



Oelwein Non-Discrimination Policy

Adopted by Resolution: #####-##### on ##/##/####

The City of Oelwein is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or service that it provides. The city will not tolerate intimidation, threats, coercion, or discrimination against any individual or group. This policy establishes a framework for taking reasonable steps to ensure access to all services provided by Oelwein for all community members and establishes procedures whereby Oelwein will receive and investigate allegations of discrimination.

As a condition of receipt of Federal financial assistance, the recipient is required to comply with applicable provisions of laws and policies prohibiting discrimination, including but not limited to:

- 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.” Nondiscrimination prohibitions have been further broadened and supplemented by related statutes, regulations, and executive orders.
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.
 - It is impermissible for a recipient or other person to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title VI, or because the individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the DHS regulation implementing Title VI (6 C.F.R. § 21.11(e)). Any individual alleging such harassment or intimidation may file a separate complaint with DHS.
- Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination in federally supported activities on the basis of age.
- U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.
- The City is actively engaged in Title VI activities as a recipient of federal assistance.

What Does This Mean?

The City will 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 any of its programs, regardless of the funding source for the program. 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.



The City will not tolerate intimidation, threats, coercion, or discrimination against any individual or group for the purpose of interfering with any right or privilege guaranteed under law or regulations, or because the individual has filed a complaint or has testified, assisted, or participated in any way in an investigation, proceeding, or hearing or has opposed any city action or decision.

The City will take reasonable measures to provide access to individuals with limited ability to speak, write, or understand English and/or to those with disabilities.

The City will train staff to understand what and how a person with disabilities can be accommodated.

This policy will be displayed on the City's website along with the application and other supporting materials.

Nondiscrimination Program Coordinator

The City Administrator shall serve as the Nondiscrimination Program Coordinator and their responsibilities shall include :

- A. Ensures information regarding City of Oelwein's Nondiscrimination Program is internally and externally available;
- B. Posts and maintains public notice of, and procedures for receipt and processing of complaints;
- C. Tracks and reviews complaints received;
- D. Trains department staff on City of Oelwein's Nondiscrimination Policy and procedures;
- E. Provides written updates to complainants on the progress of investigations; and
- F. Periodically reviews the efficacy of City of Oelwein's Nondiscrimination Program.
- G. Updates the City Council as needed in regard to the Oelwein Non-Discrimination Policy

Filing a Complaint

If someone believes they have suffered from discrimination under a City of Oelwein program, they may contact the Oelwein Nondiscrimination Program Coordinator to seek informal resolution. If the matter cannot be resolved informally, the following steps will be followed:

- Within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Nondiscrimination Program Coordinator. Complaints must include the complainant's name, the nature of the complaint, the dates of the complaint, requested action, and contact information. Complaint forms are available online and at City Hall.
- The City Administrator will review the complaint and may solicit additional information from the complainant as needed. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case.
- If the complaint is outside the jurisdiction of the City of Oelwein, the complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.

Complaint Processing

If the complaint is within the jurisdiction of City of Oelwein, or informal resolution was not possible, it will be promptly and impartially investigated. Oelwein's goal is to address complaints within 60 days of



receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.

Preliminary Inquiry:

The City will conduct a preliminary inquiry to determine the need for further investigation.

- The City will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation.
- If the preliminary inquiry by the City indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled.
- If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

Complaint Investigation:

- Complaints warranting further investigation will be promptly and impartially processed by the City Administrator.
- The complainant will be notified in writing of the results of the investigation and what actions will be/have been taken in response and a timeline to request review.

Access to Persons with Limited English Proficiency (LEP) or Disability

The City of Oelwein will take reasonable steps ensure access to all people, and that accommodation is available to facilitate the participation of those persons with English language proficiency and/or disability.

The City provides at no cost appropriate auxiliary aids and services including qualified interpreters to LEP persons, to disabled persons who are deaf or hard of hearing, and other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the decision making process.

For questions, please contact us:

City Administrator
City of Oelwein
20 2nd Ave SW Oelwein, Iowa 50662
City Hall- 319-283-5440