

Exhibit A

CITY OF PORTLAND CIVIL RIGHTS TITLE VI PLAN

Binding City Policy

BCP-ADM-18.01

PURPOSE**Section 1. The Council finds: [No changes]****POLICY**

NOW THEREFORE, the Council directs:

a. That the Title VI Program Manager work with City bureaus to determine whether the City's LEP obligations are best met by a City-wide or by bureau specific LEP plan(s) and develop and implement such plan(s) accordingly.

~~b. The Chief Administrative Officer is authorized to adopt rules, procedures and forms to assist in the implementation of the Title VI Plan.~~

~~eb.~~ That the Title VI Program Manager in the Office of ~~Management and Finance~~ Equity and Human Rights provide a triennial report to City Council on the implementation of the Title VI Plan, in accordance with federal reporting.

~~ec.~~ That the Title VI Program Manager post the City's non-discrimination policy and notices prominently to the public so the public will understand ~~the~~ their civil rights protections.

~~ed.~~ The ordinance is binding City Policy.

[Link to Exhibit A - City of Portland Civil Rights Title VI Plan \(PDF Document, 1 MB\)](#)

HISTORY

Ordinance No. 186101, passed by City Council June 19, 2013 and effective July 19, 2013.

Exhibit B

TITLE VI CIVIL RIGHTS COMPLAINT PROCEDURES

~~Administrative Rule Adopted by the Office of Management and Finance Pursuant to Rule-Making Authority Binding City Policy~~

ARB-ADM-18.02

Purpose: [No changes]

Scope: [No changes]

Limitations: [No changes]

Title VI Complaint Procedures**Step 1 – Filing a Complaint**

1. The City of Portland has established a complaint form to make it easier to file a complaint. Complaints can use the form or provide the information below
2. To be accepted, a Title VI complaint must:
 - a) involve discrimination on the basis of race, color or national origin;
 - b) allege that the discrimination was committed by the City of Portland, a City of Portland employee or a subrecipient of the City of Portland;
 - c) be filed within 60 days of the alleged occurrence or when the alleged occurrence become known to the complainant;
 - d) involve a City of Portland program, service, benefit or activity by the City or a contractor with the City of Portland.
3. Complaints should be filed with Title VI Program Manager in the Office of ~~Management and Finance~~ Equity and Human Rights (OEHR).
4. Complaints must be in writing and signed by the complainant. If the complainant needs assistance in reducing the complaint to writing or signing it, he or she may request assistance from the Title VI Program Manager or may have another person write and acknowledge the complaint on his or her behalf.
5. Complaints should include:
 - a) the name, address and phone number of the person who experienced the discriminatory action;
 - b) the date of the alleged act of discrimination or the date when the complainant(s) became aware of the alleged discrimination;

- c) a brief but specific description of the discriminatory practice or action and any relevant facts.
6. The complaint should include names and contact information of any witnesses, including City employees or contractors.
7. Allegations may be faxed or e-mailed and will be acknowledged and processed once the identity of the complainant and the intent to proceed with the complaint have been established. Allegations received by telephone or TDD will be reduced to writing on a complaint form and provided to complainant for confirmation or revision before processing.
8. The complaint form must be signed or acknowledged, and sent to the Title VI Program Manager for processing. The original copy may be sent, faxed or emailed to:

Title VI Program Manager
~~1120 SW 5th Avenue, Room 1204~~
421 S.W. 6th Avenue, Suite 500
Portland, Oregon 97204
Fax 503-823-6924 4420
title6complaints@portlandoregon.gov

Steps 2 – 5 [No changes]

Responsibility

- a. The Director of the OEHR is authorized to administer and monitor this administrative rule.
- b. The Director of the OEHR is authorized to formulate, administer and monitor procedures and forms to assist in the implementation of the City of Portland's Title VI complaint procedures.

HISTORY

Adopted by the Chief Administrative Officer January 10, 2014.
Filed for inclusion in PPD January 10, 2014.

