

City of Westminster Title VI Plan

Adopted February 12, 2018

I. Non-Discrimination Policy Statement

It is the policy of the City of Westminster, a Colorado home rule municipality (the "City"), that no person shall on the grounds of race, color, national origin, sex, disability, religion, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of the City as provided by Title VI of the Civil Rights Act of 1964 and related statutes. The City of Westminster extends this coverage to ensure that no person is unlawfully discriminated against on the grounds of immigration status, gender identity or expression, or sexual orientation.

This policy applies to all operations of the City, including its contractors and anyone who acts on behalf of the City. This policy also applies to the operations of any department or agency to which the City extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.


Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, age, immigration status, gender identity or expression, or sexual orientation include: denial to an individual any service, financial aid, or other benefit; distinctions in the quality, quantity, or manner in which a benefit is provided; segregation or separate treatment; restriction in the enjoyment of any advantages, privileges, or other benefits provided; discrimination in any activities related to highway and infrastructure or facility built or repaired; and discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The City's Title VI Coordinator is the City's Contract and Grant Coordinator and is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d and related statutes, and the requirements of 23 Code of Federal Regulation (CFR) pt. 200 and 49 CFR pt. 21.

The City's Contract and Grant Coordinator may be contacted as follows.

By mail: Westminster City Hall
Attn: Contract and Grant Coordinator – Finance Department
4800 W. 92nd Avenue
Westminster, CO 80031

By calling: 303-658-2023
By emailing: titleVIcoordinator@cityofwestminster.us


Donald M. Tripp
City Manager

3.16.18
Date

II. Organization, Staffing, and Structure

The City Manager is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all City employees, contractors, and agents pursuant to 23 CFR Part 200 and 49 CFR Part 21.

The City has designated the position of Contract and Grant Coordinator to perform the duties of the Title VI Coordinator and ensure implementation of agency's Title VI program. The position of Contract and Grant Coordinator is located within the Department of Finance and reports directly to the Finance Director. (See organizational chart attached hereto as Appendix A.)

The Title VI Coordinator is responsible for:

- Submitting a Title VI plan and annual reports to requesting granting agencies on the City's behalf;
- Developing procedures for the prompt processing and disposition of complaints;
 - Investigating complaints, compiling a complaint log, and reporting complaints to the Colorado Department of Transportation (CDOT), HUD and other state and federal agencies as needed;
- Developing procedures for the collection and analysis of statistical data.
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination; and
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

III. Primary Program Area Descriptions & Review Procedures

The Community Development Department engages in the following program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<p>Right of Way</p> <p>3-13-18</p>	<p>During the design of a roadway project certain partial takes of private properties may be required to construct the project.</p>	<p>On Federal-Aid projects, right-of-way acquisitions are not allowed to begin until a project is cleared environmentally. Environmental reports prepared to obtain clearance usually include a section on environmental justice, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies.</p>	<p>Right-of-way is acquired under the requirements of the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1070" ("Uniform Act"). The Uniform Act ensures that people whose real property is acquired, or who move as a result of projects receiving Federal funds, will be treated fairly and equitably and will receive assistance in moving from the property they occupy.</p> <p>Right-of-way acquisitions on Federal-Aid projects cannot begin until environmental clearance is obtained and as mentioned previously, environmental justice is one of the considerations in the clearance process.</p>

<p>Planning</p>	<p>Alternatives are analyzed in the planning process to consider possibilities to avoid impacts on people's properties.</p>	<p>Alternatives analysis, including avoidance, is done regardless of race, color, national origin, or income of the people affected by the design of the project.</p>	<p>Plan review includes numerous sections from CDOT including environmental and Civil Rights. These disciplines ensure non-discrimination during project development and specification preparation and ensure the proper specifications relating to non-discrimination are included in the project manual for bid.</p>
<p>Environmental</p>	<p>Environmental reports include an analysis for air quality, noise, hazardous waste, threatened or endangered species, wetlands, paleontology, archeology, history, historic bridge, 4(f), 6(F), and environmental justice.</p>	<p>Environmental Justice concerns are analyzed and reviewed as part of the environmental clearance process.</p>	<p>The procedural process includes a pre-scoping meeting, a Field Inspection Review (FIR), and a Final Office Review (FOR) all including the review of environmental documentation and clearance prior to right-of-way acquisitions, including addressing environmental justice issues.</p>

