

MUNICIPAL ORDER NO. 97 - 23

MUNICIPAL ORDER ADOPTING THE TITLE VI  
IMPLEMENTATION PLAN PERTAINING TO  
PROHIBITION OF DISCRIMINATION IN PROGRAMS  
OR ACTIVITIES RECEIVING FEDERAL FINANCIAL  
ASSISTANCE

WHEREAS, the City recognizes the importance of equal rights for all citizens regardless of race, color, or national origin; and,

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance; and,

WHEREAS, a Title VI Implementation Plan has been prepared to ensure that federally funded programs administered by the City of Bowling Green do not discriminate on the aforementioned grounds.

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky, as follows:

1. The Title VI Implementation Plan is hereby adopted by the City of Bowling Green, Kentucky.
2. This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: February 18, 1997

APPROVED: Eldon J. Renaud  
Mayor, Chairman of Board of Commissioners

ATTEST: Lynnda Taylor Leigh, CMC  
City Clerk

SPONSORED BY: Charles W. Coates, City Manager, 02/12/97, 1:30 p.m.

MEMORANDUM

TO: Mayor and Commission

FROM: Alice A. Burks, <sup>at</sup> Grant/Research Coordinator  
Housing and Community Development Department

DATE: February 12, 1997

RE: Municipal Orders Accepting CDBG Grants for SCKMEDC and CART  
Municipal Order Adopting Title VI Implementation Plan

Two municipal orders have been filed to accept two separate Community Development Block Grants. The first is for a \$50,000 administrative grant to the South Central Kentucky Minority Economic Development Council. This will allow SCKMEDC to provide technical assistance services to individuals who would like to start or expand a business. The second grant is for \$150,000 and will assist Community Action of Southern Kentucky in relocating its transit headquarters and administrative offices to a new facility. Neither grant requires additional funds to be committed by the City; all matching funds are provided by the agency assisted.

A third municipal order will adopt a Title VI Implementation Plan to ensure the City is in compliance with Civil Rights laws. This plan is required by KRS 344.015 of all state agencies receiving federal funds and, as a matter of enforcement, state agencies such as the Department of Local Government and Kentucky Housing Corporation pass the responsibility of implementation on to the local jurisdictions receiving funds. Since we receive HOME and Community Development Block Grant funds, a local Title VI plan has been drawn up for your approval. While this is a new implementation plan, activities within these programs have always been covered by other legislation. We already operate under the Fair Housing Act, Section 504, and the Americans with Disabilities Act and do not discriminate on any covered basis.

If you have any questions, please feel free to call me at 843-5658 or email at burka51.

c: City Manager  
Housing and Community Development Director

**Title VI Implementation Plan**  
**(Title VI of the Civil Rights Act of 1964)**

**City of Bowling Green, Kentucky**

**January 1997**

**CITY OF BOWLING GREEN, KENTUCKY  
IMPLEMENTATION PLAN**

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

**January 1997**

**Table of Contents**

Purpose .....	1
Scope .....	1
Responsible Official .....	1
Statement of Assurances .....	1
Effective Date .....	1
Programs and Activities Subject to Title VI .....	1
Complaint Procedures/System .....	2
Compliance/Non-Compliance .....	3
Training .....	3
Goals and Evaluation Procedures .....	3
Public Notification/Outreach .....	3
Recordkeeping/Reporting .....	4
Minority Representation on Governing Board .....	4

## **Overview**

Title VI of the Civil Rights Act of 1964, the predecessor of Title VIII of the Civil Rights Act of 1968, prohibits discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance. Title VI provides the basis for nondiscrimination in federal housing and community development programs. No person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of race, color, or national origin.

The City of Bowling Green, a municipality, operates various federally funded housing and community development programs through the Housing and Community Development Department. These programs are discussed later in this plan and are covered by Title VI.

## **I. PURPOSE**

The purpose of Title VI of the Civil Rights Act of 1964 is to prohibit programs which receive federal funds from discriminating against participants or clients on the basis of race, color, or national origin. The intent of the law is to insure that all persons, regardless of their race, color, or national origin, are allowed to participate in these federally funded programs. To ensure that the City of Bowling Green (the City) meets its compliance responsibility, the following procedures have been established to provide monitoring of Title VI compliance activities and complaint processing in all programs.

## **II. SCOPE**

Because the City receives federal housing and community development funds, it must adhere to Title VI of the Civil Rights Act of 1964 and the Kentucky Civil Rights Act. KRS 344.015 requires development of a Title VI Implementation Plan by January 1, 1995.

## **III. RESPONSIBLE OFFICIAL**

In an effort to further compliance with Title VI, the City has designated a local Title VI Coordinator. The responsibilities of this Coordinator shall be to ensure that Title VI information is disseminated to all employees involved in federally funded programs and to all participants in federally funded programs on a regular basis. The Coordinator will evaluate and monitor Title VI activities to ensure that all federally funded programs are conducted without discrimination on the basis of race, color, or national origin. The Coordinator will also refer discrimination complaints to the proper agency for investigation. The local Title VI Coordinator is the Grant/Research Coordinator in the Housing and Community Development Department.

## **IV. STATEMENT OF ASSURANCES**

The City of Bowling Green, its employees, its subrecipients, and all parties involved will comply with Title VI.

