

City of Henderson



Title VI Plan

Limited English Proficiency Plan

Public Participation Plan

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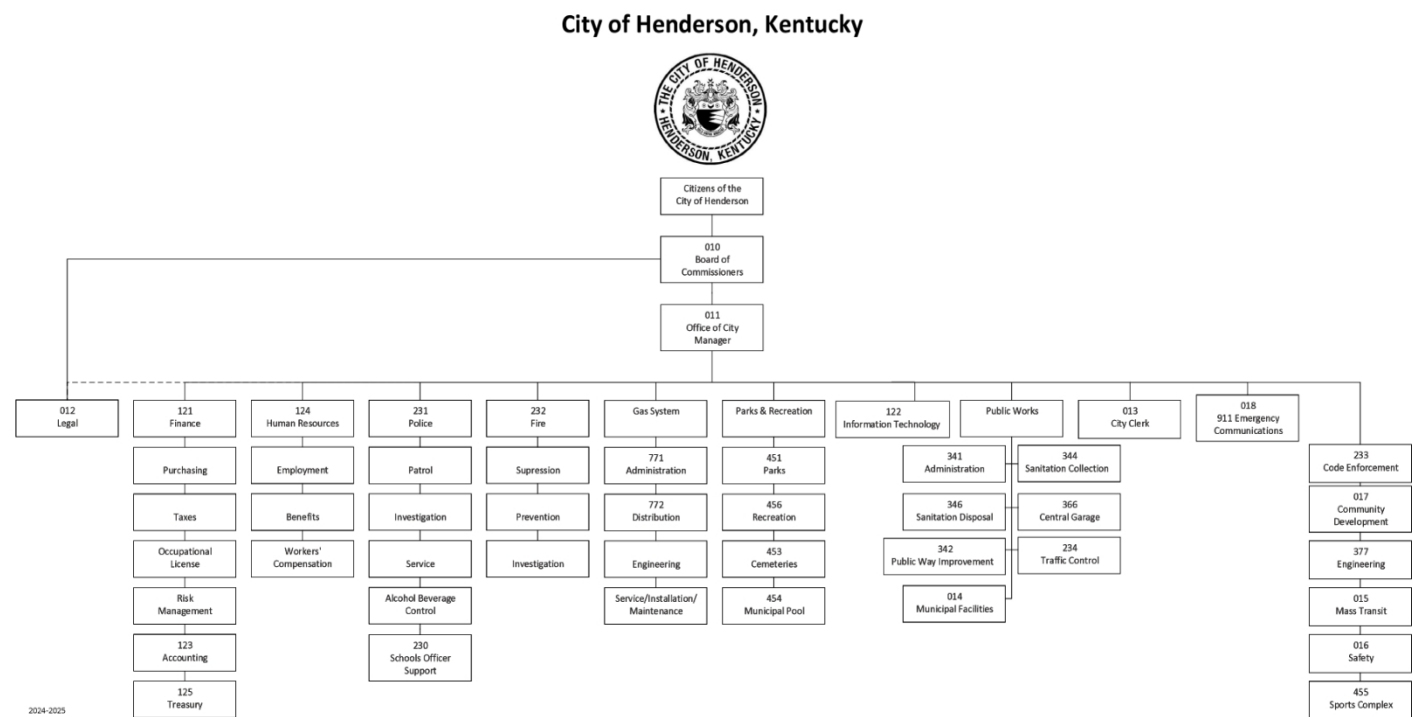
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CITY OF HENDERSON ORGANIZATION CHARTS



INTRODUCTION

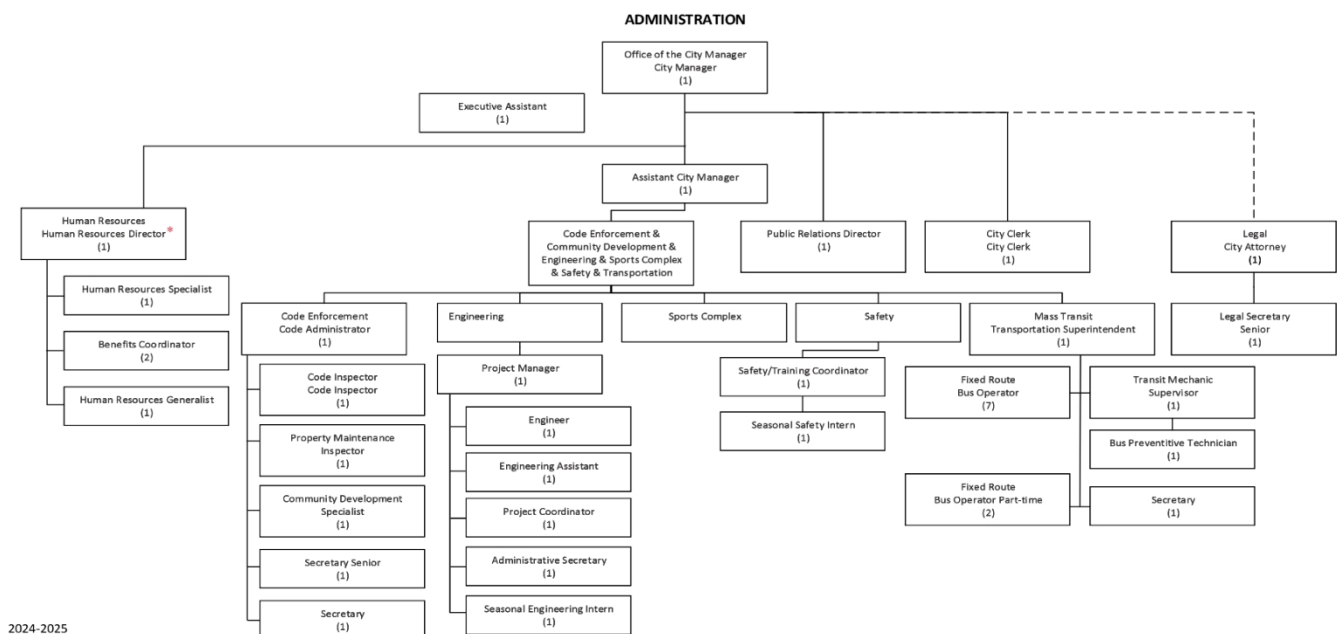
The City of Henderson has developed this Title VI Implementation Plan pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation (DOT), Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally- Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964. The purpose of 49 CFR Part 21 is:

“...to effectuate the provisions of Title VI of the Civil Rights Act of 1964 to the end 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 otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation.”

By adoption of this Title VI Implementation Plan, the City of Henderson ensures that all programs, policies and activities comply with Title VI regulations.

