

# Title VI Plan and Procedures

## Title VI of the Civil Rights Act of 1964



Adopted Date

September 17, 2024

Contact Information:

Assistant City Manager/Title VI Coordinator

116 W. Beverley Street, Staunton, VA 24401

Ph: 540-332-3812    Email: [kaufmanac@ci.staunton.va.us](mailto:kaufmanac@ci.staunton.va.us)

| TABLE OF CONTENTS                                                                                                      | PAGE |
|------------------------------------------------------------------------------------------------------------------------|------|
| I. INTRODUCTION                                                                                                        | 1    |
| II. AUTHORITIES                                                                                                        | 2    |
| III. NONDISCRIMINATION ASSURANCE                                                                                       | 3    |
| IV. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES                                                                 | 4    |
| V. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS<br>AND HOW TO FILE A COMPLAINT                               | 12   |
| VI. TITLE VI COMPLAINT PROCEDURES                                                                                      | 12   |
| VII. PUBLIC OUTREACH AND INVOLVEMENT                                                                                   | 15   |
| VIII. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED<br>ENGLISH PROFICIENCY (LEP)                                   | 16   |
| IX. MINORITY REPRESENTATION ON PLANNING AND ADVISORY<br>BODIES                                                         | 18   |
| X. TITLE VI ASSURANCES (STANDARD DOT TITLE VI ASSURANCES<br>USDOT 1050.2A                                              | 19   |
| XI. APPENDICES                                                                                                         | 22   |
| Appendix A – Contractor/ Consultant/Supplier Agreement: U.S. DOT 1050.2A                                               |      |
| Appendix B – Clauses for Deeds Transferring to United States Property                                                  |      |
| Appendix C – Clauses for Transfer of Real Property Acquired or Improved under the<br>Activity, Facility, or Program    |      |
| Appendix D – Clauses for Construction/Use/Access to Real Property Acquired under the<br>Activity, Facility, or Program |      |
| Appendix E – Contractor/ Consultant/Supplier Agreements: U.S. DOT 1050.2A                                              |      |
| Appendix F – Title VI Notice to the Public                                                                             |      |
| Appendix G – Title VI Complaint Form                                                                                   |      |
| Appendix H – Discrimination Complaint Log                                                                              |      |
| Appendix I – Language Identification Flashcards                                                                        |      |
| Appendix J – Title VI Consultant Evaluation Form                                                                       |      |

Upon request, alternative formats of this document will be produced for persons with disabilities or with limited English proficiency. Please contact the Assistant City Manager, Title VI Coordinator (540) 332-3812 or via email at [kaufmanac@ci.staunton.va.us](mailto:kaufmanac@ci.staunton.va.us).

*Previa solicitud, se producirán formatos alternativos de este documento para personas con discapacidades o con dominio limitado del inglés. Comuníquese con Asistente del Administrador de la Ciudad, Coordinadora del Título VI (540) 332-3812 o por correo electrónico a [kaufmanac@ci.staunton.va.us](mailto:kaufmanac@ci.staunton.va.us).*

## I. INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on 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 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 Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal aid recipients, sub-recipients, and contractors even where those programs and activities are not federally funded.

The City of Staunton ("the City") receives federal funding from multiple federal agencies; such funding is both direct and indirect through pass-through grants. As a recipient and/or sub-recipient of federal funds, the City has developed policies, programs, and practices that ensure that such funds are used in a manner that is nondiscriminatory as required under Title VI.

This Title VI Plan document ("the Plan") details how the City incorporates nondiscrimination and accessibility policies and procedures into the City's Title VI Plan and its appendices and attachments. In accord with the mandates of 49 CFR 21.7(a), the City will submit annual Certifications and Assurances to the Virginia Department of Transportation (VDOT) when required. The City also requires annual training for all Directors and Department heads on anti-discrimination policies, including Title VI, related federal regulations, and the Virginia Values Act. The Plan will be updated periodically as changes in law and circumstances warrant.

## II. AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, *et seq.*, 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 otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether or not such programs and activities are federally assisted.

Additional authorities and citations include: Federal Transit Laws, as amended (49 U.S.C. Chapter 53, *et seq.*); 23 CFR part 200, *et seq.*; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, *et seq.*); Department of Justice regulation, 28 CFR part 42, *et seq.*; U.S. DOT regulation, 49 CFR part 21, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964"; Federal Highway Administration (FHWA) regulation, 23 CFR part 771, "Environmental Impact and Related Procedures" (August 28, 1987); FHWA regulation, 23 CFR part 450 and 49 CFR part 613, "Planning Assistance and Standards," (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, "U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low- Income Populations," (April 15, 1997); and, U.S. DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons, (December 14, 2005)..

### III. NONDISCRIMINATION ASSURANCE

The City of Staunton is committed to full compliance with Title VI of the Civil Rights Act of 1964 and related statutes, regulations, and applicable directives. As a recipient of federal-aid funding, the City strives to achieve equity and access and prohibit discrimination in all its programs regardless of whether those programs receive federal funding.

As part of the Certifications and Assurances submitted with funding applications, the City will submit a Statement of Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring EEO (Equal Employment Opportunities) and contracting DBE (Disadvantaged Business Enterprise) and nondiscrimination based on disability ADA (Americans with Disabilities Act).

Every employee and representative of the City shall perform all official duties and actions in full accord with Title VI of the Civil Rights Act of 1964, its applicable statutes, regulations, executive orders, and directives. In signing and submitting this assurance, the City of Staunton affirms its commitment to nondiscrimination and compliance with federal and state requirements.

The Assistant City Manager has been designated as the City's Title VI Coordinator. Any person or entity affected by this Plan who has questions or complaints should contact the , Assistant City Manager, at (540) 332-3812 or [kaufmanac@ci.staunton.va.us](mailto:kaufmanac@ci.staunton.va.us).

I hereby acknowledge the receipt of the 2023-2024 City of Staunton Title VI Implementation Plan. I have reviewed and approve the Plan. I am committed to ensuring that no person is excluded from participation in, or denied the benefits of City services based on race, color, or national origin, as protected by Title VI

by 

---

Leslie Beauregard, City Manager

Dated 09/17/2024

---

## IV. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

The City Manager has designated a Title VI Coordinator (“Coordinator”) who shall report directly to the City Manager. The Coordinator will coordinate Title VI compliance efforts, including the requirements of 23 CFR Part 200 and 49 CFR Part 21, with all departments and will consult with the Office of the City Attorney. The Coordinator shall be responsible for ensuring implementation of the Title VI program and on-going compliance. Title VI program elements are inter-related, and responsibilities may overlap. The specific areas of responsibility have been delineated below for purposes of clarity.