The Police Department engages in the following program areas:

<p>Program Area</p>	<p>General Description</p>	<p>Title VI/Non-Discrimination Concerns and Responsibilities</p>	<p>Review Procedures for Ensuring Non-Discrimination</p>
<p>Click-It-Or-Ticket Grant Program</p>	<p>Purpose area of grant funding is for enforcement of seatbelt laws.</p>	<p>The grant must be in accordance with the Colorado Department of Transportation (CDOT) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by CDOT's Civil Rights & Business Resource Center.</p>

Edward Byrne Memorial – Justice Assistance Grant Program	Purpose area of the grant funding is for the Law Enforcement Program.	The grant must be in accordance with U.S. Department of Justice (DOJ) guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d; recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for Limited English Proficiency (LEP) individuals.	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs.
Victims of Crime Act (VOCA) Program	One-time non-recurring funding for equipment.	The grant must be in accordance with DOJ guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d; recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for LEP individuals.	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs.
Crime Victim Services Funds - Grant Program	Consolidated application and funding process to distribute victim services grant fund from 4 grant sources for personnel.	The grant must be in accordance with DOJ guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d; recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for LEP individuals.	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs.

<p>Rocky Mountain High Intensity Drug Trafficking Area</p>	<p>The High Intensity Drug Trafficking Areas (HIDTA) program, created by Congress with the Anti-Drug Abuse Act of 1988, provides assistance to Federal, state, local, and tribal law enforcement agencies operating in areas determined to be critical drug-trafficking regions of the United States.</p>	<p>The grant must be in accordance with the Office of National Drug Control Policy to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs.</p>
<p>Internet Crimes Against Children (ICAC) Task Force Program</p>	<p>ICAC funding assists state and local law enforcement agencies develop an effective response to technology-facilitated child sexual exploitation and Internet crimes against children. This help encompasses forensic and investigative components, training and technical assistance, victim services, and community education.</p>	<p>The grant must be in accordance with DOJ guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for LEP individuals.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedure or by the Office for Civil Rights - Office of Justice Programs.</p>

The Parks, Recreation and Libraries Department engages in the following program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Free Summer Lunch Program	The program provides free, USDA-approved lunches to children 17 years of age and under during the summer. Adults 18 years of age and older can also participate by purchasing a lunch for a minimal fee.	Food must be distributed in accordance with: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); (ii) section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); (iii) title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); et al.	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs.
Mobile Computer Desks at the library	One-time Library Services Technology Act (LSTA) non-recurring funding for computers and mobile computer desks.	The grant must be in compliance with: All Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age, et al.	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs.

<p>Recreation programs</p>	<p>Wide variety of programs and services available for the community at large.</p>	<p>Administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d).</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs</p>
<p>Library programs</p>	<p>Wide variety of programs and services available for all for free to the public.</p>	<p>Any program, service, or product receiving support from the Colorado State Library is partially funded through U.S. Department of Education funds. These must comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§16811683, and 1685-1686), which prohibits discrimination on the basis of sex; et al.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs</p>
<p>Trail projects</p>	<p>Alternatives are analyzed in the planning process to consider possibilities to avoid impacts on people's properties and the environment.</p>	<p>Alternatives analysis, including avoidance, is done regardless of race, color, national origin, or income of the people affected by the design of the project.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs</p>
<p>Planning and/or Land Acquisition</p>	<p>Alternatives are analyzed in the planning process to consider possibilities to avoid impacts on people's properties.</p>	<p>Alternatives analysis, including avoidance, is done regardless of race, color, national origin, or income of the people affected by the design of the project.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs</p>