Any person or persons who believe they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Henderson. The entire Title VI complaint procedure can be found within this document. Any such complaint must be in writing and filed with the City of Henderson Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

The Title VI Standard DOT Certification and Assurances, Policy Statement, Public Notice, Complaint procedures, and Complaint Form within this document, and made available at the City of Henderson’s Human Resources office, are displayed in both English and Spanish.



2024-2025

*Title VI Coordinator

TITLE VI POLICY STATEMENT

It is the policy of the City of Henderson to ensure that no person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the city in accordance with Title VI of the Civil Rights Act of 1964 and Section 162(a) of the Federal-Aid Highway Act of 1973 (Section 324, Title 23 U.S.C.).

This policy statement shall be included in the City of Henderson Title VI Implementation Plan and displayed in the office of the City of Henderson Title VI Coordinator.



The City of Henderson

P.O. Box 716
Henderson, Kentucky 42419-0716



City of Henderson Title VI Policy Statement

It is the policy of the City of Henderson to ensure that no person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the city in accordance with Title VI of the Civil Rights Act of 1964 and Section 162(a) of the Federal-Aid Highway Act of 1973 (Section 324, Title 23 U.S.C.).

This policy statement shall be included in the City of Henderson Title VI Implementation Plan and displayed in the office of the City of Henderson Title VI Coordinator.

February 25, 2025

A handwritten signature in black ink, appearing to read "William 'Buzzy' Newman".

(William 'Buzzy' Newman/City Manager)

A handwritten signature in blue ink, appearing to read "Megan McElfresh".

(Megan McElfresh Title VI Coordinator/Director of Human Resources)



The City of Henderson

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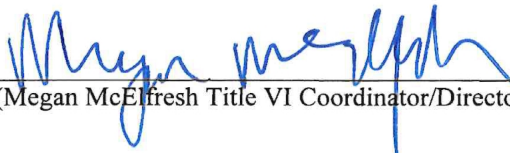
Ciudad de Henderson Declaración de política del Título VI

Es política de la Ciudad de Henderson garantizar que ninguna persona, por motivos de raza, color, sexo u origen nacional, sea excluida de participar, se le nieguen los beneficios o sea sometida a discriminación en virtud de cualquier programa o actividad realizada por la ciudad de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y la Sección 162 (a) de la Ley de Carreteras con Ayuda Federal de 1973 (Sección 324, Título 23 U.S.C.).

Esta declaración de política se incluirá en el Plan de implementación del Título VI de la ciudad de Henderson y se exhibirá en la oficina del Coordinador del Título VI de la ciudad de Henderson.

25 Febrero 2025

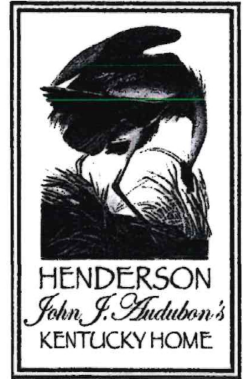

(William 'Buzzy' Newman/City Manager)


(Megan McElfresh Title VI Coordinator/Director of Human Resources)



The City of Henderson

P.O. Box 716
Henderson, Kentucky 42419-0716



Notification to the Public of Rights under Title VI The City of Henderson

The City of Henderson declares that it conducts its programs, services and activities without regard to race, color, sex, and national origin in accordance with Title VI of the Civil Rights Act of 1964 and Section 162(a) of the Federal-Aid Highway Act of 1973 (Section 324, Title 23 U.S.C.). Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Henderson.

For more information on the City of Henderson's Title VI Program, and the procedures to file a complaint, please contact the Title VI Coordinator by calling (270) 831-1200 ext. 2204, or visit the office at 222 First Street, Henderson, KY 42420.

A complainant may file a complaint directly with the Federal Highway Administration or the Federal Transit Administration by mailing complaints to:

Federal Highway Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
8th Floor E81-105
1200 New Jersey Ave., SE
Washington, DC 20590

Federal Transit Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, DC 20590

This notification is posted at the City of Henderson Human Resources office (222 First Street, Henderson, KY 42420).

February 25, 2025

A handwritten signature in black ink, appearing to read "Will Buzzy Newman".

(William 'Buzzy' Newman/City Manager)

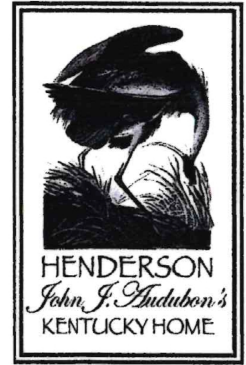
A handwritten signature in blue ink, appearing to read "Megan McElfresh".

(Megan McElfresh Title VI Coordinator/Director of Human Resources)



The City of Henderson

P.O. Box 716
Henderson, Kentucky 42419-0716



Notificación al Público de los Derechos del Título VI La ciudad de Henderson

La ciudad de Henderson declara que lleva a cabo sus programas, servicios y actividades sin distinción de raza, color, sexo y origen nacional de conformidad con el Título VI de la Ley de Derechos Civiles de 1964 y la Sección 162 (a) de la Carretera de Ayuda Federal. Ley de 1973 (Sección 324, Título 23 U.S.C.). Cualquier persona que crea que ha sido agraviada por alguna práctica discriminatoria ilegal según el Título VI puede presentar una queja ante la Ciudad de Henderson.

Para obtener más información sobre el Programa Título VI de la Ciudad de Henderson y los procedimientos para presentar una queja, comuníquese con el Coordinador del Título VI llamando al (270) 831-1200 ext. 2204, o visite la oficina en 222 First Street, Henderson, KY 42420.

Un denunciante puede presentar una queja directamente ante la Administración Federal de Carreteras o la Administración Federal de Tránsito enviándola por correo a:

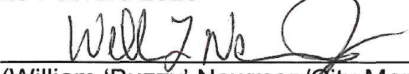
Administración Federal de Carreteras

Oficina de Derechos Civiles
A la atención de: Coordinador del Programa Título VI
8vo Piso E81-105
1200 Nueva Jersey Ave., SE
Washington, DC 20590
Administración Federal de Tránsito

Oficina de Derechos Civiles

A la atención de: Coordinador del Programa Título VI
Edificio Este, 5to Piso-TCR
1200 Nueva Jersey Ave., SE
Washington, DC 20590
Esta notificación se publica en la oficina de Recursos Humanos de la ciudad de Henderson (222 First Street, Henderson, KY 42420).

