

**CITY OF FENTON
TITLE VI
NON-DISCRIMINATION
PLAN**

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INTRODUCTION

The City of Fenton is a home rule city organized under the Home Rule City Act (Act 270 of 1909). The City of Fenton recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation related to transportation.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law that prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance." Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. Environmental Justice Initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice. Also, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)," provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the City of Fenton must provide access to individuals with limited ability to speak, write, or understand the English language. The City of Fenton must not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of

the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the City of Fenton's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the City of Fenton's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the City of Fenton's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create an illegal adverse impact on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the City of Fenton;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in a City of Fenton service, program or activity.

As the sub-recipient of federal transportation funds, the City of Fenton must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, religion, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The City of Fenton shall also ensure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The City of Fenton, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the City of Fenton will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

DISCRIMINATION UNDER TITLE VI

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Fenton’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The City of Fenton has developed this Title VI Plan to assure that services, programs, and activities of the department are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

CITY OF FENTON
POLICY STATEMENT


The City of Fenton is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees, contractors and consultants, and to ensuring that all persons of our city are afforded access to our programs and services.

To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City of Fenton program or activity on the grounds of race, color, national origin (including limited English proficiency), income, sex, age, or disability. The City of Fenton assures that every effort will be made to prevent or correct discrimination through all its programs and activities, regardless of the funding source for same.

The City of Fenton will include Title VI language in all written agreements and bid notices and will monitor compliance.

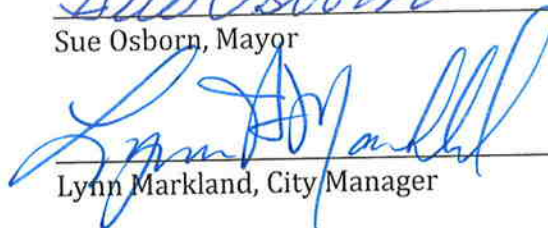
The City of Fenton designates the City Manager as the Title VI officer. The City Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of Fenton complies with Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Fenton and Title VI may be directed to the City Manager, 301 S. Leroy, Fenton, MI 48430 or (810) 629-2261.

This policy statement will be circulated throughout the City of Fenton and included by reference in all contracts, agreements, programs, and services administered by the City of Fenton.



Sue Osborn, Mayor

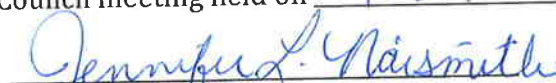
Date: 10-2-12



Lynn Markland, City Manager

Date: 10-2-12

This policy was adopted at a regular City Council meeting held on 9-24-2012.



Jennifer Naismith, Clerk

CITY OF FENTON
TITLE VI ASSURANCES

The City of Fenton (hereinafter referred to as the City) hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Right Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 200d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the City received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) (I) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the City hereby gives the following specific assurances with respect to the Federal Aid highway program:

1. That the Recipient agrees that each "program" and each "facility as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

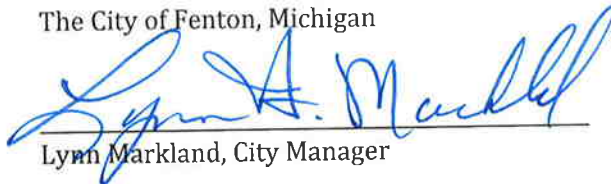
The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, 'as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans contracts, property, discounts or other Federal financial assistance extended after the date hereof to the City under the Federal Aid highway program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid highway program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the City of Fenton.

The City of Fenton, Michigan


Lynn Markland, City Manager

Date: 10-2-12

AUTHORITIES

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, national origin (including Limited English Proficiency), or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes and executive or interpretive orders have broadened the grounds to include age, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

Section 504 of the Rehabilitation Act of 1973: No qualified disabled person shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances.

EO 12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

EO 13166: Improving Access to Services for Persons with Limited English Proficiency.