<p>Access to Parks, Recreation and Libraries Facilities</p>	<p>Alternatives are analyzed during planning to ensure facilities are accessible for all ages, nationalities, and</p>	<p>Alternatives analysis, including avoidance, is done regardless of race, color, national origin, or income of the people affected by the design of the site.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs</p>
<p>Greenway Trail</p>	<p>Federal dollars were received by Westminster for two ditches along the Greenway Trail.</p>	<p>Subject to the Federal Land's Project Development and Design Manual (2014) at https://flh.fhwa.dot.gov/resources/design/pddm/Cover.pdf</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs</p>

The Fire Department engages in the following program areas:

<p>Program Area</p>	<p>General Description</p>	<p>Title VI/Non-Discrimination Concerns and Responsibilities</p>	<p>Review Procedures for Ensuring Non-Discrimination</p>
<p>Emergency Management Performance Grant</p>	<p>The purpose of EMPG is to provide federal grants to States to assist state, local, territorial, and tribal governments in preparing for all hazards, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended (42 U.S.C. §§ 5121 et seq.) and Section 662 of the Post Katrina Emergency Management Reform Act of 2006, as amended (6 U.S.C. § 762).</p>	<p>The grant must be in accordance with U.S. Department of Justice (DOJ) guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs</p>

<p>Hazard Mitigation Program Grant</p>	<p>The Hazard Mitigation Program (HMGP) helps communities implement hazard mitigation measures following a Presidential Major Disaster Declaration in the areas of the state, tribe, or territory requested by the Governor or Tribal Executive. The key purpose of this grant program is to enact mitigation measures that reduce the risk of loss of life and property from future disasters.</p>	<p>The grant must be in accordance with U.S. Department of Justice (DOJ) guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs</p>
<p>Staffing for Adequate Fire & Emergency Response Grant</p>	<p>The Staffing for Adequate Fire and Emergency Response Grants (SAFER) provide funding directly to fire departments to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).</p>	<p>The grant must be in accordance with U.S. Department of Justice (DOJ) guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs</p>

The Economic Development Department engages in the following program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Community Development Block Grant Program.	CDBG funds are used for community development projects that primarily benefit the City's low- to moderate-income populations.	The grant must be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), and the Fair Housing Act (42 USC 3601-3619) and implementing regulations.	For complaints regarding Fair Housing violations received by the City, the party is referred to either the Denver Metro Fair Housing Center and/or The Department of Housing and Urban Development (HUD) Region 8. For complaints regarding the City's CDBG program, the complaint is handled through the City's complaint procedures.

IV. Title VI Complaint Procedures

Discrimination Complaint Procedure for the City

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any City program or activity. This prohibition applies to all aspects of City programs and services, its contractors, its consultants, and anyone else who acts on behalf of the City.

Federal law requires that the City investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty (60) days of submission. If you need assistance to file your complaint or need interpretation services, please contact the City's Contract and Grant Coordinator as follows:

Westminster City Hall
Attn: Contract and Grant Coordinator – Finance Department
4800 W. 92nd Avenue
Westminster, CO 80031

By calling: 303-658-2023
By email: titleVIcoordinator@cityofwestminster.us

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City program, service or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

How do you file a complaint?

Complaints must be filed in writing within one hundred eighty (180) days from the last date of the alleged discrimination. However, you are still encouraged to contact the City's Contract and Grant Coordinator if you believe your complaint may fall outside of this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact the City's Contract and Grant Coordinator. You may call 303-658-2023 with questions, but complaints must be submitted in writing.

