

CITY OF LAKEPORT TITLE VI PLAN



"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"

CITY OF LAKEPORT TITLE VI PLAN

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**CITY OF LAKEPORT
Title VI Plan**

Date Adopted:

BACKGROUND

As recipients of Federal financial assistance, the City of Lakeport is required to comply with various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964 and related statutes. The Civil Rights Restoration Act of 1987 amended each of the affected statutes by adding a section defining the word “program” to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives Federal financial assistance.

Title VI of the Civil Rights Act of 1964 and related statutes prohibit discrimination on the basis of race, color, or national origin, sex, age, disability or socio-economic status in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The City of Lakeport has a history of observing the mandates of Title VI through use of best practices. This plan is intended to formalize those practices, along with some new provisions, to ensure full compliance with Title VI mandates.

PLAN STATEMENT

The City of Lakeport is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin, sex, age, disability or socio-economic status as protected by Title VI.

This plan was developed to guide the City of Lakeport in its administration and management of Title VI-related activities.

(1) TITLE VI COORDINATOR

It is a requirement for the local agencies to designate a Title VI coordinator who has a responsible position in the organization and easy access to the head of the agency. The City Manager of the City of Lakeport shall be responsible for initiating and monitoring Title VI activities in accordance with 23 CFR 200.9(b)(1).

Title VI City of Lakeport Coordinator Contact information:

City Manager
225 Park Street
Lakeport, CA 95453

(2) TITLE VI NON-DISCRIMINATION POLICY

The City of Lakeport, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person in the City of Lakeport's jurisdiction shall, on the on the basis of race, color, or national origin, sex, age, disability socio-economic status as protected by Title VI., be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

Title VI Notice to the Public

In compliance with 49 CFR Section 12.9 (d), the City of Lakeport will provide information to the public regarding its Title VI obligations and apprise members of the public of the protection against discrimination afforded to them by Title VI on an on-going basis. This information will be provided in the form of notices and brochures. The notice and brochure can be found in Appendix A and Appendix B of this plan.

Notices and brochures containing a statement of nondiscrimination for the title VI Plan will be made available on the City's website. They will also be made available at the City Hall public counters. All Title VI noticing will also contain the contact information for the Title VI coordinator and complaint procedure information.

Title VI Complaint Procedures

How to File a Complaint

Any person who believes he or she may have been discriminated against on the basis of race, color, or national origin, sex, age, disability or socio-economic status may file a complaint with the City of Lakeport's City Manager's Office.

The complaint must be filed as soon as possible but no later than 60 days after the alleged discrimination date. Written complaints may be sent to City of Lakeport, 225 Park Street, Lakeport, CA 95453, or an online complaint form may be accessed at City's website at <http://www.cityoflakeport>. The Complaint Form is also attached as Appendix C.

Once completed, the complaint should be forwarded to City of Lakeport, City Manager's Office at 225 Park Street, Lakeport, CA 95453.

In addition to utilizing the Civil Rights complaint process at the City of Lakeport, a Complainant may file a Title VI complaint concerning race, color or national origin discrimination with the Federal Transit Administration (FTA), Office of Civil Rights, Region IX, 201 Mission Street, Suite 1650, San Francisco, California 94105-1839.

Complaint Procedure

The complaint will be made in writing to the City of Lakeport will include all information relevant to a determination of discrimination. A complaint must be filed as soon as possible but no longer than 60 days after the alleged discrimination. In cases where the complainant is unable or incapable of providing a written statement, a City of Lakeport designee will, if necessary, assist the person in converting verbal complaints to writing and will interview the complainant. The complainant or his/her representative will sign all complaints.

Complaint Investigation/Determination: After review of the complaint, which will include, but not be limited to, interviewing all appropriate City personnel, the complainant, witnesses and review of City's policies and service standards, the City of Lakeport will make a determination of discrimination. If it is found that discrimination did not occur, the complainant will be notified in writing and the procedure will be terminated. Notification will occur within reasonable time of the original submission of the complaint. At that time the complainant will be advised of their right to challenge the decision of the City of Lakeport by submitting a written request for a hearing within five (5) days of the receipt of the determination.

If after the City of Lakeport's review of the complaint, it is found that discrimination may have occurred, a formal hearing will be held. The complainant will be notified of this determination within reasonable time of the submission of the complaint. The hearing will occur on an available and mutually agreed upon date among both parties and will be attended by the City of Lakeport, the complainant and the appropriate personnel. Following the hearing, the City of Lakeport will make a final determination. The complainant will be notified of this determination in writing within ten (10) business days of the hearing. If justified, appropriate remedial action will be taken. The Administrator's decision will be considered final at the City level.

