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
None	n/a	n/a

10. Minority Businesses
49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the following methods:

Airport Business Opportunity	Minority Business Outreach Methods
<i>Construction Contracts</i>	<i>DBE goals are part of the scoring and evaluation process for bidders</i>
<i>Concessions Agreements</i>	<i>ACDBE goals are part of the scoring and evaluation process for bidders</i>
<i>Rental Car Agreements</i>	<i>ACDBE goals are part of the scoring and evaluation process for bidders</i>
<i>County Contracts (all)</i>	<i>All business opportunities at the airport are procured competitively, advertised and according the Okaloosa County Purchasing Policies.</i>

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with the **Okaloosa County Purchasing Department**.

11. Training

All new employees at Destin-Fort Walton Beach Airport will receive Title VI training covering the **Department's** responsibilities as part of the airport badging process. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

To ensure employees remain aware of Title VI responsibilities, refresher training will be provided on an annual basis to **OCAD** employees by the Airports Compliance Officer. The training materials will also be provided on the **Department's** website for contractors, concessionaires, tenants, and other business partners to access in order to provide similar refresher training to its employees as stipulated in contract/agreement provisions. The **Title VI Coordinator** will be responsible for auditing our business partners to ensure training is being provided to their employees.

12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations

FAA Notification. The Title VI Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements¹¹
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements¹²

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, **OCAD** must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

¹¹ Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

¹² Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

13. Title VI Complaints

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters¹³
3. Allege misconduct by the **OCAD**, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by **OCAD** including airport employees, contractors, concessionaires, lessees, or tenants.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the **OCAD**. Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The Title VI Coordinator will log in the complaint and promptly send copies of the complaint to the corresponding Title VI Liaison and the Airport Director.

Complaints must be filed within **180** days of the discriminatory event, must be in writing, and must be delivered to:

**Allyson Oury, CPA, Airports Chief Financial Officer
Destin-Fort Walton Beach Airport
1701 State Road 85 N
Eglin AFB, FL 32542
(850) 651-7160
aoury@myokaloosa.com**

If a complaint is initially made by phone, it must be supplemented with a written complaint before **180** days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure. The Title VI Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Title VI Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

¹³ Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsor employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

Discrimination Complaint Referral Procedure

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the Title VI Coordinator upon receipt.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Title VI Coordinator was notified). The Title VI Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Title VI Coordinator will use the **FAA Civil Rights Connect System**. The Title VI Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

Investigation Procedure

Assignment of Investigator. The Title VI Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Title VI Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against the OCAD, the Title VI Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Title VI Coordinator will make every effort to complete discrimination complaint investigations within sixty (60) calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Title VI Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Title VI Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Title VI Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Title VI Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through negotiation, mediation or other alternate dispute resolutions.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state **OCAD's** conclusion regarding whether unlawful discrimination occurred, and will

describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the **FAA Civil Rights Connect System**.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the **Airports Director**.
- The written appeal must be received **within 10** business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The **Airports Director** will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the **Department** will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. **OCAD** employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact **Allyson Oury, Title VI Coordinator**.

This complaint procedure is shared with the public through the following methods:

Website, In-person, and Other Distribution Methods

1 Airport website, Civil Rights/Title VI page at www.FlyVPS.com

14. Population / Language Data

**American Community Survey
Table B16001 Language Spoken at Home by Ability to Speak English
For the Population 5 Years and Over**

	VPS - Valparaiso, Florida	
Label	Estimate	Margin of Error
Total:	3,710	±257
Speak only English	3,567	±261
Spanish or Spanish Creole:	35	±44
Speak English "very well"	35	±44
Speak English less than "very well"	0	±13
French (incl. Patois, Cajun):	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
French Creole:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Italian:	59	±88
Speak English "very well"	59	±88
Speak English less than "very well"	0	±13
Portuguese or Portuguese Creole:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
German:	21	±39
Speak English "very well"	21	±39
Speak English less than "very well"	0	±13
Yiddish:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Other West Germanic languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Scandinavian languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Greek:	0	±13
Speak English "very well"	0	±13

Speak English less than "very well"	0	±13
Russian:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Polish:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Serbo-Croatian:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Other Slavic languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Armenian:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Persian:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Gujarati:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Hindi:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Urdu:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Other Indic languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Other Indo-European languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Chinese:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Japanese:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Korean:	28	±46

Speak English "very well"	28	±46
Speak English less than "very well"	0	±13
Mon-Khmer, Cambodian:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Hmong:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Thai:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Laotian:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Vietnamese:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Other Asian languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Tagalog:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Other Pacific Island languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Navajo:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Other Native North American languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Hungarian:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Arabic:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Hebrew:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13

African languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13
Other and unspecified languages:	0	±13
Speak English "very well"	0	±13
Speak English less than "very well"	0	±13

