

Procedure: Title VI Plan	Last Update: March 2015
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Purpose: To ensure that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Jefferson County as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

A. Title VI

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

B. Plan Compliance

1. This Plan shall apply to all Departments/Divisions that report to the Board of County Commissioners, Elected Officials Offices and, Appointed Officials Offices including its contractors.
2. Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.
3. Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

C. Organization, Staffing, and Structure

1. This Plan is administered by the ADA Designated Employee per Policy 1.3.10 [Americans with Disabilities Act Policy](#) and Procedure 1.3.10 [Americans with Disabilities Act Procedure Designated Employee](#). All questions related to this Plan should be directed to the ADA Designated Employee at 303-271-8500.
2. The ADA Designated Employee's responsibilities are:
 - a. Process complaints regarding compliance with this Title VI Plan.
 - b. Compile statistical data related to race, color, national origin, sex, age, disability, and income of participants in, and beneficiaries of, federally funded programs to ensure compliance with the Title VI Requirements when required.
 - c. Review programs or projects receiving federal funds to ensure compliance with Title VI Requirements.

- d. Provide information about Title VI Requirements to staff who are responsible for Title VI compliance.
- e. Make recommendations to the County Manager on ways to achieve compliance with Title VI Requirements.
- f. Develop information regarding this Title VI Plan for dissemination to the general public and, where appropriate, use the Limited English Proficiency Program to ensure dissemination of the information to affected populations.
- g. Ensure that individuals who will be affected by Locating and citing actions obtain meaningful access to the public awareness/involvement process.
- h. Review the Title VI Plan annually and revise as necessary.

D. Elimination of Discrimination

- 1. The County will continue its practice of preventing discrimination based on race, color, religion, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income.
- 2. The County Attorney's Office ensures that all federally funded contracts contain Title VI Assurances. In the event that the county distributes federal funds to another entity through grants or other agreements, the County Attorney's Office ensures that such grants and agreements contain the Title VI Assurances. The agreement's authorized representative monitors the performance of the contract or grant for compliance.
- 3. The County will actively seek to prevent Title VI deficiencies or irregularities, and to remedy Requirements. The Facilities and Construction Management Division ensures all new County buildings, facilities, grounds, and remodel projects are in compliance with ADA requirements. The Transportation and Engineering Division and the Road and Bridge Division ensure all new public works projects are in compliance with ADA requirements. The Rocky Mountain Metropolitan Airport ensures its facilities are in compliance with ADA requirements.
- 4. The County will implement its Limited English Proficiency Policy and Procedure.
[Limited English Proficiency Policy](#)
[Limited English Proficiency Procedure](#)

E. Complaint Process

See 1.3.10 [Americans with Disabilities Act Procedure Grievance](#)

F. Notice of Rights

See 1.3.10 [Americans with Disabilities Act Procedure Notice](#)