DEFINITIONS

Adverse Effects - The totality of significant individual or cumulative human health or environmental effects including inter-related social and economic effects, which may include, but are not limited to (See Appendix D for additional discussion of "significant"):

- Bodily impairment, infirmity, illness, or death.
- Air, noise and water pollution and soil contamination.
- Destruction or disruption of man-made or natural resources.
- Destruction or diminution of aesthetic values.
- Destruction or disruption of community cohesion or a community's economic vitality.
- Destruction or disruption of the availability of public and private facilities and services.
- Adverse employment effects.
- Displacement of persons, businesses, farms, or non-profit organizations.
- Increased traffic congestion, isolation, exclusion, or separation of minority or low income individuals within a given community or from the broader community.
- Denial of, reduction in, or significant delay in the receipt of benefits of City programs, policies, or activities.

Federal Assistance - Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Low-Income - A person whose median household income are at or below the poverty guidelines as set forth by the Department of Health and Human Services. See <http://aspe.hhs.gov/poverty/> for more information.

Low-Income Population - Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority - A person who is:

- a. Black – a person having origins in any of the black racial groups of Africa;

- b. Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or
- d. American Indian and Alaskan Native – a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population - Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Non-compliance - Failure to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons - Where designation of persons by race, color, or national origin is required, the following designation ordinarily may be used: "White not of Hispanic origin," "Black not of Hispanic origin," "Hispanic," "Asian or Pacific Islander," "American Indian or Alaskan Native." Additional sub-categories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program - Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse Effects on Minority and Low-Income Populations -

An adverse effect that:

- a. Is predominately borne by a minority population and/or a low-income population, or;
- b. Will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-recipient - An agency such as a council of governments, regional planning agency, educational institution, for example, that receives Federal Highway Administration (FHWA) funds through City of Fenton (MDOT) and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

GENERAL ADMINISTRATION

The City of Fenton designates Lynn Markland, City Manager, as the Title VI Coordinator, (hereinafter referred to the "Title VI Coordinator"). The Title VI Coordinator shall have lead responsibility for coordinating the administration of the Title VI and related statutes program, plan and assurances.

- **Public Dissemination.** The City will disseminate Title VI Program information to City employees, sub-recipients, contractors and beneficiaries, as well as to the general public. Public dissemination will consist of inclusion of Title VI language in contracts, publishing the Title VI Plan on the City Internet website (www.cityoffenton.org), and announcements of hearings and minutes in minority newspapers when necessary and where funding is available.
- **Data Collection.** Statistical data on race, color, national origin, English language ability, and sex of participants in, and beneficiaries of City programs, e.g., impacted citizens and affected communities, will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.
- **Title VI Reviews on Sub-Recipients.** Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (US Department of Transportation) funds with the greatest potential of impact to those groups covered by the act. The review will entail examination of the adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant US Department of Transportation (USDOT) modes upon request.
- **Annual Reporting Form.** The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data. The Title VI Coordinator will provide the data to the Michigan Department of Transportation, Civil Rights Program Unit via MDOT Form #0179. This report will be submitted no later than October 5th. The Title VI Coordinator's internal annual report will review Title VI accomplishments during the year and set goals for the next year.
- **Title VI Plan Updates.** If updated, a copy of Title VI Plan will be submitted to the Michigan Department of Transportation as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

- **Complaints.** If any individual believes that he or she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or services, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or handicap, he or she may exercise his or her right to file a complaint with the City. Complaints may be filed with the Title VI Coordinator in accordance with the complaint procedure set forth in this Plan. Every effort will be made to resolve complaints informally at the lowest level.
- **Program Reviews.** Should such programs be established, review of Special Emphasis Programs will be conducted based on the annual summary of Title VI activities accomplishments and problems. The reviews will be conducted by the City to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The City does not have any Special Emphasis Programs at this time.
- **Remedial Action.** The City, through the Title VI Coordinator will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies or irregularities are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The city has 90 days from the date deficiencies or irregularities are found to determine corrective action(s) and put it/them in writing to effect compliance.

LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency¹, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter². These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that:

¹ The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

² Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2055 (Volume 70, Number 239)

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, but recipients must comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Fenton receives funds from the state and US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person* in the December 14th, 2005 Federal Register.³

The Guidance implies that the City of Fenton is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient’s entire program or activity, i.e., to all parts of a recipient’s operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

ELEMENTS OF AN EFFECTIVE LEP POLICY

The US Department of Justice, Civil Rights Division has developed the following set of elements that may be helpful in designing and LEP policy or plan, which have been incorporated into this plan:

³ The DOT has also posted an abbreviated version of this guidance on their website at <http://www.dotcr.ost.dot.gov/asp/lep.asp>.

- 1) Identifying LEP persons who need language assistance
- 2) Identifying ways in which language assistance will be provided
- 3) Training Staff
- 4) Providing notice to LEP persons
- 5) The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

METHODOLOGY FOR ASSESSING NEEDS AND REASONABLE STEPS FOR AN EFFECTIVE LEP POLICY

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Fenton and overall cost.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service' and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub recipients to take steps to ensure meaningful access their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

THE FOUR-FACTOR ANALYSIS

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently

ensure meaningful access to City of Fenton services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range of four classifications of how well people speak English. The classifications are: 'very well,' 'well,' 'not well,' and 'not at all.' For our planning purposes, we are considering people that speak English less than 'very well' as Limited English Proficient persons.

As seen in Table #1, the Census 2010 Data for the City of Fenton shows 1.7% of the population speak English less than 'very well.'

TABLE #1: Language Spoken At Home

| LANGUAGE SPOKEN AT HOME | # of Individuals | Percent |
|--------------------------------------|------------------|---------|
| Population 5 years and over | 10,872 | 10,872 |
| English only | 10,496 | 96.5% |
| Language other than English | 376 | 3.5% |
| Speak English less than "very well" | 187 | 1.7% |
| Spanish | 44 | 0.4% |
| Speak English less than "very well" | 0 | 0.0% |
| Other Indo-European languages | 138 | 1.3% |
| Speak English less than "very well" | 52 | 0.5% |
| Asian and Pacific Islander languages | 186 | 1.7% |
| Speak English less than "very well" | 127 | 1.2% |
| Other languages | 8 | 0.1% |
| Speak English less than "very well" | 8 | 0.1% |

Factor 2: Frequency of Contact with LEP Individuals

The City has determined that its employees have not had encounters with LEP individuals in the performance of their job functions. We have offices accessible to the public and therefore accessible to LEP individuals. We also have employees that could encounter LEP individuals outside public offices, such as police and fire personnel, public works employees, etc. Additionally, City Council meetings are held bi-weekly which would potentially bring LEP individuals to these meetings. Given the small concentration of LEP individuals as displayed in the tables above, the probability of our employees to encounter any LEP individual is low.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

The City of Fenton serves individuals throughout the City in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to citizens of the City and individuals from outside of the city, such as visitors and those traversing the state. The nature of the services that the City provides is very important to an individual's day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Although the LEP population in the city is small we will ensure accessibility to all of our programs, services, and activities.

Factor 4: The Resources Available to the City of Fenton and Overall Cost

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan.

While the City of Fenton does serve very few LEP persons and has very limited resources, it has decided to include a LEP section in its Title VI Plan.

SAFE HARBOR STIPULATION

Federal law provides a "Safe Harbor" situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "safe harbor" means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written-translation obligations under "safe harbor" includes providing written translations of vital documents for each eligible

LEP language group eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This “safe harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of Fenton budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of Fenton to proceed with oral interpretation options for compliance with LEP regulations.

PROVIDING NOTICE TO LEP PERSONS

USDOT LEP guidance says:

“Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.”

The guidance provides several examples of notification including:

1. Signage in languages that an LEP individual would understand when free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.
3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient’s services, including the availability of language assistance services.

The City of Fenton will provide statements in languages that an LEP individual would understand in public information and public notices that persons requiring language assistance or special accommodations will be provided, with reasonable advance notice to the City of Fenton.

OPTIONS AND PROPOSED ACTIONS

Options

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written

translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.⁴

The City of Fenton is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language. The person who translates orally is not a translator, but an interpreter.⁵

Considering the relatively small scale of the City of Fenton, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services.

What the City of Fenton will do. What actions will the City of Fenton take?