**American Community Survey
Table S1701 Poverty Status in the Past 12 Months**

	VPS - Valparaiso, Florida					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	3,928	±163	313	±276	8.0%	±7.0
AGE						
Under 18 years	877	±240	158	±204	18.0%	±21.8
Under 5 years	177	±85	47	±63	26.6%	±33.1
5 to 17 years	700	±216	111	±143	15.9%	±19.7
Related children of householder under 18 years	877	±240	158	±204	18.0%	±21.8
18 to 64 years	2,409	±210	129	±121	5.4%	±4.9
18 to 34 years	1,270	±319	129	±121	10.2%	±8.7
35 to 64 years	1,139	±276	0	±15	0.0%	±4.3
60 years and over	868	±243	26	±40	3.0%	±4.4
65 years and over	642	±162	26	±40	4.0%	±6.0
SEX						
Male	1,917	±190	110	±93	5.7%	±5.0
Female	2,011	±177	203	±190	10.1%	±9.2
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	2,911	±454	155	±124	5.3%	±4.4
Black or African American alone	486	±323	0	±15	0.0%	±9.8
American Indian and Alaska Native alone	6	±11	0	±15	0.0%	±100.0
Asian alone	116	±89	0	±15	0.0%	±33.4
Native Hawaiian and Other Pacific Islander alone	0	±15	0	±15	-	**
Some other race alone	52	±76	0	±15	0.0%	±51.0
Two or more races	357	±241	158	±204	44.3%	±39.8
Hispanic or Latino origin (of any race)	270	±172	0	±15	0.0%	±16.8
White alone, not Hispanic or Latino	2,724	±433	155	±124	5.7%	±4.8
EDUCATIONAL ATTAINMENT						

Population 25 years and over	2,723	±276	87	±71	3.2%	±2.7
Less than high school graduate	85	±56	13	±20	15.3%	±25.3
High school graduate (includes equivalency)	476	±166	29	±35	6.1%	±7.1
Some college, associate's degree	1,159	±227	45	±58	3.9%	±5.0
Bachelor's degree or higher	1,003	±315	0	±15	0.0%	±4.9
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	1,838	±255	68	±107	3.7%	±5.6
Employed	1,780	±265	68	±107	3.8%	±5.7
Male	940	±219	38	±60	4.0%	±6.0
Female	840	±182	30	±50	3.6%	±5.7
Unemployed	58	±74	0	±15	0.0%	±48.3
Male	46	±72	0	±15	0.0%	±54.2
Female	12	±22	0	±15	0.0%	±100.0
WORK EXPERIENCE						
Population 16 years and over	3,113	±252	155	±124	5.0%	±3.9
Worked full-time, year-round in the past 12 months	1,674	±214	30	±50	1.8%	±2.9
Worked part-time or part-year in the past 12 months	497	±210	38	±60	7.6%	±11.2
Did not work	942	±205	87	±71	9.2%	±7.8
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	283	±261	(X)	(X)	(X)	(X)
125 percent of poverty level	407	±295	(X)	(X)	(X)	(X)
150 percent of poverty level	793	±403	(X)	(X)	(X)	(X)
185 percent of poverty level	1,118	±465	(X)	(X)	(X)	(X)
200 percent of poverty level	1,118	±465	(X)	(X)	(X)	(X)
300 percent of poverty level	1,768	±509	(X)	(X)	(X)	(X)
400 percent of poverty level	2,308	±450	(X)	(X)	(X)	(X)

500 percent of poverty level	2,698	±438	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	778	±241	84	±111	10.8%	±13.2
Male	544	±197	38	±60	7.0%	±10.4
Female	234	±114	46	±57	19.7%	±23.9
15 years	0	±15	0	±15	-	**
16 to 17 years	0	±15	0	±15	-	**
18 to 24 years	209	±172	68	±107	32.5%	±43.1
25 to 34 years	239	±109	16	±28	6.7%	±11.5
35 to 44 years	100	±94	0	±15	0.0%	±36.7
45 to 54 years	74	±86	0	±15	0.0%	±42.8
55 to 64 years	37	±46	0	±15	0.0%	±60.5
65 to 74 years	90	±79	0	±15	0.0%	±38.8
75 years and over	29	±37	0	±15	0.0%	±68.3
Mean income deficit for unrelated individuals (dollars)	N	N	(X)	(X)	(X)	(X)
Worked full-time, year-round in the past 12 months	566	±198	30	±50	5.3%	±8.6
Worked less than full-time, year-round in the past 12 months	107	±98	38	±60	35.5%	±49.5
Did not work	105	±77	16	±28	15.2%	±25.2
Population in housing units for whom poverty status is determined	3,928	±163	313	±276	8.0%	±7.0

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.

Title VI and ADA Coordinator: Allyson Oury, CFO

Phone: (850) 651-7160

Address: Destin-Fort Walton Beach Airport
1701 State Road 85 N
Eglin AFB, FL 32542

Discriminacion Illegal

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.

Title VI and ADA Coordinador: Allyson Oury, CFO

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