25 Febrero 2025

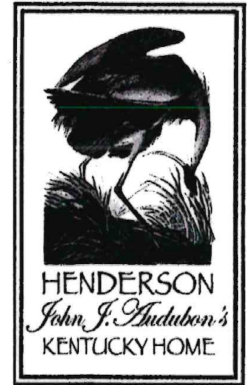

(William 'Buzzy' Newman/City Manager)


(Megan McElfresh Title VI Coordinator/Director of Human Resources)



The City of Henderson

P.O. Box 716
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U.S. DOT Standard Title VI/Non-Discrimination Assurances

The City of Henderson (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), or the Kentucky Transportation Cabinet (KYTC), is subject to and will comply with the following:

Statutory/Regulatory 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);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation--Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- 23 C.F.R. Part 200 Subchapter C-Civil Rights (Title VI program implementation and related statutes)

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure 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 otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration and Federal Transit Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.



The City of Henderson

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Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted programs, including the Federal Aid Highway Program and the Federal Transit Administration programs.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all federally assisted programs and, in adapted form, in all proposals for negotiated agreements regardless of finding source:
"The City of Henderson, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to a construct a facility or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:



The City of Henderson

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Henderson, Kentucky 42419-0716



- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project or program.
 8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transference for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
 9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
 10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.
- By signing this ASSURANCE, the City of Henderson also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Kentucky Transportation Cabinet (KYTC) access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or Kentucky Transportation Cabinet (KYTC). You must keep records, reports, and submit the material for review upon request to Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Kentucky Transportation Cabinet (KYTC), or its designee in timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.



The City of Henderson

P.O. Box 716
Henderson, Kentucky 42419-0716



The City of Henderson gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Kentucky Transportation Cabinet (KYTC). This ASSURANCE is binding on Indiana, other recipients, sub-recipients, subgrantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal Aid Highway Program and the Federal Transit Administration programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

City of Henderson Kentucky

February 25, 2025

A handwritten signature in black ink, appearing to read "Will Newman", written over a horizontal line.

(William 'Buzzy' Newman/City Manager)

A handwritten signature in blue ink, appearing to read "Megan McElfresh", written over a horizontal line.

(Megan McElfresh Title VI Coordinator/Director of Human Resources)

CITY OF HENDERSON COMPLAINT PROCEDURES

Overview

The following complaint procedures describe the process for filing a Title VI complaint and the investigation process. They apply to the City of Henderson and its subrecipients. The procedures have been developed to ensure due process for complainants.

Persons Eligible to File a Complaint

Any person who believes they—or with a specific class of persons—were subjected to discrimination on the basis of race, color, sex, or national origin in the programs and activities of a Federal-aid Recipient may file a Title VI complaint with the City of Henderson using the complaint form available in the City of Henderson Human Resources office. A complaint may also be filed in writing without the Complaint Form if the following are include:

- A written explanation of what has happened;
- A way to contact the complainant;
- The basis of the complaint (e.g., race, color, sex, national origin);
- The identification of a specific person/people and the respondent (e.g., agency/organization) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s). Complaint should indicate if the alleged discrimination is on-going.

A complainant may fill out the form available through the City of Henderson Human Resources office, or visit the websites of the following agencies to locate a complaint form to send complaint to the addresses listed below:

- **City of Henderson Human Resources**
222 First Street
Henderson, KY 42420
- **Kentucky Transportation Cabinet Office of Civil Rights**
200 Mero St., 6th Floor
Frankfort, KY 40622
- **U.S. Federal Highway Administration Kentucky Division**
John C. Wells Federal Building
330 W. Broadway St., Ste 264
Frankfort, KY 40601
Attn: Civil Rights Specialist
- **Federal Highway Administration Headquarters -Office of Civil Rights**
1200 New Jersey Avenue, SE HCR-40, Room E81-101
Washington, DC 20590
- **Federal Transit Administration Office of Civil Rights**
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, DC 20590
- **Federal Coordination and Compliance Section -NWB Civil Rights Division**
U.S. Department of Justice
950 Pennsylvania Ave. NW
Washington D.C.

Filing a Complaint

Where to file a complaint:

Complaints may be submitted directly to the Federal Highway Administration (FHWA), Kentucky Transportation Cabinet (KYTC), the United States Department of Transportation (U.S. DOT), the U.S. Department of Justice (U.S. DOJ), and other relevant state and federal agencies as appropriate. Refer to the physical addresses for filing from the “Persons Eligible to File a Complaint,” section of this document.

Timeline to file a complaint:

According to U.S. DOT regulations, 49 CFR § 21.11(b), a complaint must be filed not later than 180 days after the date of the last instance of alleged discrimination, unless the time for filing is extended by the investigating agency.

Processing Complaints

Complaints filed with the City of Henderson in which City of Henderson is named as the Respondent, shall be forwarded to the relevant state and federal agencies. With this understanding, complaints should be routed in the following ways:

All complaints should be routed to the FHWA Headquarters Office of Civil Rights (HCR) for processing. HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against State DOTs or Subrecipients of Federal financial assistance.

- Complaints should be forwarded from the initial receiving agency through the Federal-aid highway oversight hierarchy until the complaint reaches HCR. For example, if a complaint is filed with a Subrecipient City, that receiving agency should forward the complaint to the State DOT, which should forward the complaint to the State’s FHWA Division Office, which should forward the complaint to HCR. If a complaint is filed with a State DOT, then the State DOT should forward the complaint to the State’s FHWA Division Office, which should forward the complaint to HCR.
- When HCR decides on whether to accept, dismiss, or transfer the complaint, HCR will notify the Complainant, the FHWA Division Office, State DOT, and Subrecipient (where applicable).

Complaint Processing Outcomes

There are four potential outcomes for processing complaints.

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under FHWA’s jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Division Office a written notice that it is dismissing the complaint.
- **Referral/Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

HCR is responsible for conducting all investigations of State DOTs and other primary Recipients. In the case of a complaint filed against a Subrecipient, HCR may either conduct the investigation itself, or it may delegate the investigation to the primary Recipient State DOT. If HCR chooses to delegate the investigation of a Subrecipient, HCR will communicate its acceptance of the complaint to the complainant and respondent, but the State DOT will conduct all data requests, interviews, and analysis. The State DOT will then create a Report of Investigation (ROI), which it will send to HCR. Finally, HCR will review the ROI and compose a Letter of Finding based on the ROI. All Letters of finding issued by FHWA are administratively final.

Complaint Investigation Timeframes and Document Retention

- For FHWA, there is no regulatory timeframe for completing investigations. However, FHWA strives to complete all tasks within 180 days from the date of acceptance.
- For State DOTs that have been delegated an investigation from FHWA, 23 CFR §200.9(b)(3) provides that State DOTs must complete investigations within 60 days of receipt (meaning the date it receives the delegated complaint from FHWA).
- Investigation files are confidential and will be maintained by KYTC. The contents of such files will only be disclosed to appropriate KYTC personnel and federal authorities in accordance with Federal and State laws.
- KYTC will retain files in accordance with records retention schedules and all Federal guidelines.



