



**COMMUNITY
DEVELOPMENT**

CITY OF BURBANK

TITLE VI
IMPLEMENTATION PLAN
(Federal Highway Administration Fund)

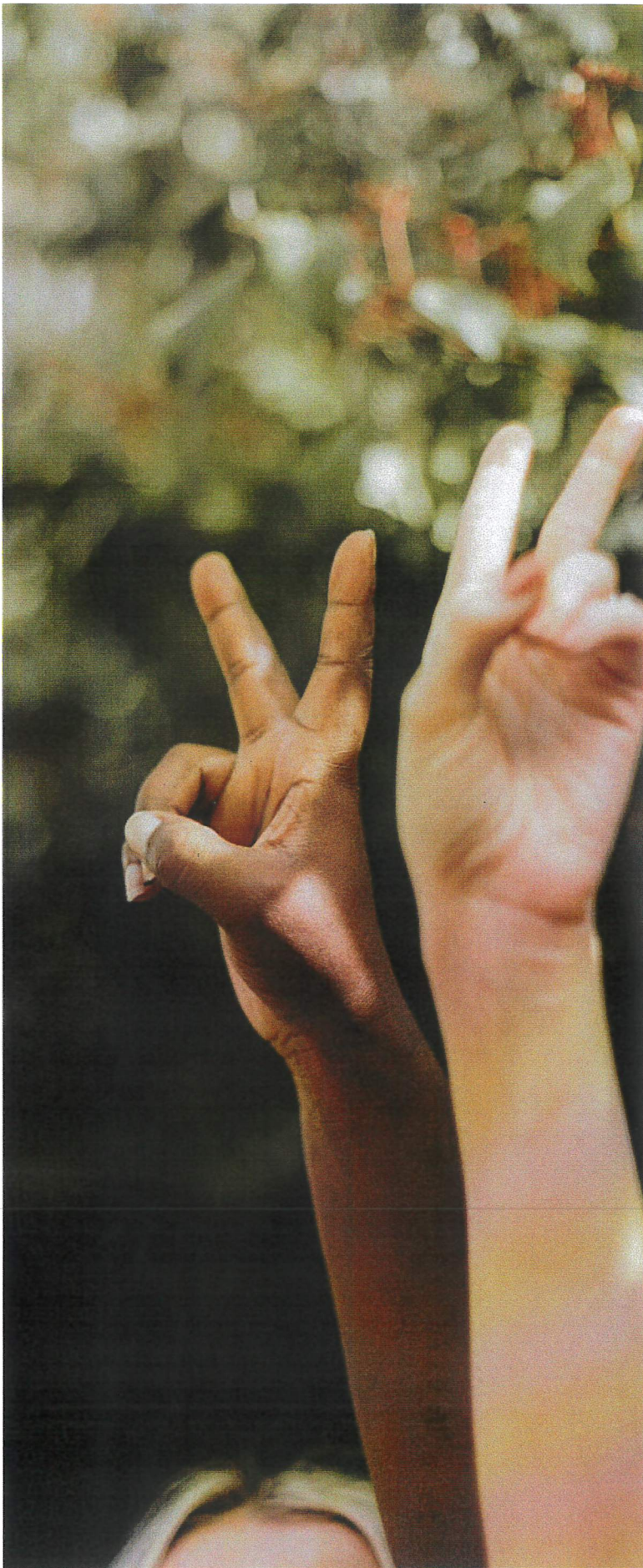


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NON-DISCRIMINATION POLICY STATEMENT

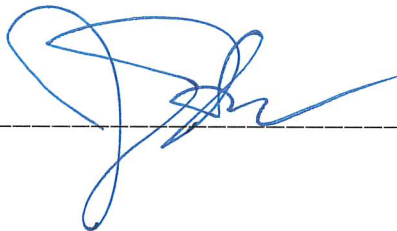
The City of Burbank is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964 and other non-discriminatory authorities, such that no person shall be excluded from participation in or be denied the benefits of any program or activity conducted by the City of Burbank on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or any other category protected by State or Federal law. Further, no person shall be subjected to discrimination under any program or activity conducted by the City of Burbank on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or any other category protected by State or Federal law. Title VI compliance is a condition of receipt of federal funds, particularly the Federal Highway Administration (FHWA) funds.

Title VI staff in the Community Development Department 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.

Information about the City of Burbank's Title VI and complaint procedure can be found online at <https://www.burbankca.gov/web/community-development/titlevi>.

The Title VI Implementation Plan is available for the public ((23 CFR 200.9(b)(11 and 12)) and updated on an as-needed basis while the Goals and Accomplishment Report will be available every year (23 CFR 200.9(b)(10)). Both copies can be found at the Community Services Building located at 150 N. Third Street, 2nd floor, Burbank, CA 91502 and Joslyn Adult Center located at 1301 W. Olive Ave, Burbank, CA 91506.

