

City of Sweet Home

Title VI Plan - FTA Recipients



City of Sweet Home - City Manager's Office
3225 Main Street, Sweet Home, Oregon 97386
541-367-8969 www.sweethomeor.gov

Proposed December 2024

Title VI Plan
City of Sweet Home

Adopted on: October 27, 2015

Adopted by: Sweet Home City Council

Revised on: December 10, 2024

This plan is hereby adopted and signed by:

City of Sweet Home

Mayor: _____

City Manager Pro Tem – Ex Officio City Recorder: _____

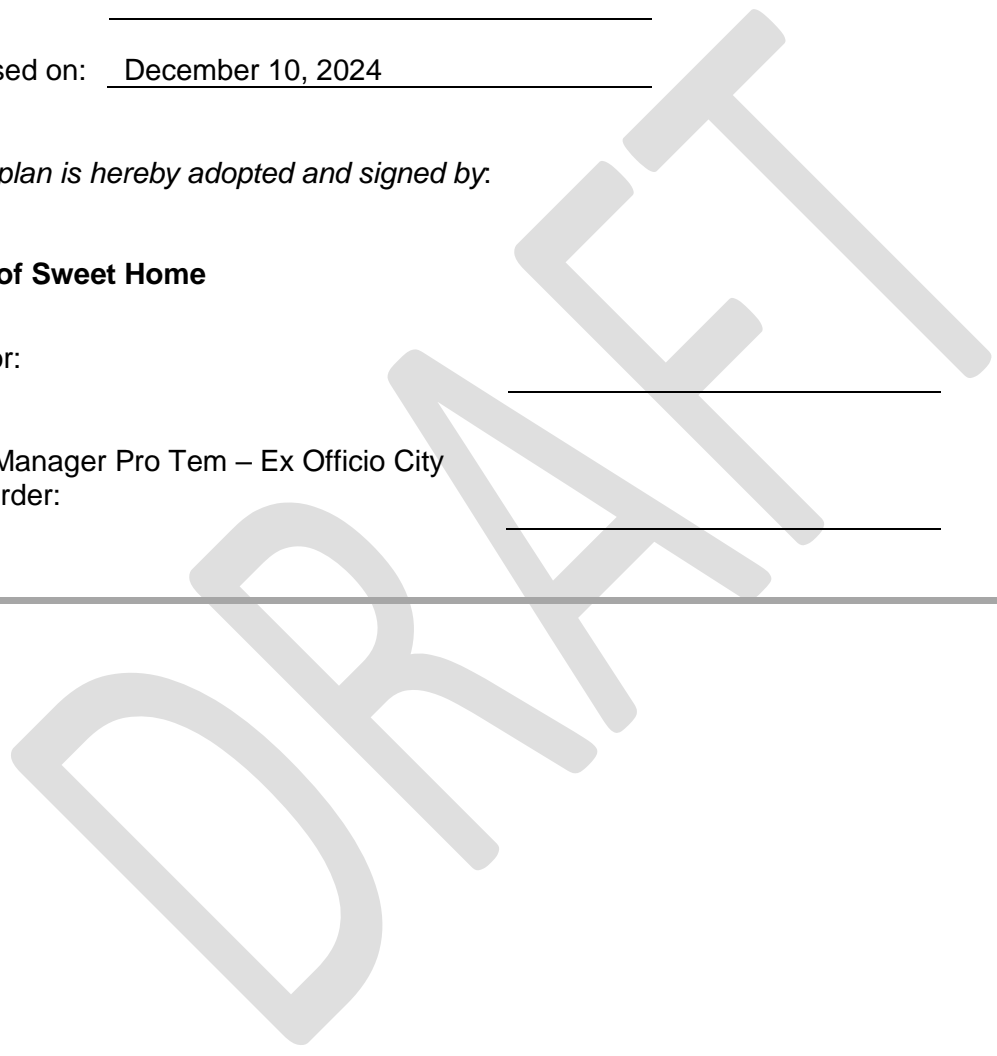
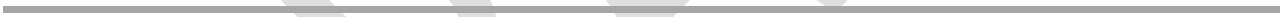


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Introduction

In Accordance with Title VI of the Civil Rights Act of 1964, this program reflects the City of Sweet Home's commitment to ensuring that no person shall, on the ground of race, color, national origin, religion, age, marital status, sexual orientation, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by the City of Sweet Home.

Signed Policy Statement

A policy statement signed by the City of Sweet Home Title VI Coordinator's assuring the City's compliance with Title VI of the Civil Rights Act of 1964 can be found as Attachment A.