### A. Overall Organization for Title VI

The Coordinator is responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection from appropriate departments as required, annual review and updates, annual reporting, maintaining currency with statutes and regulations, and internal education.

### B. Detailed Responsibilities of the Title VI Coordinator

The Coordinator is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI Plan responsibilities are as follows:

1. Identify and eliminate discrimination.
2. Identify barriers and resolve issues to ensure all citizens have full access to City programs.
3. Maintain collected statistical data (race, color, or national origin) of participants in and beneficiaries of City programs, (e.g., affected citizens and impacted communities) from appropriate Departments (See Appendix H).
4. Conduct annual Title VI reviews of the City to determine the effectiveness of program activities at all levels.
5. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through City departments.
6. Conduct training programs on Title VI and other related statutes for City employees.
7. Prepare an annual report of Title VI accomplishments and goals, as required.
8. Develop Title VI information for dissemination to the public and, where appropriate, in languages other than English.
9. Establish procedures for promptly resolving any deficiencies and writing the remedial action necessary within a reasonable time period.
10. Process and resolve Title VI complaints received.



## c. General Title VI Responsibilities of the City

The Coordinator is responsible for substantiating that the following elements of the plan are appropriately implemented and maintained and for coordinating with those departments responsible for public outreach and involvement and service planning and delivery.

### 1. Data collection

To ensure that Title VI reporting requirements are met, the City will maintain:

- A database of Title VI complaints received. The investigation of and response to each complaint is tracked within the database (see Appendix H).
- A log of the public outreach and involvement activities undertaken to ensure that citizens across the spectrum of race, national origin, and socio-economic status have been provided with meaningful access to these activities.

### 2. Annual Report and Updates

As a sub-recipient of FHWA funds, the City will submit a Report to VDOT, or other agencies as required, that documents Title VI complaints received during the preceding quarter and for each year. The City will also maintain and provide on an annual basis the log of public outreach and involvement activities undertaken to ensure that minority and low-income people have been provided with meaningful access to these activities.

The City will submit updates to any of the following items since the previous submission or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Limited English Proficiency Plan (“LEP Plan”)
- Procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints, or lawsuits filed with the City since the last submission
- A copy of City notices to the public that it complies with Title VI and instructions on how to file a discrimination complaint

### 3. Annual review of Title VI program

Each year, in preparing for the Annual Report and Updates, the Coordinator will review the City’s plan to ensure it is current. In addition, the Coordinator will review operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

#### 4. Dissemination of information related to the Title VI program

Information on the City's Plan will be disseminated to employees, contractors, and beneficiaries, as well as to the public, as described in the "public outreach and involvement" section of this document, and in other languages when needed according to the LEP Plan as well as federal and State laws/regulations.

#### 5. Resolution of complaints

Any individual may exercise their right to file a complaint if that person believes they have been subjected to unequal treatment or discrimination in the receipt of benefits/services or denied access to services in violation of nondiscrimination requirements (see Appendix G). The Coordinator will report the complaint to VDOT or other agency, as appropriate, and make a concerted effort to resolve complaints locally, using the City's Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described herein.

#### 6. Written policies and procedures

The City Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the annual Title VI Program Review, the Coordinator will determine whether an update is needed.

#### 7. Internal education

City employees will receive training on Title VI policies and procedures. This training will include obligations under Title VI (LEP requirements included) and required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (department- wide training) or when appropriate in resolving a complaint.

#### 8. Title VI clauses in contracts

In all federally funded transportation procurements requiring a written contract or Purchase Order (PO), the City's contract/purchase order will include appropriate nondiscrimination clauses as outlined in DOT Order No. 1050.2A. The Coordinator will work with the Purchasing staff who is responsible for procurement contracts and PO's to ensure appropriate nondiscrimination clauses are included.

Sample non-discrimination language from the City's standard contracts is set forth below:

- 1) The successful Offeror must comply with the nondiscrimination provisions of Virginia Code Section 2.2-4311, which are incorporated herein by reference.
- 2) During the performance of this Contract the Consultant agrees as follows:
  - a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in

employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d) The contractor will include the provisions of the foregoing paragraphs a, b, c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

## 9. Consultant contracts administration

The City of Staunton selects its consultants based on a competitive process. This process is based from The Virginia Public Procurement Act section 2.2-4302.2 Process for competitive negotiation. The process is led by City's Public Works Department with procurement policy oversight provided by the Finance Department.

The City will provide each Consultant a Title VI Evaluation Form. The consultant will fill out the form in its entirety and the City will evaluate the consultant for Title VI compliance before awarding a contract to the consultant.

## 10. Sub-recipients – review and monitoring procedures

The City of Staunton will conduct Title VI compliance reviews and monitoring of its sub-recipients of Federal-aid highway or other Federal funds, to ensure adherence to Title VI requirements. Appropriate City staff will periodically review operational guidelines provided to consultants, contractors, and sub-recipients, including Title VI language, provisions, and related requirements, as applicable.

The City of Staunton will also conduct periodic post grant reviews of select recipients of Federal highway funds or other Federal funds, for roads, sidewalks, bridges, municipal construction, etc. to ensure adherence to Title VI requirements.

When irregularities occur in the administration of Federal-aid highway programs at sub-recipient levels, corrective action will be taken to resolve identified Title VI issues. The City of Staunton will seek the cooperation of the consultant, contractor or other sub-recipient in correcting deficiencies found during periodic reviews. The City of Staunton will

provide technical assistance and guidance, upon request, to support voluntary compliance by the sub-recipient.

When a sub-recipient fails or refuses to voluntarily comply with requirements, the City of Staunton will submit to VDOT's Civil Rights Administrator -Title VI Coordinator copies of the case file and a recommendation that the sub-recipient be found in noncompliance.

A follow-up review will be conducted to ascertain if the sub-recipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the sub-recipient refuses to comply, the City of Staunton and VDOT may, with FHWA's concurrence, initiate sanctions per 49 CFR 21.