Justin Hess
City Manager



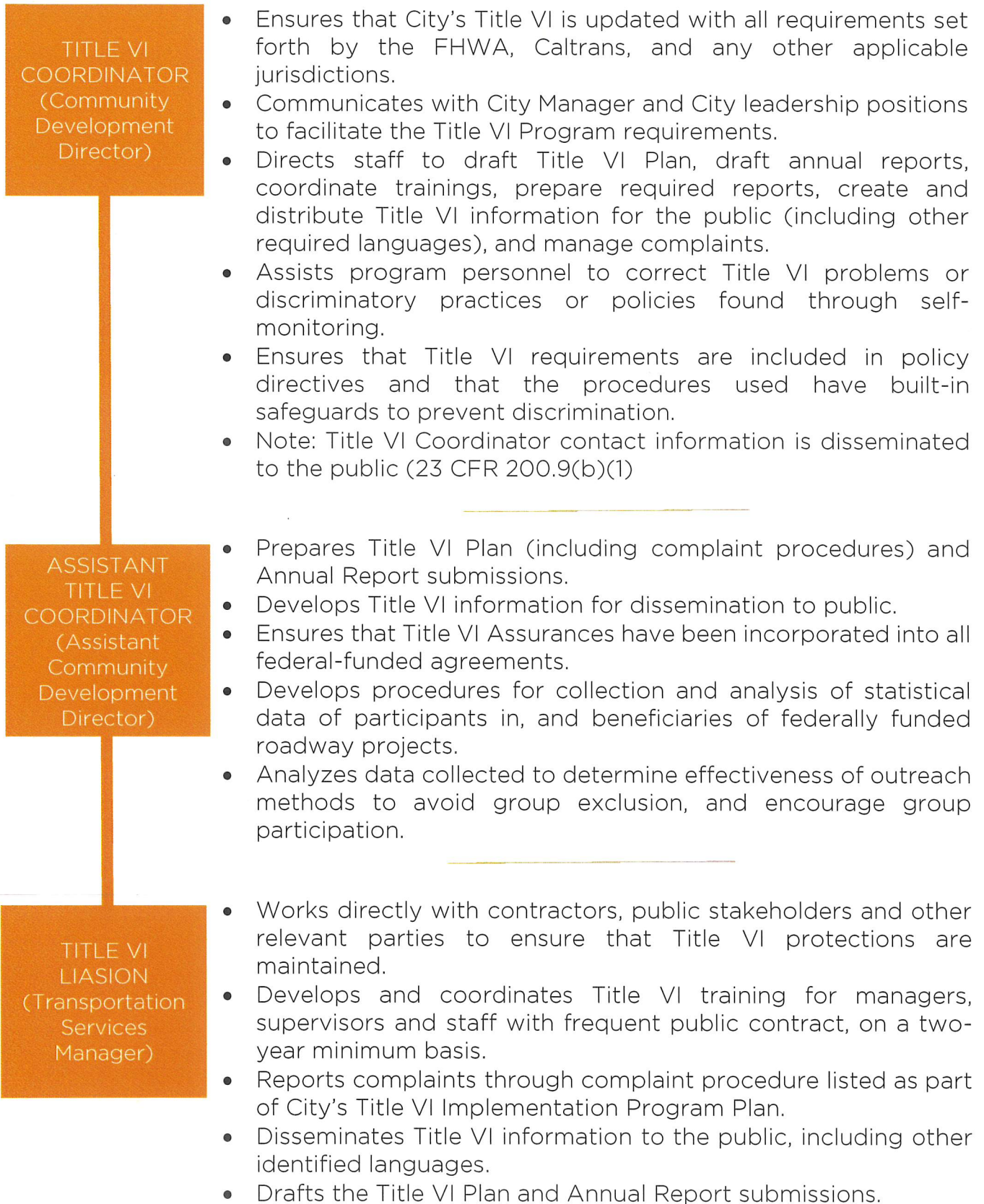
1. NON-DISCRIMINATORY LEGISLATION

Below is a list of nondiscriminatory legislation.

- **Title VI of the Civil Rights Act of 1964** – Provides that no person in the United States 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 any program or activity receiving Federal financial assistance (as implemented through 23 CFR 200.9 and 49 CFR 21).
- **Section 162(a) of the Federal-Aid Highway Act of 1973 (Section 324, Title 23 U.S.C.)** – Prohibits discrimination on the basis of sex by recipients and sub-recipients of Federal financial assistance.
- **Section 504 of the Rehabilitation Act of 1973** – Prohibits discrimination on the basis of disability by recipients and sub-recipients of Federal financial assistance.
- **Executive Order 12898 (issued February 11, 1994)** – Addresses Environmental Justice regarding minority and low-income populations and requires agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations; promote nondiscrimination in federal programs substantially affecting human health and the environment; and provide minority and low-income communities access to public information and an opportunity for public participation in matters relating to human health or the environment.
- **Executive Order 13166 (issued August 16, 2000)** – Addresses improved access to services for persons with limited English proficiency. Agencies are directed to evaluate services provided and implement a system that ensures that Limited English Proficiency (LEP) persons are able to meaningfully access the services provided consistent with, and without unduly burdening, the fundamental mission of the local agency. Agencies are directed to ensure that recipients of federal financial assistance provide meaningful access to program, services and information to their LEP.
- **The Age Discrimination Act of 1975 (Section 6101-6107, Title 42 U.S.C.)** – Prohibits discrimination on the basis of age by recipients and sub-recipients or Federal financial assistance.
- **The Civil Rights Restoration Act of 1987 (Public Law 200-209)** – Clarifies that the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973 was to apply the non-discrimination statutes to all programs and activities of Federal aid recipients, sub-recipients, contractors and vendors, whether all such programs are federally assisted or not.

2. ORGANIZATION CHART

Title VI is managed by the Community Development Department. Below are assigned roles for Title VI.