TITLE VI Notice to the Public

The City of Sweet Home Title VI Notice to the Public shall be posted at the following locations. A copy of the public notice can be found as Attachment B:

Sweet Home City Hall

Sweet Home Library

City of Sweet Home Website: www.sweethomeor.gov

Title VI Complaint Procedure

The City of Sweet Home has a standard process for investigating all complaints. Members of the public may file a signed, written complaint up to one hundred eighty (180) days from the date of alleged discrimination. Full procedures for filing a complaint and the City's procedures for investigating complaints can be found as Attachment C. At a minimum, the complaint shall include the following information:

- Name, mailing address, and how to contact complainant (i.e., telephone number, e-mail address, etc.)
- How, when, where, and why complainant alleges s/he was discriminated against. Include the location and names and contact information of any witnesses.
- Other significant information.

The complaint may be filed in writing with the City at the following address:

City of Sweet Home
City Manager's Office
3225 Main Street
Sweet Home, OR 97386
By Phone: 541-367-8969

A sample Title VI Complaint Form can be found as Attachment D.

List of Transit Related Title VI Investigations, Complaints and Lawsuits

The **City of Sweet Home** maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

Check One:

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

There have been investigations, complaints and/or lawsuits filed against us. See *list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.		NONE		
Lawsuits				
1.		NONE		
Complaints				
1.		NONE		

Language Assistance Plan Limited English Proficiency

The Language Assistance Plan consists of the City's Limited English Proficiency Plan, which can be found in Attachment E.

Minority Representation Information

The City of Sweet Home understands diverse representation on committees, councils and boards results in sounds policy reflective of its entire population. As such, the City of Sweet Home encourages participation of all its citizens.

At this time, the City of Sweet Home does not currently have a nonelected governing board. As vacancies on boards, committee and councils become available, the City of Sweet Home will make efforts to encourage and promote diversity.

Public Participation Plan

Community Outreach is a requirement of Title VI. The City of Sweet Home engages the public in its planning and decision-making processes. To promote inclusive public participation, the city of Sweet Home will employ the following strategies, as appropriate:

- Provide for early, frequent and continuous engagement by the public
- Select accessible and varied meeting locations and times
- Employ different meeting sizes and formats
- Use social media in addition to other resources as a way to gain public input
- Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts
- Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.
- Follow public notification regulations as required by any federal funds received

The City of Sweet Home shall strive to include minority and LEP (Limited English Proficiency) individuals in its decision-making processes. See also Attachment E.

Summary of Ongoing Public Participation Efforts and Outreach

Since the last Title VI reporting submission, the City of Sweet Home conducted the following public outreach and involvement activities:

Date	Location	Description
Every Year, First Day of Fall Term	Linn-Benton Community College, 6500 Pacific Blvd. SW Albany, OR 97321	Welcome day at LBCC. Sweet Home Transportation brings a bus and hosts a table with flyers and bus schedules, and educates all the incoming students about transportation services and how they can use the system for free with their student ID.
7/8/2022	On board all SCOSHI Vehicles	Community outreach with flyers and public engagement on transportation. Over 300 people were contacted and given information on how to use the Sweet Home Transportation website and how to schedule rides.
9/20/2023	Wiley Creek Assisted Living Center, 5050 Mountain Fir St, Sweet Home, OR 97386	Educational outreach to the staff and residents on how residents can ride and get around the City. Also distributed schedules and flyers.

11/29/2023	Sweet Home City Hall, 3225 Main St, Sweet Home, OR 97386	Open House for the City of Sweet Home Transportation System Plan update, which includes information, support, and advocacy for public transportation.
6/3/2024	Sweet Home City Hall, 3225 Main St, Sweet Home, OR 97386	Open House for the City of Sweet Home Transportation System Plan update, which includes information, support, and advocacy for public transportation.
10/30/2024	Sweet Home City Hall, 3225 Main St, Sweet Home, OR 97386	Open House for the City of Sweet Home Transportation System Plan update, which includes information, support, and advocacy for public transportation.

In accordance with Oregon public meeting law, all public meetings including transportation planning meetings are open to the general public. Accommodations are available for those with limited English proficiency if requested in advance of the meeting.

Facility Locations Equity Analysis

There are no current planned facilities or construction projects that require a Title VI equity analysis.

Subrecipient Oversight

The City of Sweet Home is a recipient of FTA funds, and passes through that financial assistance to a subrecipient, Senior Citizens of Sweet Home, Inc. (SCOSHI), which operates Sweet Home Transportation.