TITLE VI COMPLAINT FORM

City of Henderson

The City of Henderson 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, sex 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.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator by calling (270) 831-1200 ext. 2204. The completed form must be returned to City of Henderson Human Resources, Title VI Coordinator, 222 First Street, Henderson, KY 42420.

Your Name:	Phone:
Street Address:	Alt Phone:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complainant):	
Names(s):	
Street Address, City, State & Zip Code:	

Which of the following best describes the reason for the alleged discrimination took place? (Check One)

- ☐ Race
☐ Sex
☐ Color
☐ National Origin (Limited English Proficiency)

Date of Alleged Incident: _____

Please describe the alleged discrimination incident. Provide the names and title of all City of Henderson employees involved if available. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.



Have you filed a complaint with any other federal, state or local agencies? ☐ Yes ☐ No

If so, list the agency/or agencies below:

I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Date _____

Print or Type Name of Complainant



TÍTULO VI FORMULARIO DE RECLAMACIÓN la Ciudad de Henderson

La ciudad de Henderson se compromete a garantizar que ninguna persona sea excluida de la participación o se le nieguen los beneficios de sus servicios por motivos de raza, color, sexo u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, como modificado. Las quejas del Título VI deben presentarse dentro de los 180 días a partir de la fecha de la presunta discriminación.

La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, comuníquese con el Coordinador del Título VI llamando al (270) 831-1200 ext. 2204. El formulario completado debe ser devuelto a Recursos Humanos de la Ciudad de Henderson, Coordinador del Título VI, 222 First Street, Henderson, KY 42420.

Tu nombre:	Teléfono:
Dirección:	Teléfono alternativo:
	Ciudad (*): Estado (*): Código postal:
Persona (s) discriminada (si alguien que no sea el demandante):	
Nombre (s):	
Ciudad (*): Estado (*): Código postal:	

¿Cuál de las siguientes opciones describe mejor el motivo de la supuesta discriminación? (Marque uno)

- ☐ Carrera
☐ Color
☐ Sexo
☐ Origen nacional (dominio limitado del inglés)

Fecha del supuesto incidente: _____

Describa el supuesto incidente de discriminación. Proporcione los nombres y títulos de todos los empleados de HART involucrados, si están disponibles. Explica qué sucedió y de quién crees que fue responsable. Envíenos el reverso de este formulario si necesita espacio adicional.



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Agencia:	Nombre de contacto:
Ciudad (*): Estado (*): Código postal:	Teléfono:
Agencia:	Nombre de contacto:
Ciudad (*): Estado (*): Código postal:	Teléfono:

Firma del demandante	Fecha
Escriba o escriba el nombre del demandante	

There are no current lawsuits or complaints alleging discrimination on the basis of race, color, sex or national origin filed against City of Henderson.

There have not been any lawsuits or complaints alleging discrimination on the basis of race, color, sex or national origin filed against the City of Henderson within the past five years.

**City of Henderson
Title VI Complaints, Investigations and Lawsuits Log**

	Date (Month, Day, Year)	Summary (include basis: race, color, national origin)	Status	Action(s) Taken
Complaints				
Investigations				
Lawsuits				

PROGRAM REVIEW PROCEDURES

The City of Henderson and its staff are responsible for the following under Title VI:

- Collecting and analyzing data on minority and low income populations to determine the potential impact of proposed

- plans, programs and projects;
- Ensuring all contract documents contain the appropriate Title VI provisions;
- Consulting with the Title VI Coordinator or Authorized Authority when complaints are received or issues arise during a public hearing/meeting;
- Ensuring that all people are treated equitably regardless of race, color, sex or national origin;
- Monitoring Title VI accomplishments, notifying the Title VI Coordinator of problem areas and summarizing activities for inclusion in the Title VI Plan Update;
- Developing and updating internal policies and procedures to ensure Title VI compliance during all phases of projects and activities;
- Ensuring that all business pertaining to the selection, negotiation, and administration of consultant contracts and agreements is accomplished without discrimination based on race, color, sex or national origin;
- Ensuring that efforts are made to include minority and women owned businesses in consideration for contracts;
- Ensuring that internal and external publications and all other relevant communications disseminated to the public include the Title VI policy reference;
- Providing reasonable accommodations, information in the appropriate language or interpreters as needed for individuals with disabilities and LEP persons.

COMPLIANCE/NONCOMPLIANCE REVIEW

On an annual basis, a presentation will be provided by the City of Henderson Title VI Coordinator to city staff to review Title VI regulations and recent changes. After the presentation, the staff discusses any issues that may have arisen over the past year or any foreseeable issues over the next year. In addition to the annual discussion, the Title VI Coordinator may review and discuss potential issues with staff at any time. If it is determined there may be a real or potential issue, the Title VI Coordinator will work with the appropriate staff to alleviate the issue.

TITLE VI ORGANIZATION AND STAFFING

The Title VI Coordinator role is held by Megan McElfresh, Human Resources Director. The Title VI Coordinator is the main point of contact for all Civil Rights issues from the public. The Coordinator also provides Title VI, LEP and ADA training to employees annually and assists all staff members regarding Civil Rights.

SPECIAL EMPHASIS PROGRAM AREAS

The City of Henderson will continue to train staff on the importance of Title VI compliance and continue to increase their efforts to ensure outreach to Environmental Justice population areas. The City of Henderson will also continue to ensure the Title VI Plan is current and accurate based on current regulations.

- Title VI Special Emphasis Areas:
- Public Outreach and Participation
 - Staff Training

STAFF TRAINING

It is the goal of City of Henderson to have one staff member each year attend a Title VI/LEP webinar or in person training hosted by the Kentucky Transportation Cabinet (KYTC), Federal Transit Administration (FTA), Evansville MPO, or other online resources. The City of Henderson will complete the annual 2024 staff training no later than the end of October 2024.

Title VI Training will be completed by Department Heads including City Attorney, Title VI Coordinator, Safety Coordinator, Henderson Water Utility General Manager, Human Rights Coordinator, City Manager and Assistant City Manager. Additionally, the training will be completed by all supervisors such as project managers, project coordinators, Community Development personnel, the City Engineer, the public transit supervisor, public works supervisor, assistant in the Gas Department, Deputy Police Chief and Major of the Police Department. The training requirements for city personnel are established per the City of Henderson Code of Ordinances Sec. 2-212. The personnel rules and regulations require completion of all required citywide training including, but not limited to, annual Title VI training. The rules and regulations were revised on September 1, 2020 and recommended to the Board of Commissioners by the city manager, approved and adopted. A copy of the rules and regulations are kept on file with the city clerk and are disseminated to each city employee.

Sub-recipients of federal funds from the City of Henderson will also be required to complete annual Title VI training.