3. COMPLAINT PROCEDURE

Any person that believes they been discriminated against on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or any other category protected by State or Federal law, the public, its contractors, consultants or any other party may file a Title VI complaint by completing the City's Title VI Complaint Form (23 CFR 200.9(b)(3)). There are three (3) steps in filing a complaint:

STEP
1

LOCATE COMPLAINT FORM

Locate the complaint form. The complaint form is attached to this plan (Attachment 1), online at (<https://www.burbankca.gov/web/community-development/titlevi>), and available at the Community Services Building located at 150 N. Third Street, 2nd floor, Burbank, CA 91502.

The complaint form is in English, Spanish, and Armenian.

STEP
2

COMPLETE THE COMPLAINT FORM

Complete the form. The City will only process complaints that are complete, which include at a minimum, the following:

- A. Contact information
- B. Date of alleged act of discrimination
- C. Details of the alleged discrimination
- D. The complainant's signature

STEP
3

SUBMIT FORM WITHIN 180 CALENDAR DAYS

All complaints must be written and submitted within 180 calendar days from the alleged incident. Forms are to be submitted to one of the following:

- Email: Patrick Prescott, Title VI Coordinator: pprescott@burbankca.gov
- In person: Community Services Building, 150 N. Third Street, 2nd floor, Burbank, CA 91502

The FHWA Guidance Memorandum, Processing of Title VI Complaints (June 13, 2018) states that all Title VI complaints received by a sub-recipient, City of Burbank, are to be forwarded to Caltrans to be submitted to FHWA Division Office. Complaints should be sent within **one (1) business day** of receipt via email to Title.VI@dot.ca.gov. If Headquarters Office of Civil Rights (HCR) determines a Title VI complaint against a sub-recipient can be investigated by Caltrans, HCR may delegate the task of investigating the complaint to Caltrans.

A person may also file a complaint directly with the FHWA and/or Caltrans by the following contact information:

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE 8th Floor E81-105
Washington, DC 20590

California Department of Transportation
Office of Civil Rights
Attention: Title VI Branch
PO Box 942874, MS 79
Sacramento, CA 94274
Title.VI@dot.ca.gov
(916) 639-6392

Should a complaint be filed with Burbank Community Development Department and one with a federal or state agency simultaneously, the federal/state complaint will supersede the City's complaint and the City's complaint procedures will be suspended pending the federal/state agency's findings.

4. DATA COLLECTION, LIMITED ENGLISH PROFICIENCY (LEP) ANALYSIS, AND LEP PLAN

The Four Factor Analysis

The Four Factor Analysis is used to determine the specific language services that are appropriate to provide to ensure meaningful access to programs and activities. This detailed analysis helps to determine the effectiveness of communication with Limited English Proficiency (LEP) persons and informs language access planning. The Four Factors and the associated steps included are:

Factor 1: The Number or Proportion of LEP Persons Eligible to Be Served or Likely to Be Encountered by the Program or Recipient

Data from the U.S. Census Bureau was used to determine demographic data for the population living in the City of Burbank. Table 1 shows minority census tracts within the City.

Spanish and Armenian are the two top primary languages spoken in Burbank other than English. Spanish speakers who speak English “less than very well” account for nearly 7,000 persons or just under seven percent of the total population, while Armenian speakers who speak English “less than very well” comprise of nearly 6,000 persons or almost six percent (6%) of the population in the City of Burbank.

If more than five percent of the sub-recipient’s population in its service area has LEP, Title VI information must be translated into the applicable language of that population. Therefore, the City of Burbank is required to provide translations for Spanish and Armenian.

