

City of Paris



Administrative Guide 4-1

Title VI and ADA

Effective Date: December 2022

Prior Version Date:

Statement of Policy

The City of Paris (City) values diversity and welcomes input from all interested parties, regardless of cultural identity, background, or income level. The City does not tolerate discrimination in any of its programs, services, or activities. Moreover, the City believes that the best programs and services result from careful consideration of the needs of all its communities. It is the policy of the City that no person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination or retaliation under any federally and / or non - federally funded City programs or activities administered by the City. In accordance with Resolution 2022-15 and Municipal Order 2022-29, the City has adopted and is incorporated herein the State of Kentucky Title VI Implementation Plan, provided by the Department of Local Government, dated June 16, 2014 or as amended.

Responsibility

It is the responsibility of all Elected Officials, Managers, and City Employees to follow these procedures. The City Manager will serve as the Title VI/ADA Coordinator (Coordinator). The City Commission shall serve as the Advisory Committee.

Governing Laws or Policy Reference

Title VI of the Civil Rights Act of 1964 and other applicable state and federal authorities such as the Federal Highway Administration and Kentucky Department of Transportation guidelines.

The City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin (including Limited English Proficiency), sex, religion, age, or disability.

State of Kentucky Title VI Implementation Plan

Americans with Disability Act of 1990 and other applicable state and federal authorities.

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disability. These laws require federal aid recipients and other governmental entities to affirm steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in City programs, services, and activities.

US Department of Housing and Urban Development, Department of Justice (28 CFR Pt 42 & 50)

Administrative Guidelines

1.1 Complaint Procedure

The City has established a discrimination complaint procedure and will take prompt and reasonable action. If you believe you have been excluded, denied benefits, or subjected to discrimination you may follow the Kentucky Title VI Implementation Plan or file a complaint with the City of Paris Title VI officer.

If possible, complaints should be submitted in writing, signed by the complainant or their representative(s) and include: the complainant(s) name, address, telephone number, the basis of the allegation (i.e. disability, race, color, etc.), and a description of the alleged discrimination and

date of occurrence. All complaints shall be filed no later than 180 calendar days from the date of the alleged discrimination.

Title VI Complaints should be submitted to:

City of Paris
Attn: Jamie Miller, Title VI/ADA Coordinator
525 High St
Paris, KY 40361

1.2 Investigation of Complaints

Upon the receipt of a signed complaint, the City's Coordinator will acknowledge receipt of the complaint. The Coordinator, or designee, will meet with the complainant to discuss the complaint and possible resolutions. If more information is needed to resolve the matter, the City may request the complainant provide information. The complainant has thirty (30) calendar days from the request to send the requested information to the Coordinator. If the City does not receive the requested information within thirty (30) calendar days, the City can administratively close the case. A case may also be administratively closed if the complainant no longer wishes to pursue the complaint.

Within 30 calendar days of the meeting, or within 30 days of receiving the additional information requested, the Coordinator, or designee, will respond in writing regarding the attempts to resolve the matter. If the response does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 30 calendar days of receipt of the response to the Advisory Committee, or their designee.

1.3 Retaliation

The anti-retaliation provision of Title VI provides that "no recipient or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privileged secured by Section 601 of the Act or this part, or because he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this part". Anyone who feels they have been subjected to retaliation should report such an incident to the Coordinator.

1.4 ADA/504 Statement

The City will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities with or without accommodation. The City welcomes public involvement to include representation by the disabled community and disability service groups.

The City encourages the public to report any City owned facility, program, service, or activity that appears inaccessible. The City will provide reasonable accommodation to disabled individuals who wish to participate in City ran public involvement events or require special assistance to access City facilities, programs, services or activities. Providing reasonable accommodation may require outside assistance, organization or resources so the City asks that requests be made at least fifteen (15) calendar days prior to the need for an accommodation.

Approval

Commission Approval Date (if applicable) 12/13/2022

Signature Date: 12/14/2022

City Manager