DISSEMINATION OF TITLE VI INFORMATION

The City of Henderson's Title VI policy statement and public notification are displayed in a variety of locations, including the Human Resources Office and on the City's website. Title VI reasonable accommodation information is included on public meeting/hearing advertisements and various meeting agendas.

SUB-RECIPIENT REVIEW

At a minimum, the City of Henderson will review the Title VI and LEP planning efforts of subrecipients when an agency requests funding. If the requesting agency has an inadequate Title VI/LEP process or document, the city will provide resources to the agency to help them make necessary updates. The City of Henderson will also forward training opportunities to the subrecipients as appropriate. On occasion, the city will review the Title VI/LEP process for all subrecipients through website review and/or direct contact. The Evansville MPO works in partnership with the City of Henderson related to Title VI/LEP and other sub-recipients.

As members of the Evansville MPO Technical and Policy committees, the City of Henderson has direct knowledge of Title VI compliance of the Evansville MPO. The Evansville MPO completes minor updates on an annual basis in conjunction with a KYTC review of the Title VI policies and procedures. Additionally, the Technical and Policy committees are made aware of the Title VI Goals and Accomplishments on an annual basis. At least every five years, the MPO updates the ACS demographic data.

DATA COLLECTION, REPORTING AND ANALYSIS

Statistical data on race, color, national origin, LEP, and poverty status of participants in and beneficiaries of City of Henderson plans and programs will be gathered, analyzed, and maintained by the city to determine the investment benefits and burdens to these populations. Each plan and program will include an analysis of potential impacts, both negative and positive. Data gathering procedures will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of Title VI program administration. Analysis of the data collected may include:

- The race, color, national origin, LEP, and poverty status of the population eligible to be served;
- Socioeconomic Assessment to evaluate project's potential impacts to the human environment;
- Persons to include in the decision making process;
- Percent of benefits allocated to persons below the poverty line versus persons above the poverty line;
- Distribution of benefits (dollars, facilities, systems, projects) to groups and communities;
- Projected population increases versus planned facilities and types of facilities;
- Language needs assessment;
- Transportation needs of all persons within boundaries of plans or projects;

- Strategies to address impacts;
- The manner in which services are or will be provided and the related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination;
- The location of existing or proposed facilities connected with the program and related information for determining whether it has or will have the effect of unnecessarily denying access to any persons on the basis of prohibited discrimination;
- The present or proposed membership, by race, color, national origin, in any planning or advisory body which is an integral part of the program;
- Strategies to disseminate information.

The City of Henderson has developed an analysis tool to use when determining the potential impacts of projects on disadvantaged populations. Further review of potential impacts is conducted in Potentially Disadvantaged Areas. The areas are prioritized based on the percentage of the population that is considered underserved or disadvantaged. The City of Henderson includes the following three population categories to determine areas of underserved or disadvantaged populations: individuals below poverty minority population; Hispanic population; and individuals with Limited English Proficiency (LEP; speaks English “less than very well”); See the Potentially Disadvantaged Areas section for more information.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN AND FOUR FACTOR ANALYSIS

INTRODUCTION

The City of Henderson is committed to making reasonable efforts to provide Limited English Proficient (LEP) individuals meaningful access to all of city's services and programs. To show this commitment the city has conducted this Four Factor Analysis and created a Limited English Proficiency (LEP) Plan.

The City of Henderson agrees to facilitate compliance with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. 2000d-1 note, and follow applicable provisions of U.S. DOT Notice, "DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency (LEP) Persons," 70 Fed. Reg. 74087, December 14, 2005 and FTA Circular 4702.1B dated October 1, 2012 except to the extent that FTA determines otherwise in writing.

DEFINITION OF LIMITED ENGLISH PROFICIENCY

FTA Circular 4702.1B (dated October 1, 2012) defines LEP as, "Persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all."

MEANINGFUL ACCESS TO CITY OF HENDERSON SERVICES

The City of Henderson will take reasonable steps to provide LEP individuals with meaningful access to any and all benefits, services, and information that the city offers.

FOUR FACTOR ANALYSES AND LEP PLAN

This document contains a "Limited English Proficiency (LEP) Four Factor Analyses" and a "Limited English Proficiency (LEP) Implementation Plan". The information presented is utilized to determine the reasonable actions needed to provide meaningful access to those individuals that are LEP and live in the City of Henderson.

Henderson's LEP Four Factor Analysis follows:

Factor One - The number or proportion of Limited English Proficient persons eligible to be served or likely to be encountered

According to the 2013-2017 American Community Survey, there are approximately 27,030 people over the age of 5 living within the City of Henderson. Of those, approximately 332 people, or 1.2%, speak English "less than very well". These would be considered Limited English Proficient (LEP) individuals.

Of these 332 LEP individuals, the largest language group was Spanish speakers at 283 people (85.2% of the LEP population), followed by Indo-European languages at 29 people (8.7%), and Asian and Pacific Island languages at 20 people (6.0%). Overall, including those that speak English very well and less than very well, 648 individuals in the City of Henderson speak Spanish.

In Henderson County, the number of people over the age 5 of whom speak English "less than very well" is 447 or 1.0% of the population. Of these 447 LEP individuals in the County, the largest language group was Spanish speakers at 398 people (89% of the LEP population), followed by Indo-European languages at 29 people (6.5%), and Asian and Pacific Island languages at 20 people (4.5%). Overall, including those that speak English very well and less than very well, 885 individuals in Henderson County speak Spanish.

Factor Two - The frequency with which LEP persons using a particular language come in contact with the City of Henderson

City staff, who both live and work in Henderson have intimate knowledge of the people that utilize their services. Discussions with staff found that there have been no instances of LEP individuals asking about City of Henderson programs and services and no LEP individuals requesting assistance whether in general or specifically about the

logistics or services of any program or service.

Factor Three - The nature and importance of City of Henderson's programs and services

The City of Henderson has an important role in the lives of the LEP population and the citizens of Henderson. LEP individuals and minority communities are typically the populations that experience the greatest impact when government makes decisions. Henderson is dedicated to providing safe and dependable services to the LEP populations it serves as well as the people of City of Henderson and Henderson County.

Henderson's critical services are those that provide customer service to the public, such as public transportation, public safety, public involvement, social services, and safety in regard to construction, and allowing access to file a complaint.

The City of Henderson will continue to monitor this area by communicating with various organizations that serve LEP individuals, as well as with LEP persons.

Factor Four – City of Henderson's resources and the cost of providing meaningful access to LEP persons.

Henderson's financial resources are limited; however, it does recognize that providing public transportation access and benefits to all is essential and there is a cost involved on doing so. In light of that, the city has assessed its resources available to it, against the needs of the LEP community in the City of Henderson. Assessment factors include the costs of a professional interpreter, translation services, determining which documents should be translated, and how many copies would be needed.