If the Administrator finds that discrimination did not occur, the complainant will be notified of that disposition and will advise the complainant of their right to submit their complaint to the Federal Transit Administration for further investigation.

Complaint forms are available in English and Spanish on the City of Lakeport's website. The forms are also available at the City of Lakeport City Manager's office upon request. The general complaint procedure is available on the City's website, in English and Spanish. The detailed complaint procedure noted above will be made available to members of the public upon request. Provision will be made for persons with limited English proficiency.

PUBLIC OUTREACH

As part of the Title VI Program, the City of Lakeport continually seeks ways to bolstering its public participation processes and enhancing its strategies for engaging under-served groups.

A public participation process will be considered at the earliest stages of any City of Lakeport project that may impact the general public. As the scope of projects vary in time and size, the public participation process may vary for each, as well as the extent of public participation.

The City of Lakeport holds two public meetings monthly, the First and Third Tuesday of every month. At these meetings the public is welcome to attend and share in discussion with a variety of community outreach discussions. Additionally, the following City Council appointed committees discuss the planning and have involvement in the decision making process in various projects: Lakeport Planning Commission; Lakeport Parks and Recreation Commission, Lakeport Traffic Safety Advisory Committee, Lakeport Economic Development Advisory Committee. Meeting times and agendas are posted on the city website at www.cityoflakeport.com.

LIMITED ENGLISH PROFICIENCY

The City of Lakeport is equipped to provide (1) translated documents for public use and (2) interpreters when needed or requested by the public. Title VI notices and brochures will be provided in English and Spanish.

(2) TITLE VI ASSURANCES IN CONTRACT DOCUMENTS AND AGREEMENTS

All subcontractors and vendors who receive payments from the City of Lakeport where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

For projects funded through Caltrans, all Federal-aid contract documents and agreements shall incorporate Title VI Assurances in its entirety as presented in "Appendix A to Exhibit B" of the Caltrans – Local Agency Master Agreement (LAPM, Exhibit 4-C).

(3) TITLE VI TRAINING FOR CITY OF LAKEPORT STAFF

Title VI information shall be disseminated to City of Lakeport employees upon adoption of the Plan or upon hire. The Employee Education form (see Appendix D) reminds employees of the City of Lakeport's policy statement, and of their Title VI responsibilities in their daily work and duties.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix D).



City of Lakeport Title VI Public Notice

The City of Lakeport is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, national origin, sex, age, disability or socio-economic status as protected by Title VI.

Any person who believes he or she may have been discriminated against may file a complaint with the City of Lakeport's City Manager's Office.

The complaint must be filed as soon as possible but no later than 60 days after the alleged discrimination date. The Title VI Complaint form may be requested in person from the City of Lakeport, City Hall, 225 Park Street, Lakeport, CA 95453, by phone at 707-263-5615 or an online complaint form may be accessed at City's website at www.cityoflakeort.com.

All complaints will be fairly and objectively investigated.

The complaint should include the following information:

1. Complainant's name, address, and contact information (i.e., telephone number, email address, etc.)
2. Description of how, when, where and why complainant believes the discrimination occurred. In addition, the location, names, and contact information of any witnesses should also be included.

The completed form or written complaint should be returned to: City Manager, City of Lakeport, 225 Park Street, Lakeport, CA 95453.

In addition to the Title VI complaint process at City of Lakeport, a complainant may file a Title VI complaint with the Federal Transit Administration (FTA), Office of Civil Rights, Region IX, 201 Mission Street, Suite 1650, San Francisco, California 94105-1839.

For more information about the City of Lakeport's Title VI program, complaint procedure, and/or to request information in another language, contact 707-263-5615 or visit City Hall at 225 Park Street, Lakeport, CA 95453.

Si se necesita información en español, llame 707-263-5615

CITY OF LAKEPORT



Your Rights Under Title VI of the Civil Rights Act of 1964

This brochure is designed to inform you of the requirements of Title VI of the Civil Rights Act of 1964 and your rights under those requirements.



Your Rights Under Title VI of the Civil Rights Act of 1964

What is Title VI of the Civil Rights Act?

Title VI of the Civil Rights Act of 1964 and related statutes prohibit discrimination on the basis of race, color, national origin, sex, age or disability in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

As recipients of Federal financial assistance, the City of Lakeport is required to comply with various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964 and related statutes. The Civil Rights Restoration Act of 1987 amended each of the affected statutes by adding a section defining the word "program" to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives Federal financial assistance.