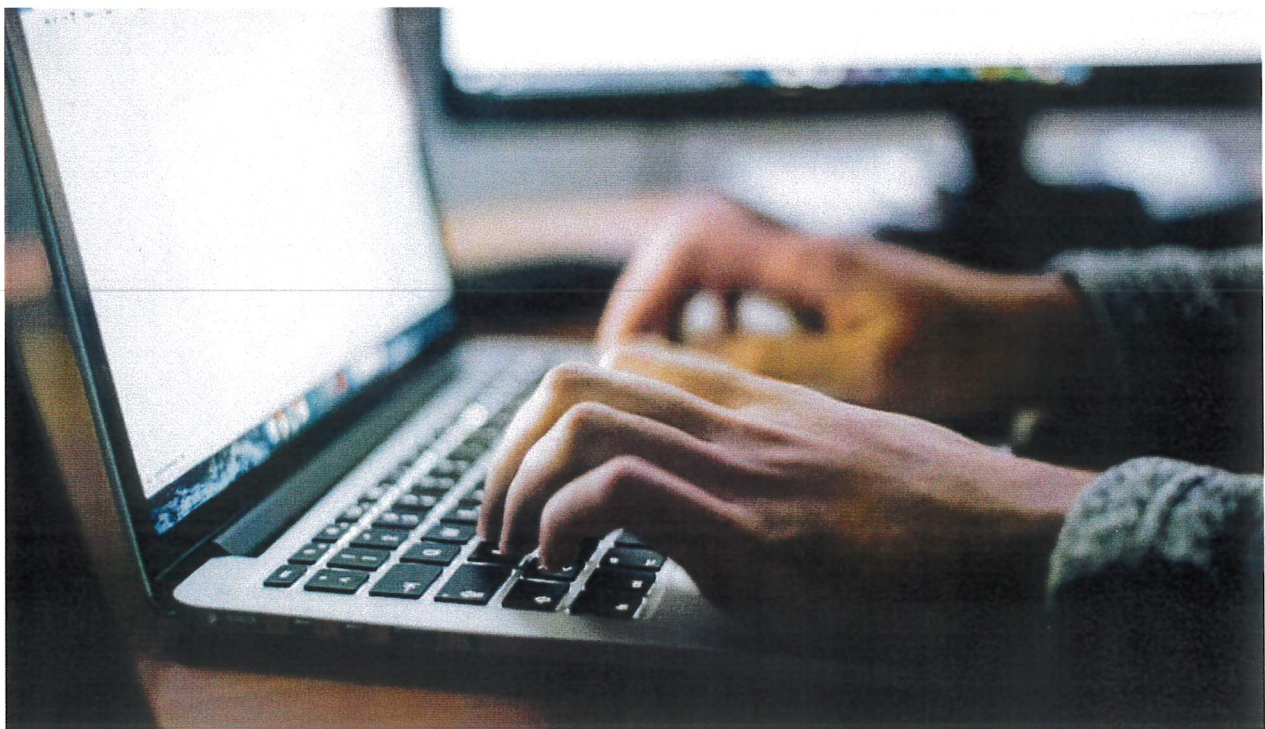


Table 1
LEP Populations in Burbank by Census Tract

Census Tract	Total Population for whom Language is Determined	TOTAL Burbank Population that Speak English less than "very well"	Spanish Speaking Population that Speak English "less than very well"	% Spanish LEP	Armenian Speaking Population that Speak English "less than very well"	% Armenian LEP
3101	5,523	1,396	156	2.8%	838	15.2%
3102.01	5,413	931	263	4.9%	491	9.1%
3102.02	4,781	1,163	201	4.2%	676	14.1%
3103	2,729	296	24	0.9%	215	7.9%
3104	2,995	607	153	5.1%	77	2.6%
3105.01	3,296	970	683	20.7%	109	3.3%
3106.01	5,945	1,186	263	4.4%	271	4.6%
3106.02	2,290	243	144	6.3%	4	0.2%
3107.01	2,386	622	74	3.1%	463	19.4%
3107.02	7,180	2,124	347	4.8%	1,344	18.7%
3107.03	5,058	1,329	63	1.2%	715	14.1%
3108	4,980	725	495	9.9%	67	1.3%
3109	5,805	778	654	11.3%	2	0.0%
3110	3,790	660	420	11.1%	69	1.8%
3111	3,694	604	481	13.0%	39	1.1%
3112	2,986	285	159	5.3%	67	2.2%
3113	3,625	224	156	4.3%	26	0.7%
3114	2,105	203	93	4.4%	45	2.1%
3115	5,196	403	275	5.3%	0	0.0%
3116	6,900	465	195	2.8%	0	0.0%
3117	5,315	614	297	5.6%	149	2.8%
3118.01	2,812	540	376	13.4%	26	0.9%
3118.02	3,497	1,105	756	21.6%	112	3.2%
City Total	98,301	17,473	6,728	6.8%	5,805	5.9%

Source: 2011-2015 American Community Survey 5-Year Estimates (Most recent data.)

Table 2 summarizes census information on the LEP populations in the City of Burbank. In the City of Burbank, over 17,400 residents or nearly 18 percent of the population report that they speak English "less than very well." Other languages identified through U.S. Census data are Korean and Arabic. Individuals that speak Korean and Arabic and speak English "less than very well" are below the 5 percent (5%) threshold.

Table 2
Language Proficiency in the City of Burbank

Languages Spoken and English Proficiency	Population Age 5 and Older	Percent of Population Age 5 and Over
All languages	98,301	100.00%
English only	52,023	52.92%
Language other than English	46,278	47.08%
<i>Speak English "less than very well:"</i>	<i>17,473</i>	<i>17.77%</i>
Spanish	19,401	19.74%
<i>Speak English "less than very well:"</i>	6,728	6.84%
Armenian	11,939	12.15%
<i>Speak English "less than very well:"</i>	5,805	5.91%
Arabic	1,827	1.86%
<i>Speak English "less than very well:"</i>	857	<i>0.87%</i>
Korean	1,500	1.53%
<i>Speak English "less than very well:"</i>	784	<i>0.80%</i>

Languages spoken by persons at home by ability to speak English for populations 5 years and over. Source: U.S. Census Bureau, 2011-2015 American Community Survey, Table B16001 by census tract for the City of Burbank (2011-2015 American Community Survey 5-Year Estimates)

Factor 2: *The Frequency with Which LEP Individuals Come into Contact with the Program*

The City of Burbank is a full-service city that has its own Police Department, Fire Department, Parks and Recreation Department, trash services/landfill, and public utilities for its residents and businesses. Due to the variety of City services and program, the City anticipates that people from various backgrounds participate every day. There is no specific data and statistics collected based on LEP individuals due to the amount of services provided. However, the City is equipped to assist the population at any City facility, program, and services with translation services.

Factor 3: *The Nature and Importance of the Program, Activity, or Service Provided to People's Lives.*

There are very few to no requests for translation services on federally funded projects and activities. However, translation services are requested for other City services such building permits, public works permits, plan check, Section 8, utility payments, and City programs. Staff is aware of the Title VI Implementation Plan and the Census data provided in this Title VI Implementation Plan that provides information on the local population in Burbank. Due to the diverse background in Burbank, public notices and City website are translated into Spanish and Armenian to ensure compliance and easy, visible access to the LEP population.