An interpreter would charge approximately \$30 to \$50 an hour. Using an estimate of 10 hours of interpretive services annually would yield an annual cost of approximately \$300 to \$500. The City of Henderson understands the importance of translating documents to Spanish and is doing what it can to translate vital documents. The City of Henderson Title VI Complaint Procedures and Form, the ADA Complaint Procedures and Form, and the Reasonable Accommodations Request form are all currently available in Spanish. The city will determine other documents that need to be translated based on requests or changes in regulations.

IMPLEMENTING HENDERSON'S LIMITED ENGLISH PROFICIENCY PLAN

Identifying LEP individuals who need language assistance

All City of Henderson staff have been told that there may be a segment of the Henderson population who are Limited English Proficient and Staff should be sensitive to and aware of this.

Henderson staff members are required to report encounters with any LEP individuals, when any or all language assistance measures are used, during inquiries about city services or in attendance at city programs. A file with pertinent information of these LEP events such as individual's name, address, route, language, etc. will be kept in the Human Resources office.

Henderson staff greets all participants at public events in order to gauge English proficiency. It is hoped that a simple greeting will lead to further contacts with these individuals. The city will continue to reach out to organizations, including a Catholic Church that has Spanish languageservices and the Henderson County School System, all of which have contact with LEP individuals.

Language Assistance Measures

If a person, who does not speak or read English very well, were to request help in accessing city services or programs, city staff have or can quickly have language assistance measures in place to assist the individual.

Language Assistance Measures include:

- The City of Henderson employs a bilingual (English/Spanish) employee at Henderson's Police Department. If a LEP individual calls the city with a program or service-related inquiry, that person will be transferred to the Police Department employee who will be able to interpret and provide the caller with immediate information.
- Language Identification Flashcards are available at city offices.
- The City of Henderson's Website www.hendersonky.gov has a Spanish translator component.
- The City of Henderson's Title VI/LEP Plan are posted at the City of Henderson Human Resources office and on the City of Henderson website.

Elements of City of Henderson Staff Training

The City of Henderson Title VI/ADA Coordinator will attend Title VI Training offered by the Federal Highway Administration (FHWA), Federal Transportation Administration, (FTA), the Kentucky Transportation Cabinet (KYTC), the Evansville MPO, or from other resources. The Title VI Coordinator follow up with any additional/specific information that staff should be aware of, including:

- A summary of staff responsibilities regarding the LEP Plan and LEP individuals.
- The proper use of the Language Identification Flashcards.
- Proper methods in which to handle an LEP complaint.

Outreach and providing notice to LEP Persons

The City of Henderson attempts to reach, educate and provide notice to LEP persons regarding its programs and services. This effort requires a vigorous and proactive plan since the LEP community is relatively small in Henderson. The more far-reaching strategy involves a more concentrated effort by city staff and an improved public outreach emphasis to effectively reach this LEP group. Henderson is committed to improving our outreach plan and has set out these specific steps to achieve improvements. The city follows these steps which may lead to improved outreach strategy and improved public outreach outcomes:

The City of Henderson has identified two organizations within the community that have contact with LEP individuals. These include Holy Name of Jesus Catholic Church and Henderson County School System. City of Henderson contacts these organizations to disseminate information in Spanish when necessary. Their contact information is below.

Holy Name of Jesus Christ Catholic Church
Mr. Abraham Brown, Director of Hispanic Ministries
Phone: 270-826-2096
Email: abrown@holynameparish.net

Ms. Kay Villines, Office Manager
Phone: 270-826-2096
Email: kvillines@holynameparish.net

Henderson County School System
Ms. Meagan Joyner, LEP Outreach
Teacher Phone: 270-831-8800 ext. 24111
Email: Meagan.joyner@henderson.kyschools.us

Conventional Access and Outreach Methods:

Some of the conventional techniques that are utilized to engage the general population are:

- Posting flyers in the community and in city facilities
- Postings on the City of Henderson website
- Holding public meetings
- Publishing notices of meetings in the local newspaper and other print media if available
- Offering reasonable public comment opportunities
- Following the Henderson LEP Plan

Enhanced Access and Outreach Methods

If projects are considered to be a “Major Impact”, additional and enhanced access and outreach methods will be employed. Additional and enhanced efforts in outreach may be implemented to provide increased notification and access for “Major Impact” projects and to targeted segments of the population who may be more difficult to reach. The City of Henderson will conduct reasonable efforts to focus its public participation outreach to minorities, low income and LEP populations and for significant projects that may impact them.

Proactive Outreach Strategy

The following factors will guide Henderson in creating an appropriate public participation strategy and determining which methods should be employed in relation to transportation decisions such as major planning, design and construction projects. They are:

- The project’s level of impact to residents
- The physical area or scale of a project
- The cost to citizens

MONITORING AND UPDATING THE LEP PLAN

The LEP Plan and the Four Factor Analysis will be reviewed and if needed, updated annually. However, at a minimum it will be updated every three years as required. **The review and update will include analyzing the following:**

- The number of LEP contacts occurring annually.
- How LEP needs are addressed.
- The overall effectiveness of the LEP Plan and modifications needed to improve it.
- Determining if there are significant changes to the LEP population.

CONCLUSION

City of Henderson has conducted the Four Factor Analysis and has implemented an LEP Plan to address the identified needs of the LEP population. Despite the comparatively small number of LEP individuals in the City of Henderson, HART continues to make reasonable efforts to provide meaningful access to its transportation services. We believe that a good balance has been struck between providing meaningful access to services while not imposing unreasonable burdens on the system.

CITY OF HENDERSON PUBLIC PARTICIPATION PLAN

The City of Henderson Public Participation Plan establishes continuing procedures that allow for, encourage and

monitor meaningful public participation for residents in the City of Henderson are included but not limited to, low-income, minority and Limited English Proficiency (LEP) individuals.

The city will continue to provide opportunities and access for historically under-served populations (low-income, minority and LEP) to meaningfully participate in Henderson's services and activities. This Public Participation Plan is available to the public at the City of Henderson Human Resources Office, 222 First Street, Henderson, KY, and on the City of Henderson website.

GOAL

The goal of the City of Henderson Public Participation Plan is to provide access and opportunities for continuous, meaningful and real participation in city services, programs and activities for residents and taxpayers.

OBJECTIVES

A participation plan has two major functions. First, it must inform and educate the public. Second, it must provide mechanisms and opportunities for real and meaningful public interaction with the publicagency.