City of Lakeport Title VI Non-discrimination Statement

The City of Lakeport, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person in the City of Lakeport's jurisdiction shall, on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

Title VI Responsibility and Training

All City of Lakeport employees and programs are responsible for complying with Title VI. The City of Lakeport provides training and guidance at time of hire and annually to ensure ongoing compliance with Title VI.

City of Lakeport Title VI Coordinator

City Manager of the City of Lakeport shall be responsible for initiating and monitoring Title VI activities in accordance with 23 CFR 200.9(b)(1).

City of Lakeport Coordinator Contact information:

City Manager
225 Park Street
Lakeport, CA 95453

Title VI Notice to the Public

In compliance with 49 CFR Section 12.9 (d), the City of Lakeport will provide information to the public regarding its Title VI obligations and apprise members of the public of the protection against discrimination afforded to them by Title VI on an on-going basis.

This information will be provided in the form of notices and brochures. Notices and brochures containing a statement of nondiscrimination on the basis of race, color, national origin, sex, age, disability or socio-economic status will be made available on the City's website.

They will also be made available at the City Hall public counters. All Title VI noticing will also contain the contact information for the Title VI coordinator and complaint procedure information.

Public Outreach

As part of the Title VI Program, the City of Lakeport continually seeks ways to bolstering its public participation processes and enhancing its strategies for engaging under-served groups.

The City of Lakeport holds two public meetings monthly, the First and Third Tuesday of every month. At these meetings the public is welcome to attend and share in discussion with a variety of community outreach discussions. Meeting times and agendas are posted on the city website at www.cityoflakeport.com.

Limited English Proficiency

The City of Lakeport is equipped to provide (1) translated documents for public use and (2) interpreters when needed or requested by the public. Title VI notices and brochures will be provided in English and Spanish.

Title VI Complaint Procedure

Any person who believes he or she may have been discriminated against on the basis of race, color, national origin, sex, age, or disability may file a complaint with the City of Lakeport's City Manager's Office.

The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident. Written complaints may be sent to City of Lakeport, 225 Park Street, Lakeport, CA 95453, or an online complaint form may be accessed at City's website at <http://www.cityoflakeport.com>.

In addition to utilizing the Civil Rights complaint process at the City of Lakeport, a Complainant may file a Title VI complaint concerning race, color or national origin discrimination with the Federal Transit Administration (FTA), Office of Civil Rights, Region IX, 201 Mission Street, Suite 1650, San Francisco, California 94105-1839.

Title VI Assurances in Contract Documents and Agreements

All subcontractors and vendors who receive payments from the City of Lakeport where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Appendix C Title VI Complaint Form



City of Lakeport Title VI Complaint Form

Any person who believes he or she may have been discriminated against on the basis of race, color, national origin, sex, age, disability or socio-economic status may file a complaint. The complaint must be filed as soon as possible but no later than 60 days after the alleged discrimination date.

The Title VI Complaint form may be submitted to the City Manager, City of Lakeport, 225 Park Street, Lakeport, CA 95453.

Complete and return this form to: City of Lakeport, City Manager's Office, 225 Park Street, Lakeport, CA 95453.

1. Complainant's Name: _____

2. Address: _____

3. City: _____ State: _____ Zip Code: _____

4. Telephone Number (home): _____ (business): _____

5. Person discriminated against (if someone other than the Complainant):
Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

<input type="checkbox"/> Race	<input type="checkbox"/> Age
<input type="checkbox"/> Color	<input type="checkbox"/> Disability
<input type="checkbox"/> National Origin	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Sex	

7. What date did the alleged discrimination take place? _____

8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

9. 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 each box that applies:

- Federal agency
- Federal Court
- State agency
- Local agency

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

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

Complainant's Signature

Date

In addition to the Title VI complaint process at City of Lakeport, a complainant may file a Title VI complaint with the Federal Transit Administration (FTA), Office of Civil Rights, Region IX, 201 Mission Street, Suite 1650, San Francisco, California 94105-1839



City of Lakeport Title VI Policy Acknowledgement

No person shall, on the basis of race, color, national origin, sex, age, disability or socio-economic status as protected by Title VI, be excluded from participation in or denied the benefits of any City of Lakeport program or activity.

All employees of the City of Lakeport are expected to consider, respect, and observe this policy in their daily work and duties. If a person approaches an employee who believes they have been discriminated against, the employee will direct such person to the City Manager who is the Title VI Coordinator.

Attached to this policy is the City of Lakeport Title VI Plan.

Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of the City of Lakeport's Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of services on the basis of race, color, or national origin, sex, age, disability or socio-economic status as protected by Title VI.

Employee name

Employee signature

Date