## 11. Multidisciplinary approach of the plan

The City strives to comply with Title VI of the Civil Rights Act of 1964 in addition to any other regulatory requirements as established by law. To this extent, the City will utilize a collaborative approach within specified City departments that receive federal grants to provide ongoing communication and interaction within the community for programs and activities in order to ensure nondiscriminatory practices. As recipients of federal grants for various programs and activities, the City has designated Title VI Specialists within applicable departments.

Title VI Specialists shall work with the Title VI Coordinator to ensure compliance by contractors, subcontractors, consultants, suppliers and other sub-recipients involved with any projects, programs or activities of the City utilizing federal funds. Title VI Specialists will work with the Coordinator to collect the required demographic data of community participants and beneficiaries of the City's federally funded transportation programs. The Specialists shall be responsible for maintaining this data as it pertains to their specific programs or activities. Annually, the Coordinator is charged with utilizing the data collected by the Specialists to complete Title VI reporting as required.

**Title VI Specialists** – Additionally, the Agency has designated Title VI Specialists in special emphasis program areas. The Specialists shall work in concert with the Title VI Coordinator. These key programs areas are subject to receiving federal assistance through grants or other types of funding. The Title VI Specialists will work with the Coordinator to ensure their respective departments and programs comply with Title VI regulations and assurances, meet the Title VI Method of Administration as laid out on this Title VI Plan, meet federal and state reporting requirements, and provide adequate training opportunities for applicable staff.

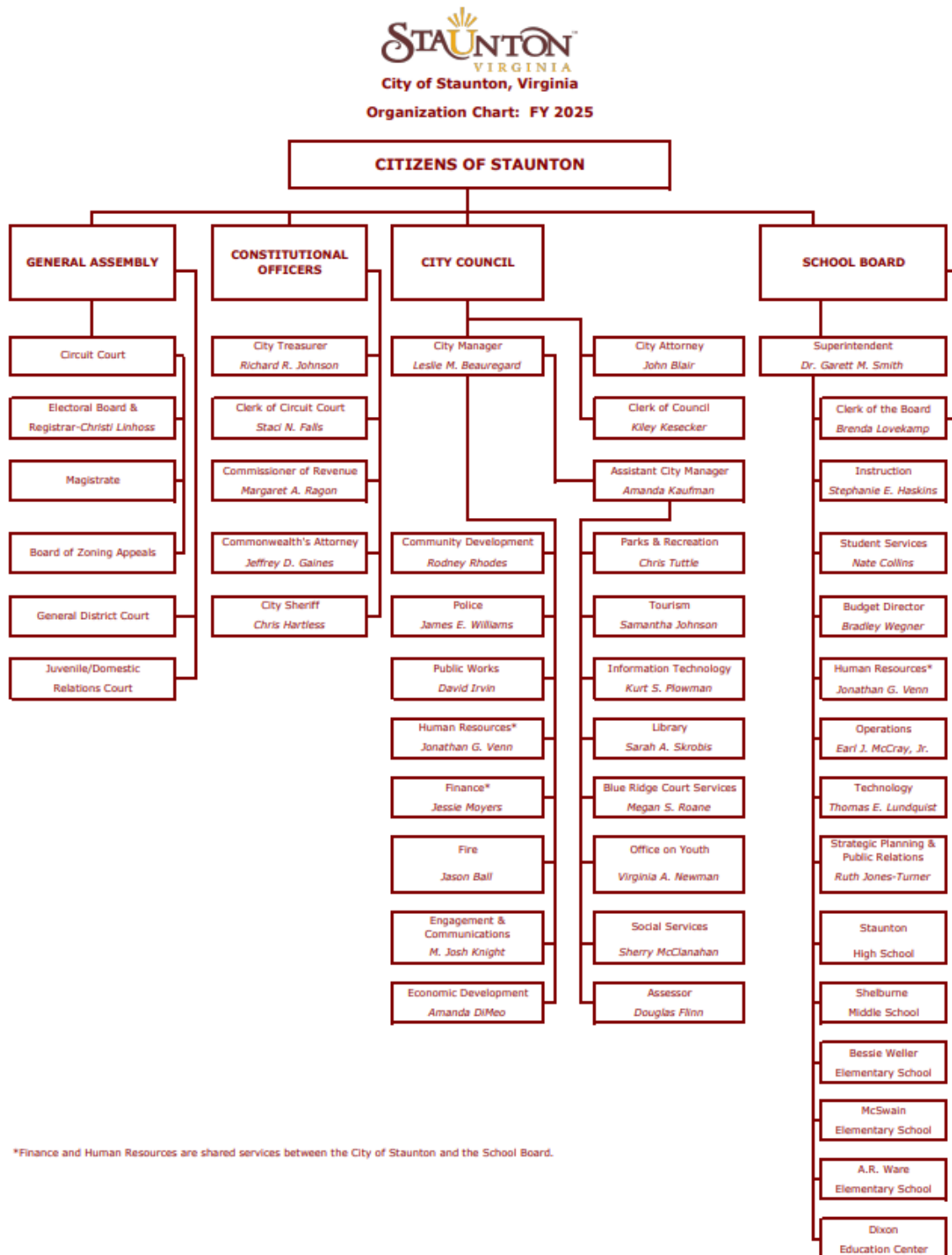
Title VI Specialists will also work with the Coordinator to ascertain Title VI compliance by contractors, subcontractors, consultants, suppliers and other sub-recipients under federally funded projects or programs. Specialists will ensure applicable Title VI provisions and requirements are included in contractual agreements to prime contractors and sub-recipients. Title VI Specialists will work with the Coordinator to obtain statistical data on race, color, national origin, handicap/disability, age and sex of participants in,

and beneficiaries of the Agency's federally funded transportation programs. Each of the Specialists will maintain data relative to their respective special emphasis program area, designated below. The Coordinator shall use the data to complete annual Title VI reports and for other administrative needs.