The objectives of the City of Henderson Public Participation Plan are:

- To proactively engage the public in the public transportation decision-making process
- To hold meetings in convenient and accessible locations for all population segments
- To allow for an improved flow of information and input from the public
- To provide traditional and alternative notifications of meetings that are inclusive of all population segments in the city
- To use any techniques (charts, maps, photos) that may help to convey pertinent information to the general public
- To address and mitigate any cultural barriers that may impede successful public participation

MINORITY AND HISPANIC POPULATION

According to the 2018-2022 American Community Survey, the total population of the City of Henderson, Kentucky is 20,809. Of that population, 16,612 (79.8%) are White, 2,571 (12.4%) are Black or African American, 57 (0.3%) are American Indian or Alaska Native, 111 (0.5%) are Asian, 547 (2.6%) are some other race, and 907 (4.4%) are two or more races. The total minority population is 4,716 people which is 16.3% of the total population.

According to the 2018-2022 American Community Survey, the city has a Hispanic/Latino population of 1,044 people or 5.0%. As defined by the U.S. Census, Hispanic or Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

In general, the census tracts that have a higher than average percentage of minority and Hispanic populations are the tracts that the City of Henderson serves. There are six Census Tracts in Henderson County that have a higher percentage of minorities than the county as a whole (13.4%). There are five Census Tracts in the county that have a higher percentage of Hispanic population than the county as a whole (2.9%). See Table 1 for a breakdown of population by race. Shaded cells show the Census Tracts with a minority percentage higher than the county. Table 2 shows the Hispanic/Latino population by Census Tract. Shaded cells show the Census Tracts with a Hispanic percentage higher than county. Figures 1 and 2 show the location of Census Tracts.

Table 1. Population by Race for the Henderson County Census Tracts

Census Tract	Total Population	White	Black or African American	American Indian or Alaska Native	Asian	Other	Two or more Races	Total Minority	% Minority
201.01	1,777	1,440	261	18	1	41	17	338	19.0%
202	2,300	1,661	438	-	-	56	145	639	27.8%
203	1,736	1,291	320	11	-	43	67	441	25.4%
204.01	2,237	1,596	354	-	-	177	110	641	28.7%
205.01	2,247	1,911	230	6	0	18	81	335	14.9%
206.02	4,651	3,570	696	21	-	80	284	1,081	23.2%
206.03	1,959	1,761	97	7	22	1	71	198	10.1%
206.04	3,909	3,509	85	0	100	132	82	399	10.2%
207.01	6,289	5,698	393	-	1	15	182	591	9.3%
207.03	3,183	3,110	-	-	-	-	73	73	2.3%
207.04	3,435	3,408	-	-	9	18	-	27	0.7%
208	4,158	3,724	34	9	1	12	377	433	10.4%
209.01	3,798	3,389	153	-	-	-	213	366	8.3%
209.02	3,125	2,706	161	7	-	1	249	418	13.3%
City of Henderson	20,809	16,612	2,571	57	111	547	907	4,193	20.2%
Henderson County	44,800	38,769	3,224	79	134	593	1,955	5,985	13.4%

Note: There is no Native Hawaiian or Pacific Islander population in the county, so they are not included in the table.

Table 2. Hispanic/Latino Population for the Henderson County Census Tracts

Census Tract	Total Population	Not Hispanic/Latino	Hispanic/Latino	% Hispanic/Latino
201	1,777	1,682	95	0.5%
202	2,300	2,147	154	0.7%
203	1,736	1,482	254	14.6%
204.01	2,237	2,077	160	7.2%
205.01	2,247	2,203	44	2.0%
206.02	4,651	4,488	163	3.5%
206.03	1,959	1,864	95	4.9%
206.04	3,909	3,763	146	3.7%
207.01	6,289	6,287	3	0.0%
207.03	3,183	3,148	35	1.1%
207.04	3,435	3,408	27	0.8%
208	4,158	4,105	53	1.3%
209.01	3,798	3,712	86	2.3%
209.02	3,125	3,122	3	0.1%
City of Henderson	20,809	19,765	1,044	5.0%
Henderson County	44,800	43,482	1,317	2.9%

ENVIRONMENTAL JUSTICE

It is the mission of City of Henderson to consider Environmental Justice (EJ) populations by identifying and addressing, when needed, disproportionately high and adverse effects of its programs, policies and activities on minority populations and/or low-income populations. The following are the city's Environmental Justice goals:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

LIMITED ENGLISH PROFICIENCY

According to the 2018-2022 American Community Survey, there are approximately 17,417 people over the age of 5 living within the City of Henderson. Of those, approximately 305 people, or 1.8%, speak English “less than very well”. These would be considered Limited English Proficient (LEP) individuals.

Of these 305 LEP individuals, the largest language group was Spanish speakers at 245 people (80.3% of the LEP population), followed by 37 Asian and Pacific Island languages (12.1%), and Indo-European languages at 21 people (6.9%). Overall, including those that speak English very well and less than very well, 648 individuals in the City of Henderson speak Spanish.

In Henderson County, the number of people over the age 5 of who speak English “less than very well” is 404 or 1.0% of the population. Of these 404 LEP individuals in the County, the largest language group was Spanish speakers at 287 people (71.0% of the LEP population), followed by Asian and Pacific Island nations at 55 (13.6%), and Asian and Pacific Island languages at 20 people (4.5%). Overall, including those that speak English very well and less than very well, 885 individuals in Henderson County speak Spanish.

See Table 3 for a breakdown of population by ability to speak English. Shaded cells show the Census Tracts with a higher percentage of individuals that speak English less than very well than the county. Figures 1 and 2 show the location of Census Tracts.

Additional information on outreach methods and language assistance to persons with Limited English Proficiency (LEP) is contained in the City of Henderson’s Limited English Proficient (LEP) Plan, within the Title VI Plan.

Table 3. Population by Ability to Speak English for the Henderson County Census Tracts

Census Tract	Pop +5	Speak English only or very well	Speak English less than very well	% Speak English less than very well	Speak English less than very well			
					Spanish	Indo-European	Asian	Other
201.01	1,734	1,722	12	0.7%	12	-	-	-
202	1,938	1,915	23	1.2%	23	-	-	-
203	1,657	1,596	61	3.8%	61	-	-	-
204.01	2,193	2,096	97	4.6%	76	20	-	1
205.01	2,024	2,022	2	0.1%	2	-	-	-
206.02	4,413	4,350	63	1.4%	63	-	-	-
206.03	1,865	1,843	22	1.2%	-	-	22	-
206.04	3,732	3,674	58	1.6%	25	-	33	-
207.01	5,810	5,769	41	0.7%	-	-	-	41
207.03	3,030	3,030	-	0.0%	-	-	-	-
207.04	3,298	3,298	-	0.0%	-	-	-	-
208	3,964	3,959	5	0.1%	5	-	-	-
209.01	3,623	3,604	19	0.5%	19	-	-	-
209.02	3,036	3,035	1	0.0%	1	-	-	-
City of Henderson	17,417	17,112	305	1.8%	245	21	37	2
Henderson County	42,313	41,909	404	1.0%	287	21	55	41

POVERTY

According to the 2018-2022 American Community Survey, there are an estimated 4,352 individuals (21.7%) in the City of Henderson who live below the poverty level. The Census Tracts with the highest percentage of individuals below poverty are the tracts that City of Henderson serves. See Table 4 for the poverty status of individuals by Census Tract. Shaded cells show the Census Tracts that have a higher poverty rate than the county. Figures 1 and 2 show the location of Census Tracts.