Factor 4: The Resources Available to the Recipient for LEP Outreach and Associated Costs

Limited Assistance Plan

Individuals who have a limited ability to read, write, speak or understand English are Limited English Proficient or "LEP". This Language Assistance Plan implements Federal policy guidance regarding responsibilities to Limited English Proficient persons, Executive Order 13166 and Federal Register Vol. 70, No. 239.

Translation Services: The City of Burbank identifies a list of City staff that speak languages other than English, and have been designated for translations services to the public. This list of staff is updated every month and those that have been identified has been screened on their ability to communicate, read, and/or write in a specific language. As of June 2024, there are more than 240 City staff readily available to translate in Arabic, Armenian, Chinese, Faroese, French, Korean, Persian-Iranian, Russian, Serbo-Croatian, Spanish, Tagalog, and Vietnamese. Translation is provided to the public at any City facility location.

Publications and services are available for LEP to view include:

- Non-Discrimination Policy Statement
- Title VI Rights Notice
- Title VI Complaint Form
- I Speak Cards
- Title VI Webpage
- Future public notices for federally-funded projects

In order to ensure that Title VI and related Civil Rights information is readily available to the public, the City has public notices consisting of posters, flyers, complaint forms and "I Speak" cards that are available in English, Spanish, and Armenian. Public notices regarding Title VI are placed in several highly visible and accessible location such as:

- Community Services Building
Community Development Department
150 N. Third Street, Burbank, CA 91502
- Joslyn Adult Center - Transportation
1301 W. Olive Avenue, Burbank, CA 91506

Dissemination of Title VI information to the public is required, per 23 CFR 200.9(b)(12).

5. TRAINING

Title VI training is provided to managers, supervisors, and staff with frequent public contact in the administration of federal-aid programs (23 CFR 200.9(b)(9)). These trainings will occur at minimum every two years, and within six months of hiring a new employee. The trainings will be conducted by the Title VI Specialist or Liaison, online or in-person. Additionally, links to Caltrans, FHWA, and other applicable agency resources for Title VI and related statutes will be posted on the City's website for reference and easy access.

The following topics will be covered in trainings:

- Review of the Burbank's Title VI Implementation Plan and other relevant documents.
- Review of assurances related to contracts.
- Language assistance services and "I Speak Cards" offered for public use.
- Process for potential Title VI complaints.
- Where to seek assistance for Title VI questions and concerns.



6. CONTRACT DOCUMENTS AND AGREEMENTS

The City will ensure that any federally-funded project documents contain the necessary Title VI Assurances. Such assurances include, but may not be limited to:

- o [FHWA Form 1273 \(Title VI and other non-discriminatory requirements\)](#) (Link)
 - Required on all FHWA contracts and subcontracts valued greater than \$10,000
 - Note: The most updated FHWA Form is dated October 23, 2023.
- o [Title VI Assurances Appendix A-E](#) (Link)
 - Appendix A-E to be attached to Federal-Aid contracts.

ATTACHMENT 1



**Federal Transit Administration
Office of Civil Rights
Complaint Form**

Section I

Name: _____

Address: _____

Telephone Numbers:

(Home) _____ (Work) _____

Electronic Mail Address: _____

Accessible Format Requirements?

Large Print _____ Audio tape _____

TDD _____ Other _____

The Federal Transit Administration (FTA) Office of Civil Rights is responsible for civil rights compliance and monitoring, which includes ensuring that providers of public transportation properly abide by Title VI of the Civil Rights Act of 1964, Executive Order 12898, "Federal Actions To Address Environmental Justice in Minority Populations and Low Income Populations," and the Department of Transportation's Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries.

Section II

Are you filing this complaint on your own behalf?

Yes _____ No _____

[If you answered "yes" to this question, go to Section III.]

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party. _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Yes ____ No ____

Section III

Have you previously filed a Title VI complaint with FTA? Yes ____ No ____

If yes, what was your FTA Complaint Number? _____

[Note: This information is needed for administrative purposes; we will assign the same complaint number to the new complaint.]

Have you filed this complaint with any of the following agencies?

Transit Provider ____ Department of Transportation ____

Department of Justice ____ Equal Employment Opportunity Commission ____

Other _____

Have you filed a lawsuit regarding this complaint? Yes ____ No ____

If yes, please provide a copy of the complaint form.

[Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court.]

Section IV

Name of public transit provider complaint is against:

Contact person: _____ Title: _____

Telephone number: _____

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of

your allegations. Please also provide any other documentation that is relevant to this complaint.

Section V

May we release a copy of your complaint to the transit provider?

Yes ____ No ____

May we release your identity to the transit provider?

Yes ____ No ____

Please sign here: _____

Date: _____

[Note - We cannot accept your complaint without a signature.]

Please mail your completed form to:

Patrick Prescott, Title VI Coordinator (Community Development Department)

Email: pprescott@burbankca.gov

150 N. Third Street, 2nd Floor, Burbank, CA 91502

You may also file a complaint directly with the Federal Transit Administration at:

Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590

California Department of Transportation, Office of Civil Rights, Attention: Title VI Branch, PO Box 942874, MS 79, Sacramento, CA 94274



**Administración Federal de Tránsito
Oficina de Derechos Civiles
Formulario de Queja**

Sección I

Nombre: _____

Dirección: _____

Números de Teléfono:

(Casa) _____ (Trabajo) _____

Dirección de Correo Electrónico: _____

¿Requisitos del Formato Accesible?