## **TITLE VI SPECIALISTS DESIGNEES**

| <b><u>Program Area</u></b> | <b><u>Official Job Title</u></b>    |
|----------------------------|-------------------------------------|
| Clerk of the Court         | Clerk of the Court                  |
| Commissioner of Revenue    | Commissioner of Revenue             |
| Commonwealth Attorney      | Commonwealth Attorney               |
| Community Development      | Director of Community Development   |
| Information Technology     | Chief Technology Officer            |
| Economic Development       | Director of Economic Development    |
| Finance/Budget             | Chief Finance Officer               |
| Fire & Rescue              | Fire Chief                          |
| Human Resources            | Chief Human Resources Officer       |
| Library                    | Director of Library Services        |
| Parks and Recreation       | Director of Parks and Recreation    |
| Police                     | Chief of Police                     |
| Public Works               | Director of Public Works            |
| Communications             | Engagement & Communications Manager |
| Assessor                   | City Assessor                       |
| Sheriff's Office           | Sheriff                             |
| Tourism                    | Director of Tourism                 |
| Treasurer                  | City Treasurer                      |

## D. Organizational Chart



## V. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT

### Requirement to Provide a Title VI Public Notice

Title 49 CFR Section 21.9(d) requires recipients of federal funding to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and to apprise citizens of the protections against discrimination afforded to them by Title VI. At a minimum, the City shall disseminate this information to the public by posting a Title VI notice on the City's website homepage and in public areas of City buildings, including conspicuous office spaces, meeting rooms, in federally-funded vehicles, etc. An example of the City's Notice is attached hereto as Appendix F.

## VI. TITLE VI COMPLAINT PROCEDURES

Any individual may exercise his or her right to file a complaint with the Coordinator if that person believes they have been subjected to unequal treatment or discrimination in the receipt of benefits or services. Complaints may be filed with the City, VDOT, or FHWA Office of Civil Rights. If the Complaint is filed with the City, the Coordinator will report the complaint to

VDOT or other applicable agency within the required time frame; thereafter, VDOT will forward the complaint to the appropriate federal agency. The City will not investigate complaints filed against it; the City will follow guidance and directives from applicable state and federal agencies. All Title VI complaints and their resolution will be logged and reported to VDOT or other agencies as required. The City's Title VI Complaint Form is attached hereto as Appendix G.

The City includes the following language on all printed information materials, the City's website, in press releases, in public notices, in published documents, and on documents provided to members of the public:

*The City of Staunton is committed to ensuring that no person is excluded from participation in programs and activities or is denied the benefits of its transit services based on race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964.*

*For additional information on the City's nondiscrimination policies and procedures, or to file a complaint, please visit our website at [www.ci.staunton.va.us](http://www.ci.staunton.va.us) or contact the Assistant City Manager, Title VI Coordinator for The City of Staunton.*

*Instructions for filing Title VI complaints are posted on the City's website and are also included in all information disseminated to contractors, and members of the public as needed.*



## A. Procedures for Filing a Title VI Complaint

1. Any individual, group, or entity that believes they have been subjected to discrimination based on race, color, or national origin may file a written complaint with the Title VI Coordinator. The complaint is to be filed in the following manner:
  - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
  - b. The complaint shall be in writing and signed by the complainant(s).
  - c. The complaint should include:
    - the complainant's name, address, and contact information (i.e., telephone number, email address, etc.)
    - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance)
    - a description of the alleged act of discrimination
    - the location(s) of the alleged act of discrimination
    - explanation of why the complainant believes the act to have been discriminatory based on race, color, or national origin
    - if known, the names and/or job titles of those individuals involved in the incident
    - names and contact information for any witnesses
    - indication of any related complaint activity
  - d. The complaint shall be submitted to Amanda Kaufman, the City of Staunton's Assistant City Manager, Title VI Coordinator, 116 W. Beverley Street, Staunton, VA 24401, (540) 332-3812, or via email at [kaufmanac@ci.staunton.va.us](mailto:kaufmanac@ci.staunton.va.us).
  - e. Complaints received by any other City employee will be promptly forwarded to the Coordinator.
  - f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Coordinator. Under these circumstances, the complainant will be interviewed, and the Coordinator will record or memorialize the interview.
2. Upon receipt of a complaint, the Coordinator will promptly:
  - a. notify VDOT or other appropriate state or federal agency;
  - b. notify the City Manager;
  - c. ensure that the complaint is entered in the complaint database.

*A copy of the City's Complaint Form is attached hereto as **Appendix G** and can also be found online at [www.staunton.va.us](http://www.staunton.va.us).*

## B. How Are Complaints Routed?

FHWA Division Offices do not investigate Title VI complaints. Likewise, State DOTs and its sub-recipients do not investigate complaints filed against themselves. Finally, FHWA is responsible for all decisions regarding whether a complaint should be accepted, dismissed, or referred to another agency.

With this understanding, complaints should be routed in the following ways:

1. All complaints will be routed to the FHWA Headquarters Office of Civil Rights (HCR) for processing. HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against the City (a sub-recipient of Federal financial assistance).
2. Complaints should be forwarded from the initial receiving agency through the Federal aid highway oversight hierarchy until the complaint reaches HCR. For example, if a complaint is filed with the City, the City will forward the complaint to VDOT, which will forward the complaint to the VDOT's FHWA Division Office, which will forward the complaint to HCR. If a complaint is filed with VDOT, VDOT will forward the complaint to the VDOT's FHWA Division Office, which should forward the complaint to HCR.
3. VDOT and City will log all complaints received.
4. When HCR decides on whether to accept, dismiss, or transfer the complaint, HCR will notify the Complainant, the FHWA Division Office, VDOT, and the City.
5. Complaints may also be sent to HCR directly at:

|             |                                                                                                                                                                       |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Postal Mail | Federal Highway Administration<br>U.S. Department of Transportation Office of Civil Rights 1200<br>New Jersey Avenue, SE<br>8th Floor E81-105 Washington,<br>DC 20590 |
| Email       | CivilRights.FHWA@dot.gov                                                                                                                                              |
| Fax         | (202) 366-1599                                                                                                                                                        |
| Questions?  | (202) 366-0693                                                                                                                                                        |

## C. What are the potential outcomes for processing a complaint?

There are four (4) potential outcomes for processing complaints:

1. Accept: if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Division Office a written notice that it has accepted the complaint for investigation.
2. Preliminary review: if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary

review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.

3. Procedural Dismissal: if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Division Office a written notice that it is dismissing the complaint.
4. Referral/Dismissal: if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

The HCR is responsible for conducting all investigations of State DOTs and other primary Recipients. In the case of a complaint filed against a sub-recipient, HCR may either conduct the investigation itself, or it may delegate the investigation to VDOT. If HCR chooses to delegate the investigation of a sub-recipient, HCR will communicate its acceptance of the complaint to the complainant and respondent, but VDOT will conduct all data requests, interviews, and analysis.

VDOT will then create a Report of Investigation (ROI), which it will send to HCR. Finally, HCR will review the ROI and compose a Letter of Finding based on the ROI.