Complaints may be submitted via mail, by email, or in person to:

Westminster City Hall
Attn: Contract and Grant Coordinator – Finance Department
4800 W. 92nd Avenue
Westminster, CO 80031
By email: titlevlcoordinator@cityofwestminster.us

Complaints may also be submitted electronically through Docusign at:
<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=8e46f270-6f61-4e6d-960f-f141de5659b0>

Complaints may also be filed directly with the following agencies:

Colorado Department of Transportation
Civil Rights & Business Resource Center
4201 East Arkansas Ave., Room 150
Denver, CO 80222
dot_civilrights@state.co.us
Phone: 800-925-3427
Fax: 303- 952-7088
dot_civilrights@state.co.us

Federal Highway Administration, Colorado Division
12300 West Dakota Avenue, Suite 180
Lakewood, Colorado 80228
Phone: 720-963-3000
Fax: 720-963-3001

Federal Coordination and Compliance Section - NWB
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

What happens after a complaint is filed?

Title VI complaints must be investigated within sixty (60) days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, complaints will be forwarded to the Colorado Department of Transportation, the Federal Highway Administration, or other appropriate federal, state, or local agency for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

V. Title VI Complaint Form

Please complete this form to the best of your ability. If you need translation or other assistance, contact the City's Contract and Grant Coordinator.

Name _____
 Address _____ City _____ Zip _____
 Phone: Home _____ Work _____ Mobile _____
 Email: _____

Basis of Complaint (circle all that apply):

Race	Color	Gender Identity or Expression
National Origin	Sex/Gender	Sexual Orientation
Age	Disability	Other:
Retaliation	Immigration Status	

Who discriminated against you?

Name _____
 Name of Organization _____
 Address _____ City _____ Zip _____
 Telephone _____

How were you discriminated against? (Attach additional pages if more space is needed)

Where did the discrimination occur?

Dates and times the discrimination occurred?

Were there any other witnesses to the discrimination?

Name	Organization/Title	Work Telephone	Home Telephone

How would you like to see this situation resolved?

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who _____ When _____
Status (pending, resolved, etc.) _____ Result, if known _____
Complaint number, if known _____

Do you have an attorney in this matter?

Name _____ Phone _____
Address _____ City _____ Zip _____

Signed _____ Date _____

VI. Data Collection

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting the Data)
CDBG Emergency and Essential Home Repair Program	Data is collected on direct beneficiaries of the program including race and ethnicity.	Race and ethnicity data is required to be collected on direct beneficiaries through the Department of Housing and Urban Development's Community Development Block Grant program.
CDBG Project Indirect Beneficiaries	Census data on race and ethnicity is collected on the estimated populations benefiting from CDBG projects in the community.	Race and ethnicity data is required to be collected on indirect beneficiaries of CDBG funded projects through the Department of Housing and Urban Development's Community Development Block Grant program.
Police Reports and/or Arrests	If someone has a name (offender, suspect, victim, witness, etc.) entered into our Records Management System (RMS) for a report and/or an arrest, race and ethnicity is documented in the RMS. We do not collect data on race and ethnicity from attendees at community meetings, events or Citizens Academy.	To report to the National Crime Information Center and Colorado Crime (NCIC) and Colorado Crime Information Center (CCIC).

VII. Public Participation

The City uses demographic data to identify the minority populations that the City focuses on when public outreach is conducted. Through the Inclusivity Board, we host community forums that focus on identified minority populations and their needs. The City's Recreation Division also employs promotoras (community liaisons) to identify minority populations for outreach regarding the City's summer lunch program; the CDBG program uses data provided by community activist groups and collected through the Census; and the Police Department uses Community Liaisons (Senior Liaison, Public Information Unit, Retail Liaison) and data it collects from calls for service.

The City communicates with our minority populations through print and digital communication channels: the City website, City Edition (print newspaper), e-newsletters (12 from various departments citywide), social media (Facebook, Twitter, YouTube and Instagram) and Channel 8 (television). We also use a variety of in-person outreach opportunities, including community meetings, public hearings, special events and recreation activities. The City also hosts an online civic engagement platform, WestyConnect, which allows residents to provide input on City projects and to interact with the City Council.

