



**CITY OF LOUISVILLE  
PUBLIC WORKS DEPARTMENT  
TITLE VI POLICY AND PLAN**

**I. Non-Discrimination Policy Statement**

It is the policy of the City of Louisville Public Works Department 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 the department as provided by Title VI of the Civil Rights Act of 1964 and related statutes. This policy applies to all operations of the department, including its contractors and anyone who acts on behalf of the department.

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.

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.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, 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.

\_\_\_\_\_  
Heather Balsler, City Manager

\_\_\_\_\_  
Date

## **II. Organization, Staffing, and Structure**

The City Manager is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 CFR Part 200 and 49 CFR Part 21.

The City Manager has created the position of Assistant City Manager for Communications and Special Projects to serve as the Title VI Coordinator and ensure implementation of the agency's Public Works Department Title VI program. The position of Assistant City Manager for Communications and Special Projects is located within the City Manager's Office.

The Title VI Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency's behalf;
- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log, and reporting to CDOT.
- Developing procedures for the collection and analysis of statistical data.
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination;
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

### **III. Primary Program Area Descriptions & Review Procedures**

The City of Louisville Public Works Department has identified and reviewed the following transportation-related program areas and is not aware of any discrimination concerns. According to the information provided by DRCOG (Denver Regional Council of Governments), there are four TAZs that are considered environmental justice areas in Louisville. Louisville's minority population is dispersed across the area in a fairly balanced nature.

#### **Roadway Construction, including Right of Way Acquisition.**

Roadway construction projects are undertaken based on assessment of traffic and safety needs in compliance with Title VI and consistent with available funding. Information about capital improvement projects is published on Louisville's website and available for public review. Louisville complies with all applicable federal and state regulations regarding right off way acquisitions. Projects are subject to competitive bidding. Louisville is not aware of any discrimination concerns and has not received any discrimination complaints related to any current or past roadway construction projects.

## **IV. Title VI Complaint Procedures**

### Discrimination Complaint Procedure for the City of Louisville Public Works Department

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any City of Louisville Public Works Department program or activity. This prohibition applies to all divisions of the department, its contractors, consultants, and anyone else who acts on behalf of the department.

Federal law requires that the City of Louisville investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty days of submission. If you need assistance to file your complaint or need interpretation services, please contact the City of Louisville Title VI Coordinator.

#### Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City of Louisville Public Works Department program or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

#### How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact the City of Louisville Title VI Coordinator if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact the City of Louisville's Title VI Coordinator.

Complaints may be submitted via mail, email, fax or in person to:  
Emily Hogan, Assistant City Manager, Title VI Coordinator  
749 Main St.  
Louisville CO, 80027  
[ehogan@louisvilleco.gov](mailto:ehogan@louisvilleco.gov)  
303-335-4528

Complaints may also be filed directly with the following agencies:

Colorado Department of Transportation  
Civil Rights & Business Resource Center  
4201 East Arkansas Ave., Room 150  
Denver, CO 80222  
dot\_civilrights@state.co.us  
Phone: (800) 925-3427  
Fax: (303) 952-7088  
[dot\\_civilrights@state.co.us](mailto:dot_civilrights@state.co.us)

Federal Highway Administration, Colorado Division  
12300 West Dakota Avenue, Suite 180  
Lakewood, Colorado 80228  
Phone: (720) 963-3000  
Fax: (720) 963-3001

#### What happens after a complaint is filed?

Title VI complaints must be investigated within sixty days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, complaints will be forwarded to either the Colorado Department of Transportation or the Federal Highway Administration for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

**V. City of Louisville Public Works - Title VI Complaint Form**

Please complete this form to the best of your ability. If you need translation or other assistance, contact Emily Hogan, Title VI Coordinator, at 303-335-4528.

Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email: \_\_\_\_\_

*Basis of Complaint (circle all that apply):*

Race	Color
National Origin	Sex/Gender
Age	Disability
Retaliation	Other:

*Who discriminated against you?*

Name \_\_\_\_\_  
 Name of Organization \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_

*How were you discriminated against? (Attach additional pages if more space is needed)*

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Where did the discrimination occur?

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\_\_\_\_\_  
\_\_\_\_\_

Dates and times discrimination occurred?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any other witnesses to the discrimination?

Name	Organization/Title	Work Telephone	Home Telephone

How would you like to see this situation resolved?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who \_\_\_\_\_ When \_\_\_\_\_  
Status (pending, resolved, etc.) \_\_\_\_\_ Result, if known \_\_\_\_\_  
Complaint number, if known \_\_\_\_\_

Do you have an attorney in this matter?

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **VI. Data Collection**

In 2018, Louisville completed an analysis of the racial/ethnic composition of Louisville using 2010 Census Data and 2017 ACS Census Data. Since 2010, Louisville has grown 14.8% to a total population of 21,129 people. Overall, Louisville's growth has occurred primarily in new residential developments in the northeast portion of the city. Louisville's percentage of minority populations did not change substantially in this timeframe, remaining at around 14%.

According to the 2017 data, Louisville has an overall minority population of 13.6%. The Hispanic population in Louisville is 5.6%. None of the City's census tracts meet the definition of minority neighborhood by exceeding the overall City minority percentage by 20% or more. The population in Louisville below the poverty level is 5.8%. One census tract, 130.05, is considered a poverty concentrated area, with a poverty level that exceeds 20% of the city as a whole. 7.9% of the population in Louisville has a disability. There is one census tract, 129.04, which may have a concentration of disabled individuals that exceeds 2% of the city's total population. While this census tract also includes a portion of the neighboring community of Lafayette, for the purposes of this plan, the City will use the assumption that this area has a concentration of disabled individuals. The city will continue to monitor this area as updated data is released by the census. According to information provided by DRCOG last updated in 2016, TAZs 105270, 105400, 105430, and 105570 are considered environmental justice areas.

Louisville has numerous major projects planned in the census tract which has a concentration of disabled individuals. Planned projects include an ADA circulation study, a pedestrian underpass at SH 42 between Hecla Dr. and Summit View Dr. and a new traffic signal at SH 42 and Hecla Drive pending CDOT approval. As of December 2018, Louisville has not received any title VI complaints or been the subject of a title VI lawsuit or investigation.



## **VII. Public Participation**

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in city activities and decisions. All meetings of City Council, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. City Council meetings are televised and available on the City's website.

The City advertises and provides outreach to all residents for programs and public meetings through an online website, social media platforms, mailed newsletters, utility billing inserts and public posting at City offices. The City works on targeted outreach with community organizations to help reach special populations, including those that specifically serve seniors and aging residents, individuals with disabilities, low-income and limited-English speaking residents.

## **VIII. Notice of Rights**

The following notice is placed on Louisville's Public Works website and posted at the Public Works Engineering Division office and the Public Works Operations Building. Alternative formats will be made available upon request for people who are blind or have low vision or require translation to a language other than English.

### **Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964**

The City of Louisville Public Works Department operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City of Louisville program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with the City of Louisville or the Colorado Department of Transportation.

To file a Title VI discrimination complaint, contact:

Emily Hogan, Assistant City Manager, Title VI Coordinator  
City of Louisville  
749 Main St.  
Louisville CO 80027  
(303) 335-4528  
ehogan@louisvilleco.gov

Colorado Department of Transportation  
Civil Rights & Business Resource Center  
4201 East Arkansas Avenue, Room 150  
Denver, CO 80222  
(303)757-9234  
[dot\\_civilrights@state.co.us](mailto:dot_civilrights@state.co.us)