



Human Resources Department

City of Lake Alfred - Non-Discrimination Notice

The City of Lake Alfred does not discriminate on the basis of race, color, national origin, disability, sex, religion, marital status, veteran status, sexual orientation or age in any programs, services, or activities. The City of Lake Alfred does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights. Any claims of intimidation or retaliation related to the complaint process will be handled promptly and fairly and in the same manner as other claims of discrimination.

1. Purpose

The purpose of this notice is to establish and affirm the City of Lake Alfred's commitment to the principles of nondiscrimination and equal access in all of its programs, services, and activities, whether federally funded or locally administered. This policy ensures compliance with U.S. Environmental Protection Agency (EPA) regulations contained in 40 C.F.R. Parts 5 and 7 and Title VI of the Civil Rights Act of 1964.

2. Notice Statement

It is the policy of the City of Lake Alfred that all persons are entitled to equal opportunity to participate in programs, services, and activities without regard to race, color, or national origin. The City also prohibits discrimination based on sex, age, disability, or income status to the extent prohibited by law. The City will take all necessary steps to ensure that the public has access to information, participation, and benefits.

3. Applicability

This notice applies to all City departments, divisions, contractors, consultants, and any other entities that receive federal financial assistance through the City of Lake Alfred. All subrecipients of such funds are required to comply with Title VI and this policy as a condition of their agreement with the City.

4. Responsibilities

The Human Resources Department, under the direction of the Civil Rights Coordinator, is responsible for implementing and monitoring the City's Title VI Nondiscrimination Notice. Department directors and supervisors shall ensure that their employees are informed of this notice and comply with its requirements.

5. Civil Rights Coordinator

The City of Lake Alfred designates the following individual to serve as the Civil Rights Coordinator and Title VI Officer:

Margarita Martin, Human Resources Director / Civil Rights Coordinator
City of Lake Alfred
155 E. Pomelo Street
Lake Alfred, FL 33850
Phone: (863) 291-5270
Email: mmartin@mylakealfred.com

6. Complaint Procedure

Any person who believes they have been subjected to discrimination under Title VI may file a complaint. Complaints must be submitted in writing within sixty (60) calendar days of the alleged incident. The City's Civil Rights Grievance Procedure provides the process for filing, investigating, and resolving complaints. Information and forms are available on the City's website under the Nondiscrimination & Civil Rights Compliance section, or by contacting the Civil Rights Coordinator directly. The City of Lake Alfred will provide reasonable accommodation to disabled individuals. Appropriate assistance shall be provided to individuals with disabilities and complaints in alternative formats shall be accepted from individuals with disabilities. Please reach out to the Civil Rights Coordinator for more information.

7. Public Access and Communication

The City will make this notice, along with its grievance procedures and related documents, available to the public through its website, at City Hall, and in alternative formats upon request. The City will provide reasonable accommodation (free of charge) to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services, or activities.

8. Compliance and Review

Margarita Martin, the Civil Rights Coordinator is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7 (Non-discrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency), including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (hereinafter referred to collectively as the federal non-discrimination laws).

9. References

- 40 C.F.R. Parts 5 and 7 (Non-discrimination in Programs and Activities Receiving Federal Assistance from the Environmental Protection Agency)
- Title VI of the Civil Rights Act of 1964, as amended
- Section 504 of the Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1973
- Section 13 of the Federal Water Pollution Control Act Amendments
- City of Lake Alfred Civil Rights Grievance Procedure (2025)