Exhibit C

TITLE II ADA COMPLAINT PROCEDURES

~~Administrative Rule Adopted by the Office of Management and Finance Pursuant to Rule-Making Authority Binding City Policy~~

ARB-ADM-18.20

Purpose: [No changes]

Scope: [No changes]

Title II Complaint Procedures

Step 1 – Filing a Complaint

1. The City of Portland has established a complaint form for Title II complaints.
2. To be accepted, a Title II complaint must:
 - a) involve discrimination on the basis of the person's qualified disability;
 - b) allege that the discrimination was committed by the City of Portland or a City of Portland agent or employee;
 - c) be filed within 60 days of the alleged occurrence or when the alleged occurrence become known to the complainant;
 - d) involve a City of Portland facility, program, service, benefit or activity.
3. Complaints should be filed with Title II Program Manager in the Office of ~~Management and Finance~~ Equity and Human Rights (OEHR).
4. Complaints must be in writing and signed by the complainant. If the complainant needs assistance in reducing the complaint to writing or signing it, he or she may request assistance from the Title II Program Manager or may have another person write and acknowledge the complaint on his or her behalf.
5. Complaints should include:
 - a) the name, address and phone number of the person who experienced the discriminatory action;
 - b) the date of the alleged act of discrimination or the date when the complainant(s) became aware of the alleged discrimination;
 - c) a brief but specific description of the discriminatory situation, practice or action and including any relevant facts.

6. The complaint should include names and contact information of any witnesses.
7. A complaint may be faxed or e-mailed and will be acknowledged and processed once the identity of the complainant and the intent to proceed with the complaint have been established. A complaint received by telephone or TDD will be reduced to writing on a complaint form and provided to complainant for confirmation or revision before processing.
8. The complaint form must be signed or acknowledged, and sent to the Title II Program Manager for processing. The original copy may be sent, faxed or emailed to:

Title II Program Manager
1120 SW 5th Avenue, Room 1204
421 S.W. 6th Avenue, Suite 500
Portland, Oregon 97204
Fax 503-823-6924 4420
title2complaints@portlandoregon.gov

Steps 2-5: [No changes]

Responsibility

~~Per ordinance #186277, the Chief Administrative Officer of the City of Portland is authorized to adopt rules, procedures and forms to assist in the implementation of the City of Portland's ADA Title II policy and program.~~

- a. The Director of the OEHR is authorized to administer and monitor this administrative rule.
- b. The Director of the OEHR is authorized to formulate, administer and monitor procedures and forms to assist in the implementation of the City of Portland's Title II complaint procedures.

HISTORY

Adopted by the Chief Administrative Officer January 10, 2014.

Filed for inclusion in PPD January 10, 2014.

Exhibit D

CITY OF PORTLAND AMERICAN'S WITH DISABILITIES ACT TITLE II NON-DISCRIMINATION POLICY

Binding City Policy
BCP-ADM-18.21

PURPOSE [No changes]

POLICY

NOW THEREFORE, the Council directs:

a. The City Council hereby reaffirms the previous policies to comply with Title II of the ADA and that the City will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

~~b. The Chief Administrative Officer is authorized to adopt rules, procedures and forms to assist in the implementation of the City of Portland's ADA Title II policy and program.~~

eb. The ADA Title II Program Manager in the Office of ~~Management and Finance~~ Equity and Human Rights (OEHR) will manage the ADA Title II program, work with the bureaus to ensure that the City of Portland is in compliance with this policy, manage the citywide ADA Coordinator Program and manage the citywide Transition Plan.

ec. The ADA Title II Program Manager will provide a triennial report to City Council on citywide compliance with Title II.

ed. The ordinance is binding City Policy.

Section 2. The Council declares that an emergency exists because delay in the creation of rules, procedures and forms to implement the program could unreasonably burden the community of persons with disabilities; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

HISTORY

Emergency Ordinance No. 186277, passed by City Council and effective October 9, 2013.