



Title VI Plan

I. Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the grounds 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).

It is the policy of the City of Wright City (the "City") that the City at all times will endeavor to ensure that no person is excluded from participation in, or denied the benefits or services delivered by the City on the basis of race, color, or national origin, as protected by Title VI.

This Title VI Plan (this "Plan") was developed to guide the City in its administration and management of Title VI related activities.

Title VI Coordinator Contact Information:

Karen Girondo
City of Wright City
203 Veterans Memorial Parkway
PO Box 436
Wright City MO 63390
636-745-3101
treasurer@wrightcity.org

II. Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in City facilities. The name of the Title VI coordinator is available on the City's website, at www.wrightcity.org. Additional information relating to the City's nondiscrimination obligation can be obtained from the City's Title VI Coordinator.

Title VI information shall be disseminated to the City's employees annually via the Employee Education form (see Appendix A) in payroll envelopes or in a similar manner. This form reminds employees of the City's policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the City's expectations for them to perform their duties accordingly.

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

III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from the City 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 for City projects where funding originates from any federal assistance shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

IV. Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of the City's Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

V. Title VI Complaint Procedures

How to file a Title VI Complaint?

A complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Name of complainant, mailing address, and how to contact the complainant (i.e., telephone number, email address, etc.)
- How, when, where and why the complainant believes he or she was discriminated against. The complainant shall include the location, names and contact information of any witnesses.
- Other information that deemed significant by the complainant.

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with the City at the following address:

City of Wright City
Attn: Title VI Coordinator
203 Veterans Memorial Parkway
PO Box 436
Wright City MO 63390
636-745-3101
treasurer@wrightcity.org
fax: (636) 745-3119

NOTE: The City encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than thirty (30) days from the alleged date of discrimination.

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the City will be directly addressed by the City. The City shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the City shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed by the City within seven (7) days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

The City will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from the City, and/or 2) file a complaint externally with the appropriate Federal Agency. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

VI. Limited English Proficiency (LEP) Plan

Each agency and each recipient of federal financial assistance must take reasonable steps to provide meaningful access to LEP individuals. Among the factors to be considered in determining what constitutes reasonable steps to ensure meaningful access are: (1) the number or proportion of LEP persons in the eligible service population; (2) the frequency with which LEP individuals come into contact with the City or its programs; (3) the importance of the service provided by the program; and (4) the resources available to the City. It is expected that the City will provide for meaningful access consistent with, and without unduly burdening, the fundamental mission of the City in providing benefits and services to all who interact with it.

These four factors are further explained in the DOJ LEP Guidance found on the FCS website and published in the Federal Register on August 16, 2000.

VII. Community Outreach

Community Outreach is a requirement of Title VI. As an agency receiving federal financial assistance, the City has made the following community outreach efforts:

1. Conducts generally twice monthly Board of Aldermen meetings with the public invited to attend and become familiar with the legislative process.
2. Title VI statements are posted in City Hall for public viewing. (Appendix G)
3. The City has a user friendly website to enhance community relations efforts. The City's Title VI plan is available to the community on the website.
4. The Board of Aldermen provides time at its meetings for public input regarding large road and infrastructure construction projects before work begins on the project, allowing the public to make suggestions and share concerns.