## VII. PUBLIC OUTREACH AND INVOLVEMENT

### Overview of Services

The City of Staunton receives federal funds for individual projects and initiatives that improve City services, infrastructure, safety and resiliency. The City conducts public outreach and involvement activities that comply with all state and federal requirements.

### Public Outreach Services Include

- Scheduling meetings at times and locations that are convenient and accessible for minority and Limited English Proficiency (LEP) communities.
- Employing different meeting sizes and formats.
- Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.

- Coordinating with the City of Staunton Diversity, Equity, and Inclusion Commission to gather input from affected minority and/or LEP communities and monitor the implementation of the City's Title VI Plan.
- Working with community partners and affected minority and LEP communities to provide notices and information about the City's upcoming Comprehensive Plan update. This update will address the City's transportation and infrastructure needs. The City will provide notices that clearly state that translation services are available at public meetings discussing the Comprehensive Plan update.

## VIII. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

### A. Introduction and Legal Basis

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non- English-speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The City has developed a written LEP Plan (below). Using the most recent American Community Survey (ACS) Census information, found at [www.census.gov](http://www.census.gov). The City has evaluated data to determine the extent of need for translation services of its vital documents and materials.

### B. Assessment of Needs and Resources

**Factor 1:** Assessment of the Number and Proportion of LEP Persons Likely to Be Served or Encountered in the Eligible Service Population

The department has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

U.S. Census Data – American Community Survey (*Most recent 5-Year Estimates Data*)

Data from the U.S. Census Bureau's American Community Survey (ACS) was obtained through [www.census.gov](http://www.census.gov). The City's service area includes a total of 20 households or 0.19% of the total population of persons with Limited English Proficiency (those persons who indicated that they spoke English "less than very well" in the most recent US Census Bureau's ACS information).

Information from the US Census Bureau's ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons.

| LANGUAGE      | ESTIMATED HOUSEHOLDS | PERCENT |
|---------------|----------------------|---------|
| Spanish       | 15                   | 0.14%   |
| Indo-European | 5                    | 0.05%   |

**Factor 2: Assessment of Frequency with Which LEP Individuals Come into Contact with the Transit Services or City Planning or Development Services Staff**

The Coordinator has reviewed the relevant benefits, services, and information provided by the department and determined the extent to which LEP persons have encountered these functions through the following channels:

- Calls to the Coordinator’s line;
- Visits to the City offices.

The Coordinator will continue to identify emerging populations as updated Census data becomes available for our service area. In addition, when LEP persons contact any City department, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact. To assist in language identification, we use a language identification flashcard (Appendix I) based on that which was developed by the U.S. Census. The Coordinator is authorized to obtain on-demand translation services as required.

**Factor 3: Assessment of the Resources Available to the Department**

The following language assistance and outreach efforts are currently being provided by the Coordinator and City departments:

- Contract translation services as required/requested

## c. LEP Implementation Plan

Through the three-factor analysis, the City has determined that the following actions are most needed and feasible:

### 1. Monitoring/updating the plan

This plan will be updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and changes in applicable law.

As part of ongoing outreach to community organizations, the City will solicit feedback on the effectiveness of language assistance provided, unmet needs, and any other challenges or barriers citizens may face when trying to access City services. With input and assistance from the city’s Diversity, Equity and Inclusion Commission, these efforts shall include direct solicitation of minority members of the community as well as LEP members of the community to determine what barriers are present and should be remedied. Additional measures will be added to the LEP Implementation Plan as required.

Methods for monitoring and updating the plan shall include: Updates to the City's LEP plan at least once every three years; Determining if the need for more or different translation services is needed; Determining whether local language assistance programs have been effective and sufficient to meet the need through outreach to community organizations; Determining whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals; and Maintaining a Title VI complaint log, including LEP, to determine issues and basis of complaints. The City's Diversity, Equity and Inclusion Commission will provide input on these activities for monitoring and updating the plan.

## **IX. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES**

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program."

The City will make reasonable efforts to ensure that appointed, non-elected planning boards, advisory councils or committees reflect the demographic makeup of the City population including communicating and working with the City's Diversity, Equity, and Inclusion Commission.

## x. TITLE VI ASSURANCES (STANDARD DOT TITLE VI ASSURANCES – USDOT 1050.2A)

### THE CITY OF STAUNTON, VIRGINIA

#### TITLE VI / NONDISCRIMINATION ASSURANCE (DOT Order No. 1050.2A)

The City of Staunton, (herein referred to as the “Recipient”), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the *Federal Highway Administration*, is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation – Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### General Assurance

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure 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 otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

## Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted Highway Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The City of Staunton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of **Appendix A and E** of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of **Appendix B** of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in **Appendix C and Appendix D** of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:



- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractor, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the City also agrees to comply (and require any subrecipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the VDOT/FHWA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by VDOT/FHWA. You must keep records, reports, and submit the material for review upon request to VDOT/FHWA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The City gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal-Aid Highway Program*. This ASSURANCE is binding on the *Commonwealth of Virginia*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the *Federal-Aid Highway Program*.

by 

---

Leslie Beauregard, City Manager

Dated 09/17/2024

---

## XI. Appendices

### APPENDIX A

#### Contractor/ Consultant/Supplier Agreement: U.S. DOT 1050.2A

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 Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, 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, or national origin 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 Acts and the Regulations, 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 Acts and the Regulations relative to Nondiscrimination 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 Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, 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 Recipient or the Federal Highway 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 Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies;
  - b. and/or 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 take action with respect to any subcontract or procurement as the Recipient or the Federal Highway 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 Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## **APPENDIX B**

### **CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that The City of Staunton will accept title to the lands and maintain the project constructed thereon in accordance with the Virginia General Assembly, the Regulations for the Administration of the Federal-Aid Highway Program and the policies and procedures prescribed by the *Federal Highway Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the

U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto The City of Staunton all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto The City of Staunton and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on The City of Staunton, its successors and assigns.

