

RESOLUTION 22-09

A RESOLUTION TO ADOPT TITLE VI POLICIES AND PRACTICES TO PROVIDE COMPLIANCE WITH THE CIVIL RIGHTS ACT OF 1964 (42 U.S.C.2000d et seq) .

Whereas the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq) and as may be amended states 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 subject to discrimination under any program or activity receiving Federal financial assistance”, and

Whereas, the City of Ridgetop, Tennessee has and may continue in the future to receive Federal financial assistance, is therefore required to formulate Title VI Policies and Practices and Board of Mayor and Alderman has been deemed it necessary, and

Whereas, such Title VI Policies and Practices have been developed and are incorporated herein and attached as Exhibit 1 to this Resolution; and

Whereas, it is in the best interest of the City of Ridgetop and the Board of Mayor and Alderman that such Title VI Policies and Practices be adopted;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF RIDGETOP, TENNESSEE THAT THE TITLE VI POLICIES AND PRACTICES BE ADOPTED AS SHOWN IN EXHIBIT 1 OF THIS RESOLUTION.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION, THE WELFARE OF THE CITIZENS REQUIRING IT.

Adopted: 18th day of October 2022

Mayor

City Recorder

Exhibit A

CITY OF RIDGETOP

TITLE VI POLICIES & PRACTICES

THE CITY OF RIDGETOP complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which states 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.”

TITLE VI COORDINATOR

The City of Ridgetop will designate a city employee as the Title VI Coordinator and Compliance Officer. This employee will be responsible for ensuring the city is in compliance with applicable State, Federal, and Local Title VI requirements. The responsibilities include:

- A. Training staff in Title VI and Limited English Proficiency (LEP) Procedures
- B. Developing all Title VI and LEP associated materials
- C. Setting up language accounts to be prepared to address LEP needs of customers;
- D. Assisting staff in utilizing LEP services when such assistance is needed;
- E. Addressing and reporting Title VI Complaints; and
- F. Managing and maintaining the written LEP log and Title VI Complaint documentation.

Kelly Rider, City Recorder, is designated as the Title VI Coordinator. Until otherwise designated, Title VI Compliance will fall under the responsibilities of the City Recorder.

PUBLIC NOTIFICATION

The City of Ridgetop will make a good faith effort to notify the community of their rights through Title VI of the Civil Rights Act of 1964. Brochures and posters will be placed at City Hall and other public facilities. All Title VI Policies and Procedures will be made available to citizens upon request. Accommodations for Limited English Proficiency Persons (LEP) should be made.

TRAINING

All City of Ridgetop employees should familiarize themselves with Title VI. Employees should complete Title VI Training. The Tennessee Department of Environment & Conservation (TDEC) has an online training resource that should be used. Employees should submit copies of the completion certifications provided at the end of the training to the City of Ridgetop Title VI Coordinator. Group Title VI Trainings may be held and sign-in sheets obtained for city records.

TDEC Title Training: <https://tdec.tn.gov/title6/index.html>

LIMITED ENGLISH PROFICIENCY (LEP) PERSONS

It is the policy of the City of Ridgetop to ensure meaningful communication with LEP persons and their authorized representatives. Ridgetop will take reasonable steps to ensure an equal opportunity for LEP persons to participate in city services, programs, and activities. Therefore, LEP Policies and Procedures are in place to provide language assistance.

If an LEP person is encountered and needs service, the City of Ridgetop employee should immediately contact the Title VI coordinator for assistance. Any employees who are likely to encounter LEP persons should be trained in the LEP Procedures.

STRATEGY FOR BOARD DIVERSITY

The City of Ridgetop makes a conscientious effort to appoint people so that the membership of our Board reflects the demographic makeup of our geographic service area. The city is committed to selecting the most qualified individuals to serve, and values diversity among the membership of our boards and commissions.

STRATEGY FOR CONTRACTOR AWARENESS

The City of Ridgetop will notify all contractors of their responsibility to comply with Title VI of the Civil Rights Act of 1964. Language regarding non-discrimination will be included in contracts.

COMPLAINTS

Any person who believes that discrimination has occurred by the City of Ridgetop on the basis of race, color or national origin, including limited English proficiency (LEP), in violation of Title VI may file a written complaint with the Tennessee Human Rights Commission. Complaints must be filed within 180 days of the alleged discriminatory act. The city has Complaint Procedures complainants should follow. Complaints may also be filed with the state or federal agency involved, or the United States Department of Justice. For more information, please contact the Tennessee Human Rights Commission.