- Ensure placement of statements in notices and publications in languages that an LEP individual would understand that interpreter services are available for public meetings.
- With advance notice of seven calendar days, the City of Fenton will provide interpreter services in a language translation and signage for the hearing impaired at the public meeting.
- Material printed and distributed in languages other than English when determined necessary. Typically, this will be done when at least five percent or 1,000 (whichever is greater) of the individuals in an impacted area speak a language other than English.
- The City of Fenton will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- Preparation and maintenance of a list of translation/interpretation service providers and iSpeak Cards for identifying language used by LEP persons; both the list and iSpeak Cards will be distributed to each Department and a copy maintained at City Hall for use by front office staff.

In the event that a City employee encounters a LEP individual, they will follow the procedure listed below:

Office Encounter

1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT's *Translators Resource List*.

⁴ <http://www.dotcr.ost.dot.gov/asp/lep/asp>

⁵ Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.

3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

Road Encounter

1. Road crew employee will immediately contact the Title VI coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken of the individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

Over the Phone Encounter

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language has need determined we will proceed providing the requested assistance to the LEP individual.

In Writing

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact an translator from the *MDOT's Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

All City employees will be made aware of the above referenced procedures in order to provide the proper type of assistance when encountering an LEP individual.

Publications of the city's complaint form will be available at public meetings.

CITY EMPLOYEE TRAINING

City of Fenton employees will be provided training or made aware of the requirements for providing meaningful access to services for LEP persons.

ENVIRONMENTAL JUSTICE

Compliance with Title VI includes ensuring that no minority population and/or low-income population suffers "disproportionately high and adverse human health or environmental

effect” due to any “programs, policies and activities” undertaken by any agency receiving federal funds. This obligation will be met by the City in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, following mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low-income populations and minority populations.

Where a project impacts a small number or area of low income populations or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment, etc.
- The project’s impact is unavoidable,
- The benefits of the project far out-weigh the overall impacts and
- Mitigation measures are being taken to reduce the harm to low income populations or minority populations.

If it is concluded that no minority populations and/or low-income population groups are present in the project area, the City will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer potential disproportionate effects test.

The following steps will be taken to assess the impact of project on minority populations and/or low-income population groups:

STEP ONE: Determine if a minority populations or low-income populations are present within the project area. If a conclusion is that no minority population and/or low-income population is present within the project area, document how the conclusion was reached. If the conclusion is that, there is a minority population and/or low-income population group present, proceed to Step Two.

STEP TWO: Determine whether project impacts associated with the identified low-income population and minority population are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix D. If it is determined that there are disproportionately high and adverse

impacts to minority populations and low-income populations, proceed to Step Three.

STEP THREE: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by proposed project.

STEP FOUR: If after mitigation, enhancements and off setting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority populations or low-income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority population and/or low-income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low-income populations or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

STEP FIVE: Include all findings, determinations, or demonstrations in the environmental document prepared for the project.

FILING A COMPLAINT

This complaint procedure is intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the City programs, activities, and services as required by statute. The purpose of the complaint procedures is to describe the process used by the City for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint. The Title VI Coordinator or the designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon the information obtained from the investigation.

1. Complaint Reporting

- a. Applicability. The complaint procedures apply to the beneficiaries of City programs, activities, and services, including but not limited to the public, contractors, sub-contractors, consultants, and other sub recipients of federal and state funds.
- b. Eligibility. Any person who believes that he or she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultant and contractors on the basis of race, color, national origin, LEP status, sex, age or disability may file a complaint of discrimination. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Title VI Coordinator for review and action.
- c. The Complaint Form and Content.
 - i. Complaints must be in writing and must be signed by the complainant and/or the complainant's representative. If the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.
 - ii. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination.
 - iii. The following items, however, will not be considered as a formal complaint, unless accompanied by a signed cover letter alleging a violation of Title VI:
 - An anonymous complaint that is too vague to obtain required information.
 - Inquiries seeking advice or information.
 - Courtesy copies of court pleadings.
 - Courtesy copies of complaints addressed to other local, State or Federal agencies.
 - Newspaper articles.
 - Courtesy copies of internal grievances.
 - iv. A Title VI complaint form is available at the Fenton City Clerk's office during normal business hours and is included as Appendix E to the City's Title IV Plan.
- d. Filing the Complaint. Title VI Complaints may be filed with the Title VI Coordinator, a City employee (who must contact the Title VI Coordinator immediately), MDOT, USDOT, or FHWA.