Letra Grande _____ Cinta de Audio _____

DTS _____ Otro _____

La Oficina de Derechos Civiles de la Administración Federal de Tránsito (AFT) es responsable del cumplimiento y monitoreo de los derechos civiles, lo cual incluye asegurar que los proveedores de transporte público acaten debidamente el Título VI de la Ley de Derechos Civiles de 1964, Orden Ejecutiva 12898, "Acciones Federales Dirigidas a la Justicia Ambiental en las Comunidades Minoritarias y de Bajos Ingresos", y Orientación a los Receptores sobre Servicios Lingüísticos Especiales para Beneficiarios de Proficiencia Limitada en Inglés (LEP) del Departamento de Transporte.

Sección II

¿Está usted presentando esta queja en su propio nombre?

Sí _____ No _____

[Si contestó "sí" a esta pregunta, vaya a la Sección III].

Si contestó no, por favor proporcione el nombre y la relación de la persona para quien usted está presentando una queja:

Por favor explique porqué ha presentado por un tercero.

Por favor confirme que usted ha obtenido el permiso de la parte agraviada si está presentando a nombre de un tercero.

Sí ____ No ____

Sección III

¿Ha presentado previamente una queja del Título VI en la AFT? Sí ____ No ____

Si es así, ¿cuál fue su Número de Queja de la AFT? _____

[Nota: Esta información es necesaria para propósitos administrativos; asignaremos el mismo número de queja a la nueva queja].

¿Ha presentado esta queja en alguna de las siguientes agencias?

Proveedor de Tránsito ____ Departamento de Transporte ____

Departamento de Justicia ____

Comisión de Igualdad de Oportunidades en el Empleo ____

Otro _____

¿Ha presentado un proceso judicial con respecto a esta queja? Sí ____ No ____

Si es así, proporcione por favor una copia del formulario de queja.

[Nota: Esta información anterior es útil para propósitos de seguimiento administrativos. Sin embargo, si el litigio está pendiente con respecto a los mismos asuntos, nos sometemos a la decisión de la corte].

Sección IV

Nombre del proveedor de transporte público contra quien es la queja:

Persona de contacto: _____

Título: _____

Número de teléfono:

En hojas separadas, por favor describa su queja. Debe incluir los detalles específicos tales como nombres, fechas, horas, números de ruta, testigos y cualquier otra información que nos ayude en nuestra investigación de sus alegaciones. Por favor también proporcione cualquier otra documentación que sea relevante a esta queja.

Sección V

¿Podemos dar una copia de su queja al proveedor de tránsito?

Sí ____ No ____

¿Podemos informar su identidad al proveedor de tránsito?

Sí ____ No ____

Por favor firme aquí: _____

Fecha: _____

[Nota - No podemos aceptar su queja sin una firma].

Envíe el formulario completo por correo a:

Patrick Prescott, Title VI Coordinator (Community Development Department)

Email: pprescott@burbankca.gov

150 N. Third Street, 2nd Floor, Burbank, CA 91502

También puede presentar una queja directamente a la Administración Federal de Tránsito (Federal Transit Administration) a:

Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590

California Department of Transportation, Office of Civil Rights, Attention: Title VI Branch, PO Box 942874, MS 79, Sacramento, CA 94274



Բորբանկի քաղաք
Ակտի VI
Դիմումի ձև

Բաժին I

Անունը _____

Հասցեն _____

Հեռախոսահամարները _____

(Տուն) _____ (Աշխատանք) _____

Էլեկտրոնային փոստային հասցեները _____

Հասանելի ֆորմատի պահանջներ:

Խոշորատառ տպագրություն _____ Աուդիո-ժապավեն _____

TDD _____ Այլ _____

Ուղևորափոխադրումների դաշնային ադմինիստրացիայի (ՈԻԴԱ [FTA]) Քաղաքացիական իրավունքների վարչությունը պատասխանատու է քաղաքացիական իրավունքների վերաբերյալ բողոքների և մոնիթորինգի համար, ինչը ներառում է այն, որ պետք է ապահովվի, որ հանրային փոխադրումներ իրականացնողները լիովին համապատասխանեն 1964թ.-ի Քաղաքացիական իրավունքների ակտի VI Մասի պահանջներին (Title VI of the Civil Rights Act of 1964), ԱՄՆ Նախագահի 12898 հրամանագրին (Executive Order 12898), Փոքրամասնությունների և ցածր եկամուտ ունեցողների նկատմամբ միջավայրային արդարադատությանն ուղղված դաշնային ակտերին (“Federal Actions To Address Environmental Justice in Minority Populations and Low Income Populations”) և Տրանսպորտի դեպարտամենտի անգլերենին սահմանափակ տիրապետողների (LEP) համար հատուկ լեզվական ծառայություններ ստացող օգտատերերի համար նախատեսված ուղեցույցին (Department of Transportation’s Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries):

Բաժին II

Դուք այս բողոքը ներկայացնում եք Ձե՞ր անունից:

Այո _____ Ոչ _____

[Եթե դու «այո» եք պատասխանել այս հարցին, անցեք Բաժին III-ին:]

Եթե «ոչ», խնդրում ենք ներկայացնել այն անձի անունը և թե ինչ հարաբերության մեջ եք գտնվում նրա հետ, ում անունից բողոք եք ներկայացնում՝

Խնդրում ենք բացատրել, թե ինչու եք դիմում ներկայացնում երրորդ անձի անունից:

Խնդրում ենք հաստատել, որ դուք ունեք տուժող կողմի թույլտվությունը, եթե դիմում եք ներկայացնում երրորդ անձի անունից:

Այո _____ Ոչ _____

Բաժին III

Դուք նախկինում VI Մասի հետ կապված բողոք ներկայացրե՞լ եք FTA:

Այո _____ Ոչ _____

Եթե «այո», ապա ո՞րն էր FTA ներկայացրած ձեր բողոքի համարը: _____

[Նշում՝ Այս տեղեկությունն անհրաժեշտ է վարչական նպատակներով. մենք նոր բողոքը կնշենք նախկին բողոքի համարով:]

Դուք այս բողոքը ներկայացրե՞լ եք հետևյալ գործակալություններից որևէ մեկին:

Ուղևորափոխադրումներ իրականացնողին _____ Տրանսպորտի դեպարտամենտ _____

Արդարադատության դեպարտամենտ _____ Աշխատանքի հավասար հնարավորությունների հանձնաժողովին _____

Այլ _____

Դուք այս բողոքի հետ կապված դատական հայց ներկայացրե՞լ եք:

Այո _____ Ոչ _____

Եթե «այո», ինչպես ենք ներկայացնել հայցադիմումի կրկնօրինակը:

[Նշում՝ Վերը նշված տեղեկություններն օգտակար են գործի ընթացքի վերահսկման վարչական նպատակների համար:
Ինչևէ, եթե նույն հարցով դատաքննություն է սպասվում, մենք կապասենք դատարանի որոշմանը:]

Բաժին IV

Հանրային ուղևորափոխադրումներ իրականացնողի անվանումը, ում դեմ ներկայացված է բողոքը՝

Կոնտակտային անձը՝ _____

Պաշտոնը՝ _____

Հեռախոսահամարը՝

Առանձին թերթերի վրա ինչպես ենք նկարագրել ձեր բողոքը: Դուք պետք է ներառեք հատկանշական մանրամասներ, ինչպես, օրինակ՝ անուններ, ժամանակը, երթուղիների համարները, վկաներին և ցանկացած այլ տեղեկություններ, որոնք կօգնեն մեզ ձեր մեղադրանքի քննության ժամանակ: Խնդրում ենք նաև ներկայացնել ցանկացած այլ փաստաթուղթ, որը կապ ունի այս բողոքի հետ:

Բաժին V

Կարո՞ղ ենք արդյոք մենք ձեր բողոքի կրկնօրինակը ներկայացնել ուղևորափոխադրում իրականացնողին:

Այո _____ Ոչ _____

Կարո՞ղ ենք արդյոք մենք ուղևորափոխադրում իրականացնողին ներկայացնել ձեր ինքնությունը:

Այո _____ Ոչ _____

Խնդրում ենք ստորագրել այստեղ՝ _____

Օրը՝ _____

[Նշում– Մենք չենք կարող ընդունել ձեր բողոքն առանց ստորագրության:]

Խնդրում ենք Ձեր լրացրած ձևաթուղթը փոստով ուղարկել հետևյալ հասցեով՝

Patrick Prescott, Title VI Coordinator (Community Development Department)

Email: pprescott@burbankca.gov

150 N. Third Street, 2nd Floor, Burbank, CA 91502

Դուք նաև կարող եք բողոք ներկայացնել անմիջապես Դաշնային փոխադրումների վարչություն (**Federal Transit Administration**) հետևյալ հասցեով՝

Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590

California Department of Transportation, Office of Civil Rights, Attention: Title VI Branch, PO Box 942874, MS 79, Sacramento, CA 94274

ATTACHMENT 2
TITLE VI ASSURANCE APPENDIX A-E

During the performance of a contract that is federally funded, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, age, sex, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, age, sex, or disability.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 1. withholding payments to the contractor under the contract until the contractor complies; and/or

2. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the California Department of Transportation will accept title to the lands and maintain the project constructed thereon in accordance with Title 23 U.S.C., the regulations for the administration of the preceding statute, and the policies and procedures prescribed by the FHWA of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the California Department of Transportation all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the California Department of Transportation and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the California Department of Transportation, its successors and assigns.

The California Department of Transportation, in consideration of the conveyance of said lands and interest in lands, does hereby covenant and agree as a covenant

running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the California Department of Transportation will use the lands and interests in lands and interest in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said lands, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the California Department of Transportation pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the California Department of Transportation will have the right to terminate the (lease, license, permit, etc.)

and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the California Department of Transportation will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the California Department of Transportation and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE.ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the California Department of Transportation pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest ,and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishings of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits or, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.) in the event of breach of any of the above of the above Non-discrimination covenants, the California Department of Transportation will have the right to terminate the (license, permits, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the California Department of Transportation will there upon revert to and vest in and become the absolute property of the California Department of Transportation and its assigns.

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination of the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 - 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency

(LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



**COMMUNITY
DEVELOPMENT**

We speak your language! Please inform us which language you need for translations.

I SPEAK...

ENGLISH	Speak English. I need a translator. (You have the right to use free translation services).
SPANISH	Habla español. Necesito un traductor. (Tiene derecho a utilizar servicios de traducción gratuitos).
ARMENIAN	Ես խոսում եմ հայերեն. Ինձ թարգմանիչ է պետք. (Դուք իրավունք ունեք օգտվելու անվճար թարգմանչական ծառայություններից).



PUBLIC NOTICE CITY OF BURBANK'S TITLE VI IMPLEMENTATION PLAN

What is Title VI?