The City makes appropriate accommodations at the request of residents to ensure our communications are accessible. For example, at community meetings and public hearings, language translation of materials and interpretation of the meeting may be requested or, in some instances, automatically provided.

The City uses multi-lingual communication channels and programs to communicate with and provide outreach to Limited English Proficiency (LEP) individuals. Our Bi-lingual Merit Pay Program is a network of City staff with proficiency in the commonly spoken languages in the City (Spanish, Laotian and Hmong). The City interpreters in this program are accessible for in-person and phone communication with LEP individuals who walk into or call a City facility. This creates a welcoming environment and makes the City accessible to LEP individuals without needing to request interpretation ahead of time.

The City has prioritized Spanish language assistance and outreach due to the demographic data that shows this as our City's largest LEP group. However, we do provide interpretation, as requested, for other languages spoken in our City.

City Council meetings and study sessions are also accessible to LEP individuals who request interpretation and translation services with 48-hour notice. This provides staff with enough time to secure a certified translator. The Police Department and municipal court also have City interpreters available for in-person and phone interpretation, translation, as well as contract certified interpreters for police reporting, police interviews and court proceedings. This would also include hearing impaired.

Our City's Community Development Department hosts community meetings on specific City projects where resident feedback is needed. They provide language interpretation by request for the meetings.

City Council community meetings offer interpretation (Spanish/English) to anyone who attends (no prior request needed). Print materials (postcards and handouts) are also all done in Spanish and English.

Citywide, there are forms and other print materials translated to Spanish as well as limited signage and notices that are bi-lingual (Spanish/English).

The City also leverages existing relationships with Spanish media outlets to promote the City's programs to Spanish speaking LEP individuals.

Currently, the City website, e-newsletters, City Edition (print newspaper) and social media are all in English only and do not offer translation for LEP individuals. However, the City is currently exploring opportunities to expand our multi-lingual communications to LEP individuals and we anticipate increasing outreach and communication as a result.

The City welcomes and encourages input from our residents in all areas of our work and decision making. Specifically, minority population input is encouraged through our targeted outreach to local community groups and agencies and multi-lingual communications.

The City's Inclusivity Board is yet another way that minority populations can access the City and provide input on our programs. The Inclusivity Board also actively goes into the community to seek input from minority populations through the use of community forums.

In addition, the Human Services Board is a direct connection to the City's social service and non-profit organizations that serve some of the most under-served and under-represented members of our community.

The City's community meetings, through City Council or Community Development, are venues where minority population input into decision making is encouraged and where LEP individuals are able to participate in the City's decision making regarding specific City projects, plans and issues.

Minority populations are also encouraged to participate in decision making by serving as members of our City's Boards and Commissions. For instance, during recent recruitment for the Inclusivity Board, the webpage, application and outreach materials were translated to Spanish and outreach was done to the Spanish speaking community.

Minority populations are also encouraged to provide feedback and participate in the budget process. Minority groups can also make special budget requests to City Council.

VIII. Notice of Rights

This notice, along with the Title VI complaint form and the City's non-discrimination policy statement are published on the City's website at www.ci.westminster.co.us and are posted at City Hall.

Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964

The City operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with the City, the Colorado Department of Transportation, or the following federal agencies.

To file a Title VI discrimination complaint with these agencies, contact:

Westminster City Hall

Attn: Contract and Grant Coordinator – Finance Department

4800 W. 92nd Avenue

Westminster, CO 80031

303-658-2023

titleVIcoordinator@cityofwestminster.us

Colorado Department of Transportation

Civil Rights & Business Resource Center

4201 East Arkansas Avenue, Room 150

Denver, CO 80222

303-757-9234

dot_civilrights@state.co.us

Federal Highway Administration, Colorado Division
12300 West Dakota Avenue, Suite 180
Lakewood, Colorado 80228
Phone: 720-963-3000
Fax: 720-963-3001

Federal Coordination and Compliance Section - NWB
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

Appendix A
 City Organization Chart showing Title VI Coordinator