- e. Availability of Complainant. The complainant shall make him or herself reasonably available, to ensure completion of the investigation within the timeframes set forth.
- f. Complaint Receipt. Title VI complaints of discrimination may be filed with the Title VI Coordinator. City employees must contact the Title VI Coordinator immediately upon receipt of a Title VI complaint and forward all documentation as soon as possible.
- g. Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City of Fenton must contact the Title VI Coordinator immediately upon receipt of Title VI related statutes complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period, she/he will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative. Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

2. **Investigation**

- a. City Manager Review: As the Title VI Coordinator, the City Manager will review each complaint upon receipt to ensure it meets the minimum requirements of content and form, meets the timeline for filing, and falls within the jurisdiction of the City.
- b. Investigation. The Title VI Coordinator or the designated investigator will commence an investigation of complaints which meet the above requirements. If

the complaint is against the City Manager, then the Mayor and/or City Council or its designee will investigate the complaint. Additionally, a copy of the complaint will be forwarded to the City Attorney.

c. Investigation Plan. The investigator shall gather information and prepare a written plan, which includes, but is not limited to the following:

- Names, addresses, and phone numbers of the complainant(s) and respondent(s).
- Basis for the complaint (i.e. race, color, national origin, sex, age, disability).
- Date of alleged discriminatory act(s).
- Date complaint received.
- Statement of the complaint, including a statement of issues, events, or circumstances that caused the person to believe that the alleged discrimination occurred.
- Identification of other agencies where the complaint has been filed.
- An explanation of the actions the recipient has taken or proposed to take to resolve the issue raised in the complaint.
- Identification of key people and sources of information.
- Estimated investigation time line.
- Remedy sought by the complainant(s).

d. Conducting the Investigation.

- i. The investigation will address only those issues relevant to the allegations in the complaint.
- ii. Confidentiality will be maintained to the extent possible.
- iii. Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- iv. A chronological contact sheet will be maintained in the case file throughout the investigation.
- v. If a Title VI complaint is received on a City of Fenton (MDOT) related contract against the City of Fenton, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a complaint filed against the city, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

e. Investigation Reporting Process.

- i. Complaints made against the City's sub-recipient should be investigated by the City following the internal complaint process.
 - ii. Within 40 days of receiving the complaint, the investigator will submit the investigative report and supporting documentation to the City Manager and City Attorney for review.
 - iii. The City Manager will review the complaint, the investigative report, and City Attorney's recommendations or comments. Within 10 days of receiving the investigative report and at no time later than 60 days after the date the complaint was initially received, the City Manager will notify the complainant in writing of the final decision.
- f. Reporting Requirements to an External Agency. A copy of the complaint, together with a copy of the investigation report and the final decision letter will be forwarded to the MDOT Office of Civil Rights Programs within 60 days of the date the complaint was received.
- g. Records. All records and investigative working files are maintained in a confidential area. Records are kept for three years.

3. **Retaliation.**

The laws enforced by this city prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

Lynn Markland
City Manager
301 S. Leroy,
Fenton, MI 48430
Telephone: (810) 629-2261
Fax: (810) 629-2004
Email: lmarkland@cityoffenton.org

Retaliation against any individual or group for filing a complaint, acting as a witness, or participating in an investigation is illegal and a subsequent investigation may arise out of a retaliation claim even though the original complaint may be without merit.

APPENDIX SUMMARY

Appendix A

Appendix A applies to all Federal-aid contracts and is included as a contract provision.

Provisions include but are not limited to the following:

- Construction contracts and vendor/supply agreements.
- Consultant agreements for performance of work in connection with Federal-aid roadway projects. Typical contracts of this nature are for design work and environmental studies.
- Research agreements with colleges, universities or other institutions.
- Fee appraiser and fee attorney contracts in connection with Federally aided right-of-way work.
- Contracts between the City and contractors for relocation of utilities. Appendix A would not apply if the, utility itself, or its contractor relocates utilities.