## **V. EFFECTIVE DATE**

Per KRS 344.015, the Title VI Implementation Plan is effective January 1, 1995.

## **VI. PROGRAMS OR ACTIVITIES SUBJECT TO TITLE VI**

### **HOME Investment Partnerships Program**

The HOME Investment Partnership program is a formula-based allocation program intended to support a wide variety of local affordable housing programs. Funds may be utilized for acquisition, new construction, reconstruction and moderate and substantial rehabilitation activities which promote affordable rental and ownership activities. HOME funds can also be used for

tenant-based rental assistance. The City is eligible to apply, on a competitive basis, to the KHC Block Grants Department. Potential beneficiaries include very low and low income individuals and families.

**Section 8 Housing Assistance Payments Program (Certificates and Vouchers)**

The Section 8 program provides a rent subsidy to ensure that eligible tenants pay no more than 30 percent of their monthly income for decent, safe and sanitary housing. To administer these programs, the City enters into contractual relationships with HUD, private owners, and eligible beneficiaries. The City provides housing assistance payments to the owner of the unit under lease by the eligible beneficiary. The program is administered by the Housing and Community Development Department. Potential program beneficiaries include very low income individuals and families.

**Section 8 Family Self-Sufficiency (FSS) Program**

The purpose of the FSS program is to promote the coordination of the Section 8 Voucher and Certificate programs with public and private resources, to enable families eligible to receive rental assistance under these programs to achieve economic independence and self-sufficiency. The objective of the FSS program is to reduce the dependency of low income families on welfare assistance and on Section 8. Under the FSS program, low income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they may obtain the education, employment and business and social skills necessary to achieve self-sufficiency. The potential beneficiaries include very low and low income individuals and families.

**Community Development Block Grant (CDBG) Program**

The City may apply to the Kentucky Department for Local Government on a competitive basis for CDBG funds in six categories: housing, public facilities, community projects, traditional economic development, non-traditional economic development, and microenterprise. The request must meet one of three national objectives: benefit to low and moderate income persons, elimination of slum and blight, or an urgent community need. The potential beneficiaries include low and moderate income individuals and families.

**VII. COMPLAINT PROCEDURES/SYSTEM**

Any potential or real beneficiary of the above described programs who feels he or she has been discriminated against may file a complaint. The Title VI Coordinator will be available to assist that person. The beneficiary may withdraw the complaint, in writing, at any time during the process. The City will acknowledge the complaint within 10 days of receipt. Within 30 days, the Title VI Coordinator will investigate the complaint and report the findings of the investigation to the Housing and Community Development Director, the Human Resources Director, and the City Attorney. This committee shall recommend enforcement procedures of any violations. The Title VI Coordinator shall follow up enforcement activities and inform the beneficiary of any action taken by the City. In the event that the beneficiary feels inadequate

action has been taken, the Title VI Coordinator will assist the beneficiary in appealing the action and filing a complaint with the appropriate program agency.

### **VIII. COMPLIANCE/NONCOMPLIANCE**

The City is subject to Title VI review by the Kentucky Department of Local Government, the Kentucky Housing Corporation, and the U. S. Department of Housing and Urban Development. To ensure compliance within the City, an annual self-survey of program policies and procedures is performed (survey instruments are provided by both the Kentucky Department of Local Government and the Kentucky Housing Corporation). The Title VI Coordinator is responsible for this assessment and for proper documentation in the Title VI file. In-house review of the Title VI file will occur on an annual basis and review by the aforementioned agencies will occur at their request.

### **IX. TRAINING**

Periodic training sessions on Title VI will be presented to employees involved in any of the above referenced federally funded programs. The Title VI Coordinator will coordinate employee training, including, but not limited to, arranging guest speakers and providing updated information to employees.

### **X. GOALS AND EVALUATION PROCEDURES**

It is the intent of the City of Bowling Green to fully implement the requirements of Title VI. The goals for 1997 include:

1. Adopt a Title VI Implementation Plan.
2. Train employees of the above referenced programs on the requirements of Title VI and the importance of compliance and nondiscrimination.
3. Complete a Title VI self-survey of the policies and procedures of the above referenced programs.

Efforts made by the City in meeting these goals shall be documented in the Title VI file maintained by the Title VI Coordinator in the Housing and Community Development Department.

### **XI. PUBLIC NOTIFICATION/OUTREACH**

The City has adopted a written Non-Discrimination Policy which is prominently displayed in the Housing and Community Development Department reception area for the above referenced programs. The Title VI Implementation Plan is also available for public viewing upon request. Program beneficiaries are provided information on their rights under Title VI at the time of entry into one of these programs.



## **XII. RECORDKEEPING/REPORTING**

The Title VI file maintained by the Title VI Coordinator shall contain the above detailed items. Data on program beneficiaries, including race, color, and national origin, is maintained within individual program files. The Title VI Coordinator will also maintain a file for each complaint received and all applicable materials such as investigation information and resolution of issue.

## **XIII. MINORITY REPRESENTATION ON GOVERNING BOARD**

The Bowling Green Board of Commissioners is made up of the Mayor and four Commissioners, all elected at large by the city voters. The Mayor serves a term of four years and the Commissioners each serve two year terms. Minority representation on the Board includes one African American Commissioner. The votership in the City determines the make up of the Board.

Current staffing for the above referenced federally funded programs includes 10 full or part time persons, of which none are minority.