This notice is to inform you of the City of Burbank's Title VI Implementation Plan. The City of Burbank is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964 and other non-discriminatory authorities, such that no person shall be discriminated on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or any other category protected by State or Federal law.

Any person who believes they have been discriminated against may file a Title VI complaint with the City of Burbank Title VI Coordinator. The complaint must be filed within 180 days of the date of the alleged discrimination. To file a formal complaint, please complete and sign the Title VI complaint form to Title VI coordinator through mail, email, or in person:

Title VI Coordinator:

Patrick Prescott
Community Development Department
Address: Community Services Building
150 N. Third Street, 2nd Floor
Burbank, CA 91502
(818) 238-5176
pprescott@burbankca.gov

Complainants will receive a written response acknowledging receipt of the complaint. Complaints may also be filed directly with:

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE 8th Floor
Washington, DC 20590

California Department of Transportation
Office of Civil Rights
Attention: Title VI Branch
PO Box 942874, MS 79
Sacramento, CA 94274
Title.VI@dot.ca.gov
(916) 639-6392



**COMMUNITY
DEVELOPMENT**

AVISO PÚBLICO PLAN DE APLICACIÓN DEL TÍTULO VI DE LA CIUDAD DE BURBANK

¿Qué es el Título VI?

Este aviso es para informarle del Plan de Implementación del Título VI de la ciudad de Burbank. La ciudad de Burbank se compromete a garantizar el cumplimiento del Título VI de la Ley de Derechos Civiles de 1964 y otras autoridades no discriminatorias, de modo que ninguna persona será discriminada por motivos de raza, color, nacionalidad, sexo, edad, discapacidad, religión, orientación sexual, identidad de género o cualquier otra categoría protegida por la ley estatal o federal. Encontrará más información en línea: <https://www.burbankca.gov/web/community-development/titlevi>.

Toda persona que considere que ha sido discriminada puede presentar una queja en virtud del Título VI ante el Coordinador del Título VI de la ciudad de Burbank. La denuncia debe presentarse en un plazo de 180 días a partir de la fecha de la presunta discriminación. Para presentar una denuncia formal, rellene y firme el formulario de denuncia del Título VI y envíelo al coordinador del Título VI por correo postal, electrónico o en persona:

Coordinador del Título VI:

Patrick Prescott
Departamento de Desarrollo Comunitario
Dirección: Community Services Building
150 N. Third Street, 2nd Floor
Burbank, CA 91502
(818) 238-5176
pprescott@burbankca.gov

Los denunciantes recibirán una respuesta por escrito confirmando que se ha recibido la denuncia. Las denuncias también pueden presentarse directamente ante:

Administración Federal de Carreteras
Departamento de Transportes de EE. UU.
Oficina de Derechos Civiles
1200 New Jersey Avenue, SE 8th Floor
Washington, DC 20590

Departamento de Transporte de California
Oficina de Derechos Civiles
A la atención de: Title VI Branch (Subdivisión del Título VI)
PO Box 942874, MS 79
Sacramento, CA 94274
Title.VI@dot.ca.gov
(916) 639-6392



COMMUNITY DEVELOPMENT

ՀԱՆՐԱՅԻՆ ԾԱՆՈՒՑՈՒՄ

ԲՐՐԲԵՆՔ ՔԱՂԱՔԻ ԲԱԺԻՆ VI-Ի ԻՐԱԿԱՆԱՑՄԱՆ ՊԼԱՆԻ ՄԱՍԻՆ

Ի՞նչ է Բաժին VI-ը:

Սույն ծանուցման նպատակն է ծանոթացնել ձեզ Բրրբենք քաղաքի Բաժին VI-ի իրականացման պլանի մասին: Բրրբենք քաղաքը պարտավորվում է ապահովել 1964թ.-ի Քաղաքացիական իրավունքների մասին օրենքի Բաժին VI-ը և խտրականությունն արգելող այլ օրենքները, այնպես որ ոչ ոք չպետք է խտրականության ենթարկվի ռասայական պատկանելության, մաշկի գույնի, ազգության, սեռի, տարիքի, հաշմանդամության, կրոնի, սեռական կողմնորոշման, սեռային ինքնության կամ այլ հիմքերով, որը պաշտպանվում է նահանգային կամ դաշնային օրենքներով: Ավելի շատ տեղեկություններ հասանելի են առցանց` [Եթե որևէ անձ կարծում է, որ խտրականության է ենթարկվել, կարող է Բաժին VI-ի առումով բողոք ներկայացնել Բրրբենք քաղաքի Բաժին VI-ի համակարգողին: Բողոքը պետք է ներկայացվի ենթադրյալ խտրականության օրվանից հետո 180 օրվա ընթացքում: Պաշտոնական բողոք ներկայացնելու համար ինդրում ենք լրացնել և ստորագրել Բաժին VI-ի բողոքի ձևաթուղթը և այն ներկայացնել Բաժին VI-ի համակարգողին փոստով, էլեկտրոնային փոստով կամ անձամբ.](https://www.burbankca.gov/web/community-development/titlevi էջում:</p></div>
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Բողոք ներկայացնողը գրավոր պատասխան կստանա, որը հաստատում է բողոքի ստացումը: Բողոքներ կարելի է նաև ներկայացնել ուղղակիորեն հետևյալ հասցեով.

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE 8th Floor
Washington, DC 20590

California Department of Transportation
Office of Civil Rights
Attention: Title VI Branch
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