Appendix B

Appendix B applies to conveyances of land or property by the Federal government. It requires non-discrimination in connection with the use of the property.

Appendix C

Appendix C contains all clauses to be contained in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation.

Once the purpose for which the Federal financial assistance is extended terminates and/or the City no longer retains ownership or possession of the property Title VI Assurances do not apply.

Appendix D

Appendix D identifies how to determine/distinguish significant/non-significant effects.

Appendix E

Appendix E represents the City of Fenton's Title VI Complaint Form.

Appendix F

Appendix F outlines the plans for the compliance activities for the current plan year.

Appendix G

Appendix G is the Organization Chart for the City of Fenton.

APPENDIX A-CONTRACT LANGUAGE

The following clauses will be inserted into every Federal – aid contract subject to Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 200d-4 (hereinafter referred to as the “Act”), and all requirements imposed by and pursuant to Title 49, Code of Federal Regulations, Department of Transportation.

1. **Compliance with Regulations.** The contractor shall comply with the regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21 as they may be amended from time to time, (hereinafter referred to as the “Regulations”) which are herein incorporated by reference and made a part of this contract.
2. **Non-Discrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors including the procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts – Including Procurements of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color or national origin.
4. **Information and Reports.** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto and shall permit access to its books, records, accounts or other sources of information and its facilities as may be determined by State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations and directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration as appropriate and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-Compliance.** In the event of the contractor’s non-compliance with the non-discrimination provisions of this contract, State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- b. Cancellation, termination or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the City of Fenton, MDOT, or appropriate federal agency may direct as a means of enforcing such provision including sanctions for non-compliance.

If a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B - TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with State of Michigan, the Regulations for the Administration of the State Transportation Program and the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration or the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex, disability, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed [,] [and]* (2) that the State of Michigan shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or

pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX C - PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 6(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases, add, "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

[INCLUDE IN LICENSES, LEASES, PERMITS, ETC.]*

That in the event of breach of any of the above non-discrimination covenants, the Michigan Department of Transportation shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[INCLUDE IN DEEDS]*

That in the event of breach of any of the above non-discrimination covenants, the Michigan Department of Transportation shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Michigan Department of Transportation and its assigns.

* Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX D – DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

“Significant” requires considerations of both context and intensity:

- (a) *Context.* This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (b) *Intensity.* This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
 - (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by the City.

APPENDIX E - TITLE VI COMPLAINT FORM

CITY OF FENTON TITLE VI COMPLAINT FORM

This form may be used to file a complaint with the City of Fenton based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint.

Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to have known an act was discriminatory within that 180-day period, you have 60 days after you became aware to file your complaint.

If you need assistance completing this form due to an impairment, please contact Lynn Markland via phone at (810) 629-2261, fax (810) 629-2004, or e-mail lmarkland@cityoffenton.org.

The City of Fenton prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the City Manager if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work) _____

Individual(s) discriminated against, if different than above (use additional pages if needed).

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work) _____

Please explain your relationship with the individual(s) indicated above: _____

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of Individual (if known): _____

Address: _____

City: _____ State: _____ Zip: _____

Date(s) alleged discrimination began _____ Last or most recent date: _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

| | | | |
|------------|----------|-----------------|--------|
| Race | Color | National Origin | Income |
| Disability | Religion | Age | Sex |

Explain:

Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets if necessary and provide a copy of written material pertaining to your case).

