

City of Tualatin Title VI Plan

I. Non-Discrimination Policy

It is the express policy of the City of Tualatin that no person will be excluded from, be denied the benefits of, or be otherwise subjected to discrimination under any City program or activity on the grounds of race, color, national origin, English proficiency, sex, disability, income, sexual orientation, or gender identity.

II. Title VI Program Components

A. *Elimination of Discrimination*

The City will continue its practice of identifying discrimination and where such discrimination is found to exist, implement programs or practices to eliminate discrimination.

B. *Public Dissemination of Information*

The City will create and disseminate Title VI Program information to citizens, subrecipients, contractors, affected parties, and the general public. Public dissemination efforts may include publishing information in languages other than English, posting public statements of Title VI activities, inclusion of Title VI Assurances in City of Tualatin contracts and grants, and publishing a Title VI Policy Statement in a newspaper, hearings, or at meetings.

C. *Project Responsibilities*

The City Department Managers are responsible for Title VI compliance for individual projects. Compliance activities include, but are not limited to:

1. Ensuring that all aspects of a proposed project's planning process and operations comply with the Title VI Requirements;
2. Ensuring that affected parties have meaningful access to a proposed project's planning processes;
3. Reviewing the Department work programs, policies, and other directives to ensure compliance with the Title VI Requirements; and
4. Engage in outreach to seek diverse participation in public meetings and project planning.

D. *Title VI Assurances in Contracts and Grants*

All federally funded contracts administered by the City will contain Title VI Assurances. In the event that the City distributes federal funds to another entity through grants or other agreements, such grants and agreements will contain the Title VI Assurances and the City will monitor the performance of the contract or grant for compliance.

E. *Preventive and Remedial Efforts*

The City of Tualatin will actively seek to prevent Title VI deficiencies or irregularities, and to

remedy violations or irregularities if they occur in the administration of a program subject to the Title VI Requirements.

F. Limited English Proficiency (LEP)

The City will comply with federal regulations to “Improve Access to Services for Persons with Limited English Proficiency” by providing meaningful access to the benefits, services, information of the City. To that end, the City will:

1. Translate “vital documents” into Spanish;
2. Notify the Spanish-speaking population of the availability of free translation and interpretation services, upon request, for non-vital but important documents and information;
3. Identify service changes that affect areas with high concentrations of LEP persons and develop mitigation strategies; and
4. Develop materials to educate those who serve Spanish- speaking LEP populations and LEP community members about the City’s services and programs.

III. Complaint Process

Any person who believes that the person or any program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits and/or services from the City, or by a contractor or subrecipient may file a Title VI Complaint with the City. The complaint must be filed within 180 days of the alleged discriminatory act or occurrence. Every effort will be made to obtain early resolution of complaints.

The following procedures cover all complaints arising under Title VI. These procedures do not deny the right of the complainant after completion of the Title VI complaint process to file a complaint with state or federal agencies or to bring a private action based on the complaint.

1. Upon receipt of the complaint, the City will determine whether the City has jurisdiction over the complaint, whether the complaint contains the necessary information, what additional information is needed, and whether further investigation is needed.
2. If the City determines it has jurisdiction and an investigation is needed, the City will provide the City Department, contractor, or subrecipient of whom the complaint is about the opportunity to respond in writing to the allegations. The City may conduct any investigation it deems is necessary to determine the outcome of the complaint.
3. Within sixty (60) days of the receipt of the complaint, the City will make a final decision on the complaint and respond to the complainant in writing.
4. If the complainant is not satisfied with the results of the investigation or the disposition of the complaint, the complainant may appeal the final decision to the appropriate federal or state agency, by filing a request for an appeal no later than 180 days after the date of the City’s final decision.

