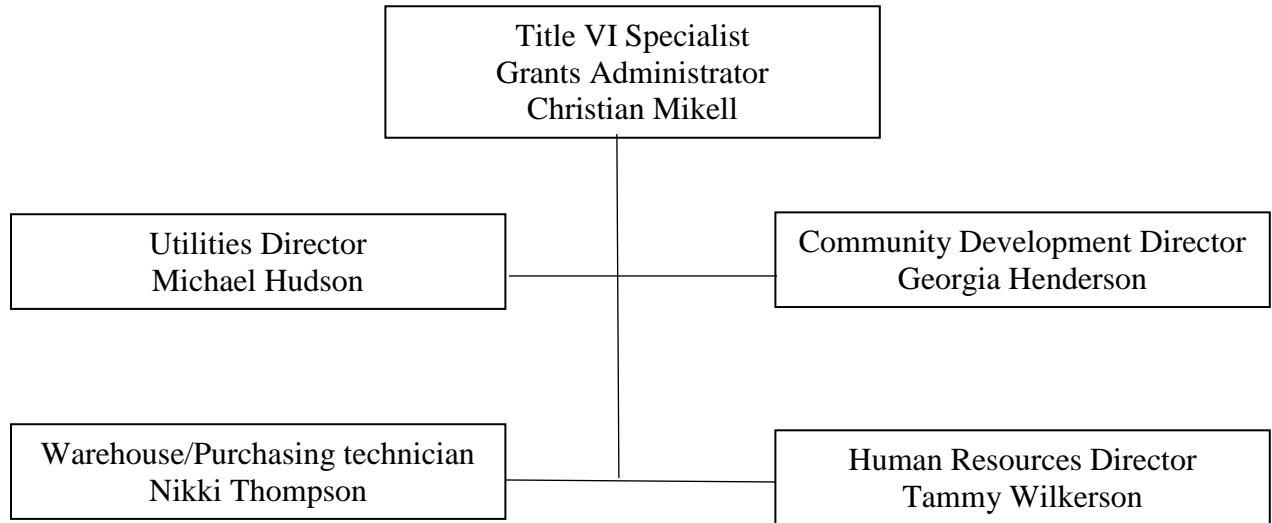


**City of Douglas
Civil Rights Unit**



REQUIREMENTS:

- Issue a signed Title VI policy statement.
 - Take action to correct deficiencies.
- Establish a Civil Rights Unit with a coordinator.
 - Adequately staff the Civil Rights Unit.
 - Process complaints.
 - Collect statistical data.
 - Conduct Title VI Reviews
 - Conduct Title VI Training Programs.
- Prepare an annual report of the Title VI accomplishments for the past year and goals for the New Year.
 - Accomplishment Report- List any major activities regarding Title VI.
- Annual Work Plan- Outline Title VI monitoring and activities planned for the year.

Title VI Specialist
Grants Administrator
Christian Mikell

1. Coordinate Title VI program development
2. Provide technical assistance, guidance, and advice on the Title VI Program
3. Gather program data to be included in the Title VI Annual Update Report
4. Maintain required Title VI compliance documentation and statistical data
5. Conduct Title VI reviews
6. Review findings of program area reviews to ensure determinations of discrimination or nondiscrimination are sufficiently supported
7. Participate in the development and dissemination of Title VI information to the public (in languages other than English where necessary)
8. Develop and implement procedures for the prompt processing of Title VI discrimination complaints
9. Conduct/coordinate Title VI training
10. Establish procedures to resolve determinations of noncompliance
11. Update Title VI Implementation Plan
12. Establish procedures for processing Title VI reviews
13. Market and promote the Title VI Program to both our internal and external customers
14. Consult and seek input from other agencies when necessary

Community Development Director
Georgia Henderson

1. Monitor compliance with Title IV requirements in all aspects of the project
2. Monitoring DBE program requirements
3. Ensure all aspects of the planning and programming process operation comply with Title VI
4. Assist the Title VI Specialist in gathering and organizing the Planning portion of the Annual Title VI Update Report

5. Provide notice of public hearings and meeting in minority newspapers and newsletters
6. Review activities associated with public hearings to enhance the participation of targeted communities

Utilities Director
Michael Hudson

1. Monitoring and administration of the day-to day contractor compliance to ensure the contractual promise of affirmative action and equal employment opportunity required of those who do business on federal aid projects.
2. Set annual compliance review goals
3. Prepare all compliance related reports and maintain statistical data on compliance activity
4. Provide technical support which includes but is not limited to conducting field monitoring and audits of all Federal-aid Highway Construction project job sites, compiling and completing detailed reports, developing and documenting written procedures
5. Review compliance reports to assure consistency, accuracy and adherence to program guidelines
6. Monitor local government contracts. Provide guidance to agencies on contract compliance and policies
7. Review, Monitor, evaluate and act upon documentation required for Construction Contract Compliance, and maintain the appropriate files thereof. Typical areas of compliance responsibility include DBE compliance, Payroll verification, and discrepancy resolution.

Human Resources Director
Tammy Wilkerson

1. Responsibility for monitoring and administering the city's internal programs for all employees, on matters of EEO, affirmative action, Titles VI and VII, and all diversity considerations for the departments

Warehouse/Purchasing Technician
Nikki Thompson

1. Enforce bid advertising and bid opening procedures
2. Assist in monitoring DBE program requirements
3. Ensure the Title VI Notice to the Public is included in all City of Douglas RFP's
4. Maintain necessary data and documentation required for completion of the department's Title VI Update and Annual Report