

THE CITY OF BOSSIER CITY Title VI Notice to Public

The City of Bossier hereinafter referred to as the "City" hereby gives public notice that it is the policy of the City to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color sex, national origin or disability/handicap be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the City receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City. Any such complaint must be in writing and filed with the City's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the Compliance Programs Office by calling (318) 741-8801.

Non-discrimination Complaint Procedures for Federally Assisted Programs or Activities

These procedures cover all complaints filed under the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by the City as to sub-recipients, consultants, and contractors.

Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Specialist may be utilized for resolution.

Procedure

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the City's Human Resources Office. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
2. Upon receipt of the complaint, Human Resources Director will determine its jurisdiction, acceptability, need for additional information, and investigative merit of the complaint. In cases where the complaint is against one of the City's sub-recipients of federal funds, the City will assume the jurisdiction and will investigate and adjudicate the case.
3. Once the HR Director decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will then be logged in the directors records identifying its basis, the race, color, national origin and gender of the complainant.
4. In cases where the City assumes the investigation of the complaint, the HR Director will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days to furnish the HR Director his/her response to the allegations.

5. Within 50 calendar days of receipt of the complaint, the City's investigator* will prepare an investigative report for the HR Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition.
6. Once complete, the City's investigative report and a copy of the complaint will be forwarded to FHWA, within 60 calendar days of the receipt of the complaint.
7. If the complainant is not satisfied with the results of the investigation, s/he shall be advised of their rights to appeal the City's determination to the FHWA – Louisiana Regional Office, USDOT or USDOJ. Appeals must be filed within 180 days after the City's final resolution. Unless new facts not previously considered come to light, reconsideration of the City's determination will not be available.
8. The City will serve as appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by a City sub-recipient. The City will analyze the facts of the case and will issue its conclusion to the appellant within 60 days of the receipt of the appeal.