



Title VI POLICY STATEMENT & PROCESS City of Nevada

The City of Nevada is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

It is City of Nevada, IA's objective to:

- Ensure that the level and quality of all services is provided without regard to race, color, or national origin, disability, sex, age, or religion;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in all decision making;
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure meaningful access to programs and activities by person with limited English proficiency.

All City Employees share the responsibility for carrying out the City of Nevada's commitment to Title VI. The City Clerk is responsible for the day-to-day operation of the program and receives and forwards Title VI complaints that come through the complaint procedures process to Iowa Civil Rights Commission.

For additional information on nondiscrimination obligations, please contact:

City of Nevada, IA
Attn: City Clerk
1209 6th Street, PO Box 530
Nevada, IA 50201 PH: 515-3892-5466
Email: cityhall@cityofnevadaiaowa.org

Or

Iowa Civil Rights Commission (ICRC)
6200 Park Avenue, Suite 100
Des Moines, IA 50321-1270
Phone: 515-281-4121/800-457-4416
[Your Rights | Iowa Civil Rights Commission](#)

Title VI Complaint Process:

The City of Nevada is committed to a policy of non-discrimination in the conduct of its business, including its Title VI responsibilities, and to the delivery of equitable and accessible services. The City recognizes its responsibilities to the community and utilizes its best efforts to assure that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under its services, programs, grants, sub-awards and related benefits. Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin, disability, sex, age, or religion, may file a Title VI complaint with City of Nevada, IA within 180 days from the date of alleged discrimination.

Filing a Complaint with City of Nevada, IA:

Complaints may be filed with City of Nevada, in writing, email, in person, over the phone and be addressed to:

City of Nevada, IA
Attn: City Clerk
1209 6th Street, PO Box 530
Nevada, IA 50201
Email: cityhall@cityofnevadaiaowa.org

What Happens to My Title VI Complaint to City of Nevada, IA?

Once a complaint is received, it will be reviewed by the City Clerk's office. In instances where additional information is needed, they will contact the complainant by phone or in writing. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.

The City Clerk will review and refer the complaint to the Iowa Civil Rights Commission within 30 days of receipt. City of Nevada will use its best efforts to respond to a Title VI complaint within 15 days of its receipt of such complaint. Receipt of additional information and/or simultaneous filing of complaint with the City and an external entity may expand the timing of the complaint resolution. Reasonable measures will be undertaken to preserve any information that is confidential. At a minimum the City Clerk will:

- Identify and review all relevant documents, practices and procedures;
- Inquire if the individual has filed the complaint with another agency.
- Identify and interview persons with knowledge of the title VI violation, i.e., the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity, or anyone with relevant information.

The City Clerk shall maintain a log of Title VI complaints received from this process which log shall include the date the complaint was filed; a summary of the allegations; the status of the complaint; and actions taken by the City of Nevada in response to the complaint. Should the City of Nevada receive a Title VI complaint in the form of a formal charge or lawsuit, the complaint will be forwarded to the City of Nevada City Attorney.

Complaints may also be directly filed with the following two organizations no later than 300 days after the date of the alleged discrimination. Both organizations have alternative formats or languages to file complaints:

Iowa Civil Rights Commission
6200 Park Avenue, Suite 100
Des Moines, IA 50321-1270
Phone: 515-281-4121/800-457-4416

[Complaint Form - hard copy | Iowa Civil Rights Commission](#)

Or

U.S. Department of Homeland Security
Office of Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington DC 20528
Phone: 202-514-3847

[Make a Civil Rights Complaint | Homeland Security \(dhs.gov\)](#)

The City of Nevada, IA, does not provide awards to subrecipients, however, in the event that they were awarded the City would make every effort to monitor the subrecipient for compliance with applicable civil rights requirements.

NOTICE FOR REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The City of Nevada, IA, is committed to providing individuals with disabilities and equal opportunity to participate in and benefit from the City of Nevada's programs, activities, and services. Individuals may request reasonable accommodations from the City of Nevada that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services to request reasonable accommodations, contact City Hall, Attn: City Clerk, 1209 6th Street, Nevada, IA 50201, in person, by mail, by email: cityhall@cityofnevadaiaowa.org or phone: 515-382-5466.

Reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of the City's programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to the City.

A request for accommodation may be made at any time, by you, or someone else may make the request on your behalf. However, making a request in advance will help ensure the City is able to fulfill the request for accommodation. For certain requests, such as requests for sign language interpretation, the City requests at least two week's advance notice.

The City will gather the information needed regarding the accommodation request to determine if it will allow participation in the activity or program and if it is reasonable or an equally effective alternative is available. It will be determined if the request would alter the program or impose undue burden on the City. The City will make every effort to make accommodations for participation.

The City will not request medical documentation, but will ask additional questions to understand the barrier in order to provide accommodations to remove the barrier. No cost will be associated with this accommodation.

Some examples of reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.

LANGUAGE ACCESS PLAN (LEP)

The City of Nevada, IA, has less than 2% of the population that are foreign born. The City Staff rely on Story County Justice Center and Nevada Community School District who have staff available for LEP persons. There are also various electronics to provide meaningful access and information and services for LEP persons.