

Attachment #2

Statement of Responsibility and Authority for Title VI Coordinator

Based on the organizational structure of the City, the Title VI Coordinator manages the following related duties:

- Supervise and ensure that the requirements/objectives of Title VI is sufficiently staffed.
- Provide overall leadership for the Title VI Program.
- Ensure development, updating and implementation of the Title VI Plan.
- Ensure procedures and processes for preventing discrimination and addressing and resolving complaints of discrimination.
- Submit to FHWA a yearly report of Title VI accomplishments for the past year and goals for the upcoming year.

Statement of Responsibility and Authority for Title VI Specialist

The Title VI Specialist, on a day to day basis, is responsible for implementation of the City's Title VI program and for ensuring compliance with the provisions of Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, including Executives Orders for Limited English Proficiency (LEP).

The Title VI Specialists duties include the following:

- Coordinate and prepare the Title VI Implementation Plan – NDA Abbreviated Title VI Nondiscrimination Agreement.
- Coordinate and prepare the annual Title VI Accomplishments Report.
- Develop procedures and processes for preventing discrimination and addressing and resolving complaints of discrimination.
- Provide technical assistance, guidance and training to staff.
- Develop procedures for collecting statistical data on race, ethnic group, and national origin.
- Assist in obtaining public input, particularly in minority and traditional underserved areas.
- Review contractual procedures for consultants and contractors to ensure equity and consistency.
- Provide leadership in multidisciplinary team activities.

Statement of Responsibility and Authority for Title VI Designee

The Title VI Designees assist and support the Title VI Specialist in the implementation of the Title VI Program.

- Assist with the implementation of the Title VI policies.
- Advise the Title VI Specialist and Complaints Processor of Title VI related problems or discrimination complaints.
- Maintain statistical data by race, ethnic group or national origin as needed for program.
- Assist Title VI Coordinator and Title VI Specialist to ensure that the Title VI requirements are included in all consultants, contractor agreements.
- Assist in the development of Title VI information for public dissemination, where appropriate, in languages other than English.
- Provide Title VI awareness within respective division to include training.