Table 4. Poverty Status by Census Tract for Henderson County

Census Tract	Population for whom Poverty Status is Determined	Below Poverty	% Below Poverty
201.01	1,777	423	23.8%
202	2,300	636	27.7%
203	1,736	180	10.3%
204.01	2,231	872	39.1%
205.01	2,245	382	17.0%
206.02	3,945	674	17.1%
206.03	1,768	313	17.7%
206.04	3,838	629	16.4%
207.01	6,243	1,311	21.0%
207.03	3,161	142	4.5%
207.04	3,435	371	10.8%
208	4,151	363	8.7%
209.01	3,797	399	10.5%
209.02	3,109	741	23.8%
City of Henderson	20,039	4,352	21.7%
Henderson County	43,733	7,438	17.0%

Figure 1. Henderson County Census Tracts

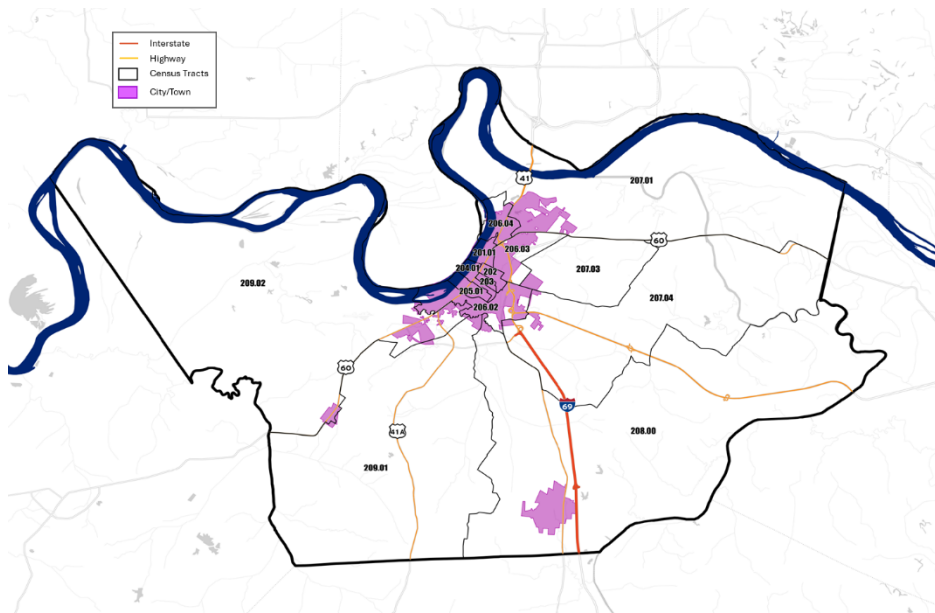
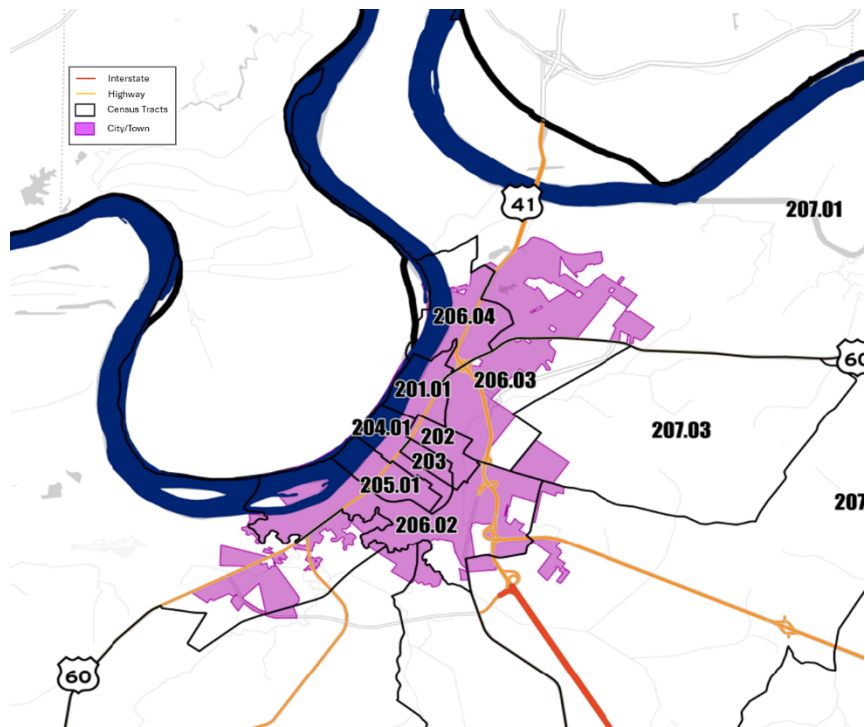


Figure 2. City of Henderson Census Tract



PROACTIVE STRATEGY

The following factors will guide City of Henderson in creating an appropriate public participation strategy and determining which methods should be employed in relation to city programs, services, and activities. They are:

- The project's level of impact to residents
- The physical area or scale of a project
- The cost to residents

CONVENTIONAL ACCESS AND OUTREACH METHODS

Some of the conventional techniques that are utilized to engage the general population are:

- Posting flyers in the community and on public transportation vehicles
- Postings on the City of Henderson website
- Holding public meetings
- Publishing notices of meetings in the local newspaper and other print media if available
- Offering reasonable public comment opportunities
- Following the City of Henderson LEP Plan

ENHANCED ACCESS AND OUTREACH METHODS

If projects are considered to be a "Major Impact", additional and enhanced access and outreach methods will be employed. Additional and enhanced efforts in outreach may be implemented to provide increased notification and access for "Major Impact" projects and to targeted segments of the population who may be more difficult to reach. City of Henderson will conduct reasonable efforts to focus its public participation outreach to minorities, low income and LEP populations and for significant projects that may impact them.

These additional efforts at increasing public participation may include:

Geographically and group-based focused outreach to targeted populations

- Dissemination of significant public information through direct mailings
- Small focus groups sessions to gauge attitudes of public transportation services
- Outreach to community organizations, advocacy groups, schools and neighborhood associations
- Meeting notifications to local media, including minority publications if available
- Featured articles in written media, stories on the radio, and news items in the newspaper and on the internet
- Posting of informational fliers in all public transportation vehicles
- Coordination with human services organizations