



Civil Rights Requirements – Title VI Nondiscrimination Policy Training

1.0 Introduction

It is the policy of the Lane Regional Air Protection Agency (LRAPA) to not discriminate on the basis of race, color, national origin, age, sex, disability, sexual orientation, or marital status in administration of its programs or activities, and, LRAPA does not intimidate or retaliate against any individual or group because they have exercised rights protected by 40 C.F.R. Parts 5 and 7 or for the purpose of interfering with such rights.

LRAPA is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implanted by 40 C.F.R. Parts 5 and 7 (Non-discrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency), including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1973, and Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (hereinafter referred to collectively as the non-discrimination statutes).

2.0 Review of Vital Documents and Tools

Onboarding staff will receive all vital documents that describe LRAPA's policies which uphold non-discrimination statutes during new hire orientation. Vital documents are listed as follows:

- [Grievance Policy](#)
- [Public Participation Policy](#)
- [Limited English Proficiency Plan](#)
- [Access for Persons with Disabilities Plan](#)

At minimum, staff must understand LRAPA's non-discrimination policies, their purpose, implementation, processes, and how stakeholders may file a complaint with LRAPA's non-discrimination coordinator(s). All new employees will be made aware of interpretive services LRAPA utilizes for interactions with LEP stakeholders.

3.0 Training and Accountability

Onboarding staff receive a 30-minute training session with LRAPA's non-discrimination coordinators. This non-discrimination orientation will emphasize that compliance with non-discrimination statutes is a condition of employment. Training includes an overview of Federal Civil Rights Laws, EPA nondiscrimination regulation, ECRO complaint background, LRAPA's nondiscrimination statement, nondiscrimination program elements, as well as who the nondiscrimination coordinators are and their role.

4.0 Monitoring Non-Discrimination Practices

LRAPA will review its non-discrimination practices and policies during the fourth fiscal quarter of every year. This review includes an agency wide all staff meeting. Staff will review, evaluate, and discuss current non-discrimination implementation practices.

A "refresher" of LRAPA non-discrimination policies and practices will be given to all staff members. Followed by a dialog to ensure staff continue to understand and follow LRAPA's non-discrimination policy.

Approval:

A handwritten signature in blue ink, appearing to read "Travis Knudsen", is written over a horizontal line.

Date: October 25, 2024

Travis Knudsen, Executive Director



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Employee Acknowledgement Form

DATE OF TRAINING SESSION: _____

PERSON CONDUCTING TRAINING

Printed Name: _____

Title: _____

CHECKLIST (initial each line):

- _____ Received copy of Grievance Policy
- _____ Received copy of Public Participation Policy
- _____ Received copy of Limited English Proficiency Plan
- _____ Received copy of Access for Persons with Disabilities Plan
- _____ Participated in a 30-minute training period with a Nondiscrimination Coordinator

ACKNOWLEDGEMENT:

I (insert name), _____ acknowledge I have attended this training session. From the discussion and presentation of the subject covered and the interaction of this session, I understand how the issues, materials and subject covered apply to me and the completion of my work duties in an appropriate and nondiscriminatory manner. I agreed to apply the information presented to my job at the best of my abilities.

Employee Signature

Date