The City of Sweet Home is committed to ensuring that SCOSHI comply with Title VI and all related non-discrimination laws. The City includes Title VI language in all written grant agreements and monitors accordingly for compliance.

Under its Title VI obligations, The City of Sweet Home requires SCOSHI, and any future subrecipient, to:

- Name a Title VI coordinator
- Proactively prevent discrimination as defined in Title VI and related authorities
- Disseminate Title VI notifications and program information to the public
- Include Title VI compliant language in all contracts to further subrecipients
- Perform periodic self-assessments for Title VI compliance
- Correct any deficiencies identified through self- assessment or complaint filed
- Report quarterly to Metro on Title VI compliance.

Under its procedures to receive and investigate Title VI complaints, SCOSHI, as well as any future subrecipients, must:

- Provide the public access to a defined complaint process and complaint form (subrecipient may use Sweet Home’s complaint form)
- Maintain a complaint log with the:
 - Filing date of any complaint
 - Status of any investigation
 - Response taken by the subrecipient to resolve the complaint.
- Notify Sweet Home when a complaint is lodged against the subrecipient or further subrecipient
- Submit completed complaint investigation documentation to Sweet Home.

If SCOSHI or any future subrecipient is found to be out of compliance, the City of Sweet Home will, in accord with the procedures and timeframes of FTA C 4702.1B VI.2 and 3:

- Notify SCOSHI or other subrecipient of its noncompliance
- Require, review and approve a remedial action plan from the subrecipient
- Monitor action plan and perform a follow up review
- If voluntary compliance is not reached, place subrecipients on deficiency status and suspend federal payments.

Correction period for deficiency status is not to exceed 90 days.

The City of Sweet Home requires SCOSHI and any future subrecipients to report quarterly on their Title VI compliance, including the status of any Title VI-related or other discrimination investigations, complaints or lawsuits.

Title VI Policy Review Procedure

The City of Sweet Home will review its policy periodically to determine if modification is necessary. City employees will ensure that there are no barriers to service or accommodation that would prevent usage or access to city services.

Attachment A

City of Sweet Home
TITLE VI
NON-DISCRIMINATION
POLICY STATEMENT

December 10, 2024

Title VI of the Civil Rights Act of 1964 states:

“No person in the United States shall, on the grounds 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.”

The City of Sweet Home is committed to complying with the requirements of Title VI in all of its programs and activities. Questions and complaints may be reported to Title VI Coordinator, at 541-367-8969; by email to jogden@sweethomeor.gov; or by letter to 3225 Main St, Sweet Home, OR 97386.

Jason Ogden, Title VI Coordinator

DRAFT

Attachment B

The City of Sweet Home's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

THE CITY OF SWEET HOME

- ✓ The City of SWEET HOME operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Sweet Home.
- ✓ For more information on the City of Sweet Home's civil rights program, and the procedures to file a complaint, contact 541-367-8969, email jfisher@sweethomeor.gov; or visit our administrative office at 1140 12th Avenue, Sweet Home, Or 97386. For more information, visit www.sweethomeor.gov
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 1-800-523-1786 Code 542980
Si se necesita informacion en otro idioma de contacto, 1-800-523-1786 Code 542980.
如果信息是需要用另一种语言，请致电 1-800-523-1786 Code 542980

The City of Sweet Home's Notice to the Public is posted in the following locations: (*check all that apply*)

- ✓ Agency website [www.sweethomeor.gov]
- ✓ Public areas of the agency office (common area, public meeting rooms, etc.)
- Inside vehicles
- Rider Guides/Schedules
- Transit shelters and stations
- Other, _____

Attachment C

The City of Sweet Home's Title VI Complaint Procedure is made available in the following locations: (*check all that apply*)

- ✓ Agency website, either as a reference in the Notice to Public or in its entirety
 - ✓ Hard copy in the central office
 - Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
 - Other, _____
-

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Sweet Home may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

The City of Sweet Home investigates complaints received no more than 180 days after the alleged incident. The City of Sweet Home will process complaints that are complete.

Once the complaint is received, the City of Sweet Home will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The City of Sweet Home has 30 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the city can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 1-800-523-1786 Code 542980.
Si se necesita informacion en otro idioma de contacto, 1-800-523-1786 Code 542980

Attachment D

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No
Section V				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, check all that apply:				
<input type="checkbox"/> Federal Agency: _____				
<input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____				

<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature Date

Please submit this form in person at the address below, or mail this form to:

City of Sweet Home City Manager
 3225 Main Street
 Sweet Home, OR 97386

Attachment E

City of Sweet Home Limited English Proficiency Plan

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