The City of Staunton, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that The City of Staunton will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above- mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by The City of Staunton pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, The City of Staunton will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, The City of Staunton will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of The City of Staunton and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by The City of Staunton pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, The City of Staunton will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, The City of Staunton will there upon revert to and vest in and become the absolute property of The City of Staunton and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX E

### Contractor/ Consultant/Supplier Agreements: U.S. DOT 1050.2A

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:

#### **Pertinent Nondiscrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (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, which 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 (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 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, which ensures non-discrimination 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. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

## APPENDIX F

### Title VI Notice to the Public



## TITLE VI NOTICE TO THE PUBLIC

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 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 Staunton, is committed to ensuring that no person is excluded from participation in or denied the benefits of any projects or services that receive Federal financial assistance on the basis of race, color, or national origin. Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the services provided by The City of Staunton, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

The City of Staunton

City Manager's Office

Attn: Assistant City Manager/Title VI Coordinator

116 W. Beverley Street

Staunton, VA 24401

Phone: 540-332-3812

Email: [kaufmanac@ci.staunton.va.us](mailto:kaufmanac@ci.staunton.va.us)



## APPENDIX G

### Title VI Complaint Form

#### CITY OF STAUNTON TITLE VI DISCRIMINATION COMPLAINT FORM

Instructions: Please fill out this form completely in blue or black ink or type. Sign and submit to the Title VI Coordinator, Assistant City Manager, 116 W. Beverley Street, Staunton, VA 24401, (540) 332-3812, [kaufmanac@ci.staunton.va.us](mailto:kaufmanac@ci.staunton.va.us).

**THIS FORM IS OPTIONAL AND IS PROVIDED FOR YOUR CONVENIENCE.**

Complainant Name: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

If an authorized representative is filing this complaint on behalf of another person, his/her personal information must also be included:

Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Please tell us why you believe the discrimination occurred: Race, Color, National Origin, Other (Specify):

\_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location or Address of Incident: \_\_\_\_\_

Describe your complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of corrective action would you like to see be taken? \_\_\_\_\_  
\_\_\_\_\_

If the incident involved a City of Staunton employee, please list his/her name: \_\_\_\_\_

Names and contact information of witnesses: \_\_\_\_\_  
\_\_\_\_\_

If your complaint is being filed on behalf of another person or group of people, all complaints must be identified by name: \_\_\_\_\_

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix H

### Discrimination Complaint Log

#### DISCRIMINATION COMPLAINT LOG

| Case No. | Investigator | Complainant | Sub-recipient | Protected Category | Date Filed | Date of Final Report | Disposition |
|----------|--------------|-------------|---------------|--------------------|------------|----------------------|-------------|
|          |              |             |               |                    |            |                      |             |
|          |              |             |               |                    |            |                      |             |
|          |              |             |               |                    |            |                      |             |
|          |              |             |               |                    |            |                      |             |
|          |              |             |               |                    |            |                      |             |
|          |              |             |               |                    |            |                      |             |

## Appendix I

### Language Identification Flashcards

| 2004<br>Census<br>Test   | United States<br><b>Census</b><br>2010                                          | LANGUAGE IDENTIFICATION FLASHCARD |
|--------------------------|---------------------------------------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.                           | 1. Arabic                         |
| <input type="checkbox"/> | Խնդրում ենք նշում կատարել այս բառակառուցում, եթե խոսում կամ կարդում եք հայերեն: | 2. Armenian                       |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।                          | 3. Bengali                        |
| <input type="checkbox"/> | ឈ្មួចញ៉ាំងក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។                           | 4. Cambodian                      |
| <input type="checkbox"/> | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.    | 5. Chamorro                       |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。                                                              | 6. Simplified Chinese             |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。                                                              | 7. Traditional Chinese            |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.                 | 8. Croatian                       |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.                          | 9. Czech                          |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken.                     | 10. Dutch                         |
| <input type="checkbox"/> | Mark this box if you read or speak English.                                     | 11. English                       |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.                    | 12. Farsi                         |

DB-3309

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

|                          |                                                                                      |                    |
|--------------------------|--------------------------------------------------------------------------------------|--------------------|
| <input type="checkbox"/> | Cocher ici si vous lisez ou parlez le français.                                      | 13. French         |
| <input type="checkbox"/> | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.                | 14. German         |
| <input type="checkbox"/> | Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.                            | 15. Greek          |
| <input type="checkbox"/> | Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen.                                | 16. Haitian Creole |
| <input type="checkbox"/> | अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।                       | 17. Hindi          |
| <input type="checkbox"/> | Kos lub voj no yog koj paub twm thiab hais lus Hmoob.                                | 18. Hmong          |
| <input type="checkbox"/> | Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.                  | 19. Hungarian      |
| <input type="checkbox"/> | Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.                    | 20. Ilocano        |
| <input type="checkbox"/> | Marchi questa casella se legge o parla italiano.                                     | 21. Italian        |
| <input type="checkbox"/> | 日本語を読んだり、話せる場合はここに印を付けてください。                                                         | 22. Japanese       |
| <input type="checkbox"/> | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.                                                       | 23. Korean         |
| <input type="checkbox"/> | ໄວ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານສາມາດຢືນຢັນພາສາລາວ.                                          | 24. Laotian        |
| <input type="checkbox"/> | Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish         |

DB-3309

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

|                          |                                                                                |                |
|--------------------------|--------------------------------------------------------------------------------|----------------|
| <input type="checkbox"/> | Assinale este quadrado se você lê ou fala português.                           | 26. Portuguese |
| <input type="checkbox"/> | Însemnați această căsuță dacă citiți sau vorbiți românește.                    | 27. Romanian   |
| <input type="checkbox"/> | Пометьте этот квадратик, если вы читаете или говорите по-русски.               | 28. Russian    |
| <input type="checkbox"/> | Обележите овај квадратик уколико читате или говорите српски језик.             | 29. Serbian    |
| <input type="checkbox"/> | Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.             | 30. Slovak     |
| <input type="checkbox"/> | Marque esta casilla si lee o habla español.                                    | 31. Spanish    |
| <input type="checkbox"/> | Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. | 32. Tagalog    |
| <input type="checkbox"/> | ໂຕ້ກາເຮື້ອໝາຍວ່າໃນສ່ວນນີ້ທ່ານຄຳນຳພາພາສາໄທ.                                     | 33. Thai       |
| <input type="checkbox"/> | Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.                        | 34. Tongan     |
| <input type="checkbox"/> | Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.         | 35. Ukrainian  |
| <input type="checkbox"/> | اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔                     | 36. Urdu       |
| <input type="checkbox"/> | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.               | 37. Vietnamese |
| <input type="checkbox"/> | באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.                            | 38. Yiddish    |

