

Attachment A: Listing of ADA/Title VI Deficiencies and Correction Steps

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Issues

Clarksville does not publicize its ADA/504 grievance procedures and non-discrimination policies

Meeting notices do not provide notification that auxiliary aids are available upon request

Steps

The Town will identify options for publicizing its policies

The Town will research and get quotes for auxiliary aids that may be used in the current meeting locations.

The Town will begin posting and publicizing its policies through the identified options in Step 1.

The Town will complete the installation of a system to facilitate auxiliary aids.

The Town will begin offer auxiliary aids as part of all new meeting notices and agenda.

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The Town has not completed its ADA self-evaluation.	The Town's Transition Plan has not undergone an update since 2013.	The Town has not adopted design standards
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The Town will begin the self evaluation of its facilities.

The Town will complete the self-evaluation.

The Town will make the self evaluation available for review and comment.

The Town will complete an update of the transition plan
The updated transition plan will made available for public review and comment

The updated transition plan will be adopted by the Town Council

The Town will adopt design standards

Clarksville does not have Title VI policy statement signed by the highest authority or passed by resolution	The Town of Clarksville does not have a Title VI Implementation Plan	The Town does not include signed assurances as part of all state and local agreements
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Town attorneys will develop a resolution for consideration by the Town Council

The Town Council will adopt the resolution

The Town will work with KIPDA (MPO) to determine and map EJ and LEP populations

The Town will identify data used to determine the risk of discrimination occurring
 The Town will identify program areas and begin developing review procedures to determine if there is a risk of discrimination

The Town will identify possible areas of discrimination
 The Town will hold public meetings to provide input
 The Town will identify possible strategies for mitigating discrimination, community outreach procedures and sub recipient monitoring procedures.
 A draft plan will be developed and presented to the Town Council for review
 The Town Council will approve the Title VI Implementation Plan

The Town will develop standard contract language that includes Assurance of Nondiscrimination

The Town of Clarksville does not have a Title VI training program	The Town of Clarksville does not have a complaint policy	The Town does have a Limited English Proficiency Plan (if applicable)
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The Town will develop Title VI training based on needs of various departments

The Town will develop a grievance and compliant policy and procedures

The Town will determine if an LEP plan is necessary

The Town will implement Title VI training for all new employees

The Town will provide the compliant policy to all employees and post for public notice

If a plan is necessary the Town will begin development of the plan

The Town will implement Title VI training for all current employees
All Town employees will have undergone Title VI training

The Plan will be ready in draft form for discussion by the Town Council

The Plan will be adopted by the Town Council

The Town does not check for compliance with Environmental Justice requirements

The Town will identify EJ areas

The Town will develop requirements to ensure compliance with EJ requirements

The Town will begin reviewing all projects for compliance with EJ requirements