Signature: _____ Date: _____

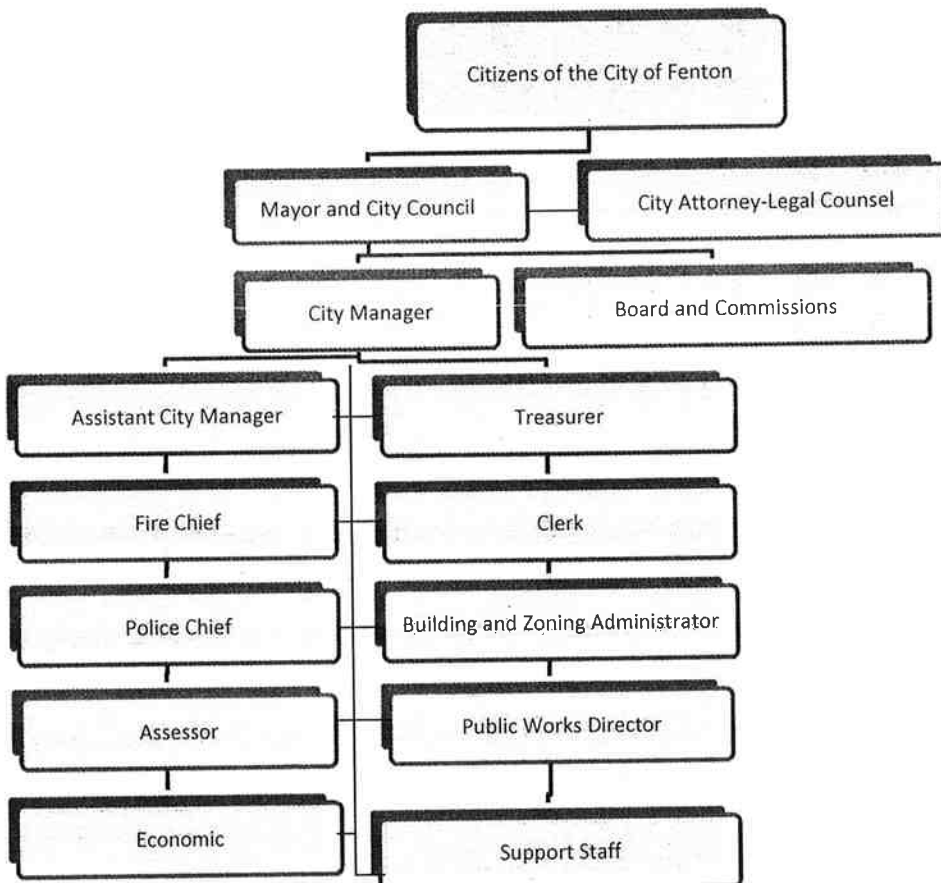
Please return the complaint form to the City Manager Lynn Markland: 301 S. Leroy, Fenton, MI 48430, (810) 629-2261, lmarkland@cityoffenton.org, or fax (810) 629-2004.

APPENDIX F-COMPLIANCE & REVIEW

Program Compliance / Program Review Goals for Current Plan Year (2012)

1. Disseminate the City of Fenton Title VI Plan to each City Department Head who will review the plan with departmental employees.
2. Publish the Title VI Plan on the City of Fenton Internet website (www.cityoffenton.org), following acceptance from the Michigan Department of Transportation (MDOT).
3. Notify Disadvantaged Business Enterprises of the City of Fenton's Title VI Policies.
4. Include Appendix A in all City contracts as outlined in the Title VI Plan.
5. Include language in number 2 of the City of Fenton Title VI Assurance in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
6. Develop and implement guidelines and a procedure for responding to individuals with Limited English Proficiency.
7. Train City employees on the LEP guidelines and Title VI complaint procedure.
8. Review City facilities for compliance with the American with Disabilities Act.
9. Collect and review the following, and, where appropriate, include in the annual report submitted to MDOT.
 - a. Board and Commissions: The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
 - b. Public Meetings: The number of open meetings; method for communicating meeting dates and times to the general public and to individuals directly affected by the meeting.
 - c. Construction Projects: Number of construction projects; number of minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
 - d. LEP Needs: Number of requests for language assistance or instances where same was required; the outcome of any requests.
 - e. Complaints: The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
 - f. Timeliness of services: Number of requests for services; length of time between request for and delivery of services; number of requests denied and bases of denial.
 - g. Right of Way / Eminent Domain: Numbers of such actions and diversity of individual affected.
 - h. Program Participants: Racial data of program participants where possible.

City of Fenton Organizational Structure



APPENDIX G