## Appendix J

### Title VI Consultant Evaluation Form

The City of Staunton is a recipient of federal financial assistance. As a recipient, the City of Staunton is required to comply with Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination laws and authorities. Title VI of the Civil Rights Act of 1964, and other directives prohibit agencies and sub-recipients receiving federal assistance from discriminating against anyone or any group in the United States on the grounds of race, color, national origin, sex, age, disability, or low-income. The United States Department of Transportation (USDOT) and Federal Highway Administration (FHWA) Regulations (49 Code of Federal Regulations (CFR), Part 21, and 23 CFR, Part 200 respectively, and other applicable orders and authorities provide guidelines, actions, and responsibilities for the City of Staunton's implementation of the Title VI Program. These laws and regulations include but are not limited to the following:

- **The 1970 Uniform Act (42 USC 4601)** – prohibits unfair treatment of displacees
- **Section 504 of the 1973 Rehabilitation Act (29 USC 790)** – prohibits discrimination based on disability
- **The Federal-Aid Highway Act 1973 (23 USC 324)** – prohibits discrimination based on gender
- **The 1975 Age Discrimination Act (42 USC 6101)** – prohibits age discrimination (any age)
- **The Civil Rights Restoration Act of 1987** – clarified the original intent of nondiscrimination organization-wide
- **Executive Order 12898 on Environmental Justice (EJ)** addresses disproportionately high and adverse human health and environmental effects on minority and low-income populations
- **Executive Order 13166 on Limited English Proficiency (LEP)** - ensures people who are limited English proficient (LEP) have meaningful access to services

In brief, these laws and regulations prohibit discrimination in federally assisted programs and activities. Title VI of the 1964 Civil Rights Act states 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.”*

By contracting with the City of Staunton, a contractor is obligated to comply with the laws and regulations listed above and within the Memorandum of Agreement (MOA) executed between the City and the contractor. The City of Staunton with the assistance from each applicable department director, monitors an organization's compliance with the non-discrimination provisions.

To monitor compliance, each contractor and all sub-contractors are required to submit a Title VI Evaluation Form. This requirement is applicable for all contractors.

The Title VI Evaluation Form provides documentation that a contractor has procedures in place to prevent discrimination in programs and services based on Title VI.

The City of Staunton will request a Title VI Evaluation Form within ten (10) days of notification of selection for new contractors or contractors that do not have a current assessment on file with

the City of Staunton. The Assessment Form should be submitted to the Department Director that is negotiating the contract.

Once the Title VI Evaluation Form is provided to the City of Staunton, the Department Director reviews the information and issues a pre-award letter within fifteen (15) days of receiving documentation or may schedule an on-site review within the same time frame to confirm information provided in the Assessment Form. The Department Director may request additional information and/or recommend corrective actions. The Department Director may randomly schedule on site compliance reviews at the contractor's office.

If the report is approved, a letter is sent out with an expiration date for one year from the date of the approval letter. Typically, the letter remains current and on file with the City of Staunton for a period of one year. An updated report is required annually for contractors who continue to perform under a contract with the City of Staunton. It should be noted that, if the City of Staunton conducts an on-site compliance review, the contractor can still be found to be out of compliance during the one-year period.

Failure to comply with the nondiscrimination provisions may result in cessation of negotiations, withholding of payments, cancellation, termination, or suspension of the contract in whole or in part.

Should you have any questions about the City of Staunton's Title VI Program or the Evaluation Form, contact the Title VI Coordinator at 540-332-3812 or at [kaufmanac@ci.staunton.va.us](mailto:kaufmanac@ci.staunton.va.us).



## CITY OF STAUNTON TITLE VI EVALUATION FORM

This Title VI Evaluation Form is used as a Pre-award Review and Post-award Review. The City of Staunton is required to conduct routine assessments prior to releasing funds to ensure Title VI compliance. A pre-award review assists the City of Staunton in determining whether applicants operate in a nondiscriminatory manner. Pre-award reviews can also be used to require applicants to take preventive measures to ensure that discrimination will not occur in their services as a condition of receiving contracts. Pre-award reviews represent a frontline approach to eliminating and preventing discrimination before it occurs.

Post-Award Reviews are generally conducted after a contractor begins the scope of work. However, to minimize the burden on the City of Staunton's contractors, the City of Staunton has developed a form that serves as both a pre-award and post-award compliance tool.

The City of Staunton must also conduct on-site reviews of prime contractors periodically to ensure that the contractor remains in compliance with Title VI and to verify that the contractor has preventive measures to ensure nondiscrimination by their sub-contractors.

|                                                                                           |                                   |                                                                                |
|-------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------|
| Name of Preparer:                                                                         | Preparer's Title                  |                                                                                |
| Phone:                                                                                    | Email Address:                    |                                                                                |
| Name of Organization:                                                                     | Address of Organization:          |                                                                                |
| Address of Virginia location where project will be done:                                  |                                   |                                                                                |
| Type of Contractor Organization                                                           |                                   |                                                                                |
| Private Organization <input type="checkbox"/>                                             | Supplier <input type="checkbox"/> |                                                                                |
| <input type="checkbox"/>                                                                  | <input type="checkbox"/>          |                                                                                |
| Governmental Agency                                                                       | Other                             |                                                                                |
| Workforce for Virginia Locations:                                                         |                                   |                                                                                |
| Total                                                                                     | % Minority                        | % Female                                                                       |
| Business Ownership/ Control                                                               |                                   |                                                                                |
| Minority <input type="checkbox"/>                                                         | Female <input type="checkbox"/>   | DBE Certified <input type="checkbox"/> SWaM Certified <input type="checkbox"/> |
| Does your organization currently have contracts or subcontracts with the City of Staunton |                                   |                                                                                |
| Yes <input type="checkbox"/>                                                              | No <input type="checkbox"/>       |                                                                                |
| What is your organization's most recent date of Title VI approval?                        |                                   |                                                                                |
| Status of Project(s):                                                                     | Value of Current Contract(s):     |                                                                                |

What does your organization have in place to ensure non-discrimination in the City of Staunton's scope of work and your programs and services?

