

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
TITLE VI CIVIL RIGHTS COMPLIANCE PLAN**

A. ASSURANCES OF NON-DISCRIMINATION

Terrebonne Parish Consolidated Government will continue to provide assurance to the public in general and in its employment and hiring practices that its affairs will be conducted on a non-discriminatory basis as specified in the Terrebonne Parish Personnel Policy Manual, specifically Section 1.3 - Equal Opportunity and Section 3.1 *et seq.* - Hiring.

B. NOTICE OF RIGHTS TO THE PUBLIC

Beneficiaries and recipients of benefits associated with programs and projects funded through the Treasury's RESTORE Act Direct Component Grant Program have certain rights under Title VI [31 CFR, Section 22.6(d)]. These rights include nondiscrimination based on race, color, or national origin in programs and activities receiving federal financial assistance from the U.S. Department of the Treasury.

Any person who believes that they, or any specific class of persons, have been subjected to discrimination prohibited by this part may by themselves, or by a representative, file with the designated Agency official a written complaint. A complaint must be filed not later than 180 days after the date of the alleged discrimination unless the time for filing is extended by the designated Agency official.

The investigation of complaints will follow procedures detailed in 31 CFR §22.7 - Conduct of Investigations, including (e) of this section which prohibits intimidation or retaliation against the person making the complaint.

The designated Agency officials for the U.S. Treasury are the following:

Lydia Aponte Morales, Assistant Director of External Civil Rights, Office of Civil Rights and Diversity. Email: lydia.apontemorales@treasury.gov.

Marcia Small Bowman, Equal Employment Specialist, Office of Civil Rights and Diversity. Email: marcia.smallbowman@treasury.gov.

The designated Agency official for Terrebonne Parish Consolidated Government:

Mart Black, Director, TPCG Office of Coastal Restoration & Preservation. Email: mblack@tpcg.org.

C. NOTICE OF LANGUAGE ASSISTANCE OR SERVICES

Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d, et seq.) provides that no person shall be subjected to discrimination based on race, color, or national origin under any program or activity that receives Federal financial assistance. Title VI also contains a prohibition against national origin discrimination affecting Limited English Proficiency (LEP) Persons. Terrebonne Parish Consolidated Government (TPCG) and its sub-recipients receive funding for projects and programs under the RESTORE Act Direct Component Grant Program administered by the U.S. Treasury Department.

While most individuals living in the United States and the State of Louisiana read, write, speak, and understand English, there are persons in Terrebonne Parish, Louisiana, however, for whom English is not their primary language. A significant number of these reside in Terrebonne Parish and are Spanish-speakers or Vietnamese-speakers, and both are considered limited English proficient or "LEP."

TPCG is committed to improving the accessibility of programs and activities funded through the U.S. Treasury Department, as well as other federal agencies, to eligible persons with limited English Proficiency (LEP).

Language for LEP individuals can be a barrier to accessing important benefits or services; understanding and exercising important rights, complying with applicable responsibilities, understanding orders and directives during declared emergencies; or understanding other information provided by federally funded programs and activities. Terrebonne Parish Consolidated Government and its sub-recipients are committed to improving the accessibility of these programs and activities to eligible LEP persons.

To meet this goal, the Parish has identified employees who are fluent in their native languages (Spanish and Vietnamese) as well as English. These employees will be available to assist parish residents whose primary language is Spanish or Vietnamese in order that these residents may better understand and have full access to the programs and activities funded through the Treasury Department and which may be of benefit to them.

Therefore, Terrebonne Parish Consolidated Government and its sub-recipients offer language assistance or services in Spanish and Vietnamese to LEP residents who are recipients of, or beneficiaries of RESTORE Act Direct Component funded projects and programs.

To access these language services, one should call 985-873-6889.

D. PROCEDURES TO ADDRESS CIVIL RIGHTS COMPLAINTS

Terrebonne Parish Consolidated Government (TPCG) is committed to responding to and resolving civil rights complaints submitted by citizens relative to programs funded by the U.S. Treasury. Upon receipt of such a complaint, TPCG will initiate the following procedures to investigate, resolve, and report the complaint.

1. **Receipt of Complaint:** The person receiving the complaint will contact the complainant to review the complaint with the goal of achieving a better understanding of the nature of the complaint, including the date, location, person(s) involved, etc. A complaint form will be developed and placed on the TPCG website for convenience.
2. **Investigation of Complaint:** The person assigned to investigate the complaint will contact all persons involved to understand what happened, why it happened, procedures that were or were not followed, was an attempt made to follow up with the complainant to resolve the complaint, and to learn of any relevant information. All this will be documented
3. **Documentation of Findings:** A written report will be prepared documenting the findings relative to the complaint. This report will be sent to the TPCG Human Resources Department, the U.S. Treasury Office of Civil Rights and Diversity, and the complainant. The document will describe the steps taken to address and resolve the complaint as well as the corrective actions to be initiated to avoid such complaints in the future.

All complaints will be lodged with the TPCG Human Resources Department, which will assist in the investigation, resolution, and reporting of the complaint.

E. TPCG CIVIL RIGHTS COMPLIANCE PROGRAM ADMINISTRATION

This plan is designed to ensure compliance with U.S. Treasury's Title VI Program requirements by Terrebonne Parish Consolidated Government. Compliance program administration shall be vested with the TPCG Office of Coastal Restoration & Preservation, the office most closely involved in Treasury Department grant programs through the RESTORE Act.

By **July 1** and **December 31** of each calendar year, the Executive Director of the TPCG Office of Coastal Restoration & Preservation will initiate a view of the policies and procedures in place to monitor compliance with Treasury's Title VI Program requirements. This review will include those policies, procedures, and data collection methods and statistics utilized by any sub-recipients.

By **July 31** and **January 31**, a compliance report will be forwarded to the Treasury's Office of Civil Rights and Diversity and to the Office of Gulf Coast Restoration reporting on the policies issued, procedures employed to provide services, any application forms used, methods to provide civil rights protection, the location of services, results, and findings for the reporting period. The report will describe the steps or corrective action(s) to be taken should any deficiencies be noted during the reporting period. This report will be developed and provided by TPCG in collaboration with its sub-recipients.