

# City of Middleton – Title VI Plan (Initial 12/20/2013)

## Title VI Summary

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Title VI of the 1964 Civil Rights Act 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 benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The Federal-aid Highway Transportation Act of 1973 added gender as a prohibited basis of discrimination. Disability was added through Section 504 of the Rehabilitation Act of 1973. Age was subsequently added in 1975 under the Age Discrimination Act.

The Civil Rights Restoration Act of 1987 amended the definition of “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.

The 1994 Executive Order 12898 – Environmental Justice (EJ), directed federal agencies to identify and address the effects of all programs, policies, and activities on “minority populations and low-income populations.”

The 2000 Executive Order 13166 – Limited English Proficiency (LEP), requires federal agencies to assess and address the needs of otherwise eligible limited English proficient persons seeking access to the programs and activities of recipients of federal financial assistance.

## Plan Objective

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To identify, design and construct Middleton’s projects, including federally- or state-funded projects without regard to race, color, national origin, age, gender, disability, income or English proficiency.

## Policy Statement

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The City of Middleton assures that no person is excluded from participation in, denied the benefits of, or is otherwise subjected to discrimination under any City program or activity receiving federal-financial assistance on the basis of that person’s race, color, national origin, age, gender, disability, income or English proficiency.

## Implementation Strategy

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The City of Middleton will review and monitor Title VI compliance in City programs and activities, and compliance by contractors.

The City of Middleton will require contractors' compliance by including Title VI language in all written agreements and bid notices.

## Remedial Action

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If Title VI deficiencies or violations are found through program review or monitoring, the City of Middleton will take the necessary steps to ensure program compliance and prevent future violations from taking place. If irregularities occur in administration of program operations, needed procedures will be established within 30 days to resolve the deficiency and document the remedial action.

## Filing a Complaint

### Applicability

The complaint procedures apply to the beneficiaries of the City of Middleton's programs, activities, including but not limited to: the public, contractors, sub-contractors, consultants, employees and other sub-recipients of federal and state funds.

### Eligibility

If any individual, group of individuals or program beneficiaries have been subjected to unequal treatment or discrimination on the basis of race, color, national origin, sex, disability or age which is prohibited by Title VI nondiscrimination provisions in the receipt of benefits and/or services, s/he may file a complaint with the City of Middleton. Every effort will be made to resolve complaints informally at the City, recipient and/or contract level.

### Time Limitation on Filing Complaints

City of Middleton employees must report complaints immediately to the Mayor upon receipt of a Title VI related complaint.

Complaints must be filed no later than 180 days after:

- The date of the alleged act of discrimination; or
- The date the person became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Complaints must be in writing and signed by the complainant and the complainant's representative, if any. The complaint must state the facts and the circumstances leading to the claimed discrimination.

A Title VI complaint form is available online at the City of Middleton's website and at City Hall during normal business hours.