|                                                     |                                                                                                                                                                                                                                                                                                                |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------|---------------------------------|-------------------------------------------------------|-------|-------------------------------------------|-------------------------|--------|---------------------------------|-------------------------------------------------------|-------|-------------------------------------------|-------------------------|----------------------|
|                                                     | <p align="center"><b>Virginia Workforce</b></p> <p align="center"><b>CONSULTANT EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS</b></p>                                                                                                                                                                        |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
|                                                     | <p>Employment at this establishment – Report all permanent full and part-time employees including apprentices and on the job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered zeros.</p> |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
| Job Categories                                      |                                                                                                                                                                                                                                                                                                                | <p align="center">Number of Employees</p> <p align="center">(Report employees in only one category.)</p> |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
|                                                     |                                                                                                                                                                                                                                                                                                                | <p align="center">Race / Ethnicity</p>                                                                   |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
|                                                     | Hispanic or Latino                                                                                                                                                                                                                                                                                             |                                                                                                          | Not Hispanic or Latino |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         | Total<br>Col A-<br>N |
|                                                     |                                                                                                                                                                                                                                                                                                                |                                                                                                          | Male                   |                                 |                                                       |       |                                           |                         | Female |                                 |                                                       |       |                                           |                         |                      |
|                                                     | Male                                                                                                                                                                                                                                                                                                           | Female                                                                                                   | White                  | Black or<br>African<br>American | Native<br>Hawaiian<br>or Other<br>Pacific<br>Islander | Asian | American<br>Indian or<br>Alaska<br>Native | Two or<br>More<br>Races | White  | Black or<br>African<br>American | Native<br>Hawaiian<br>or Other<br>Pacific<br>Islander | Asian | American<br>Indian or<br>Alaska<br>Native | Two or<br>More<br>Races |                      |
|                                                     | A                                                                                                                                                                                                                                                                                                              | B                                                                                                        | C                      | D                               | E                                                     | F     | G                                         | H                       | I      | J                               | K                                                     | L     | M                                         | N                       | O                    |
| Executive/Sir<br>Level Officials &<br>Mangers (1.1) |                                                                                                                                                                                                                                                                                                                |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
| First/Mid-Level<br>Officials &<br>Managers (1.2)    |                                                                                                                                                                                                                                                                                                                |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
| Professionals (2)                                   |                                                                                                                                                                                                                                                                                                                |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
| Technicians (3)                                     |                                                                                                                                                                                                                                                                                                                |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
| Sales Workers (4)                                   |                                                                                                                                                                                                                                                                                                                |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
| Administrative<br>Support Workers<br>(5)            |                                                                                                                                                                                                                                                                                                                |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
| Craft Workers (6)                                   |                                                                                                                                                                                                                                                                                                                |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |
| Operatives (7)                                      |                                                                                                                                                                                                                                                                                                                |                                                                                                          |                        |                                 |                                                       |       |                                           |                         |        |                                 |                                                       |       |                                           |                         |                      |

|                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Laborers & Helpers (8)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service Workers (9)      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>TOTAL (10)</b>        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PREVIOUS YEAR TOTAL (11) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Organization, Staffing, &amp; Training</b>                                                                                                                                                                                                                                                                                                                                                                  |
| 1. What type of services will your organization provide the City of Staunton?                                                                                                                                                                                                                                                                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. Identify the person responsible for the administration of Title VI policies and procedures (a Title VI Coordinator.) Provide the name, position, title, and contact information.                                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Title VI / Nondiscrimination</b>                                                                                                                                                                                                                                                                                                                                                                            |
| 1. Is your Title VI Coordinator, project managers, and other staff made aware of Title VI compliance and regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21 and the Federal Highway Administration's 23 Code of Federal Regulations 200? Please explain how they are made aware. |
|                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. What procurement procedures does your organization have in place to ensure nondiscrimination in the selection and retention of subcontractors, including procurements of materials and leases of equipment? <b>Please note N/A is not an acceptable response, please provide a complete answer.</b>                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3. How does your organization notify your subcontractors and suppliers of their obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability and low-income populations? <b>Please note N/A is not an acceptable response, please provide a complete answer.</b>                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4. Are facilities and meeting areas fully accessible to persons with disabilities?                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5. Does your organization have a system in place to accommodate persons with disabilities? If yes, how does your organization notify the public? If no, please explain. <b>Please note, N/A is not an acceptable response, please provide a complete answer.</b>                                                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6. How are limited English proficient persons made aware that they can receive translation services for access to services? <b>Please note, N/A is not an acceptable response, please provide a complete answer.</b>                                                                                                                                                                                           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
| <p><b>7.</b> Has your organization been reviewed by any governmental agencies for compliance with Title VI and other laws and regulations? If yes, provide a copy of the letter identifying the review findings.</p>                                                                                                                                                                                                                                                                                                                                         |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
| <p><b>8.</b> Does your organization receive federal assistance (grants, loans, donations of property, or detail of personnel) from any Federal government entity?</p>                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
| <p><b>9.</b> List any discrimination complaints and/or lawsuits received in Virginia during the reporting period. Include the basis for the complaint (ethnicity, gender, etc.) and summarize the outcome or resolution. If applicable, include a copy of the investigation report.</p>                                                                                                                                                                                                                                                                      |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
| <p><b>Disadvantaged Business Enterprises (DBE)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
| <p><b>1.</b> Did your organization award any contracts/subcontracts related to the City of Staunton work to DBE's during the reporting period?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes     <input type="checkbox"/> No         </p>                                                                                                                                                                                                                                                                                                 |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
| <p>If yes, provide the following:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> <li>The DBE's name and amount awarded</li> </ul> </td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>Total #of contracts awarded to DBE's</li> </ul> </td> <td></td> </tr> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>Total dollar amount of contracts awarded to DBE's</li> </ul> </td> <td></td> </tr> </table> | <ul style="list-style-type: none"> <li>The DBE's name and amount awarded</li> </ul> |  | <ul style="list-style-type: none"> <li>Total #of contracts awarded to DBE's</li> </ul> |  | <ul style="list-style-type: none"> <li>Total dollar amount of contracts awarded to DBE's</li> </ul> |  |
| <ul style="list-style-type: none"> <li>The DBE's name and amount awarded</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
| <ul style="list-style-type: none"> <li>Total #of contracts awarded to DBE's</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |  |                                                                                        |  |                                                                                                     |  |
| <ul style="list-style-type: none"> <li>Total dollar amount of contracts awarded to DBE's</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                     |  |                                                                                        |  |                                                                                                     |  |

I certify that the data given in the report is correct to the best of my knowledge. (Report has to be submitted with original signature, not a photocopy.)

Signature:

|                      |         |        |
|----------------------|---------|--------|
| (Authorized Officer) | (Title) | (Date) |
|----------------------|---------|--------|

*For Office Use Only*

Provide Award?     Yes     ☐     No     ☐

Recommendations:

---

---

---

---

---

---

---

---

---

---