

**PUBLIC PROTECTION CABINET**

*Board of Claims and Crime Victims Compensation  
Department of Insurance  
Department of Housing, Buildings, and Construction*





**PUBLIC PROTECTION CABINET**

**Steven L. Beshear**  
Governor

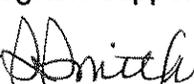
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**Robert D. Vance**  
Secretary

**MEMORANDUM**

**TO:** Adam Edelen  
Auditor of Public Accounts

**Through:** Holly McCoy-Johnson, Executive Director   
General Administration and Program Support for Shared Services

**FROM:** Susan Smith, Division Director   
Division of Human Resource Management  
General Administration and Program Support for Shared Services

**DATE:** June 18, 2012

**SUBJECT:** Title VI Annual Implementation Plan Update

This memorandum is to serve as the Public Protection Cabinet's (PPC) annual update regarding the Title VI Plan for our organization.

The PPC 2012 Title VI Plan is attached for your review. The plan covers all entities within the cabinet that receive federal grants. Those entities are: Department of Insurance and the Board of Claims and Crime Victims Compensation Board. There have been no Title VI complaints or instances of non-compliance in the cabinet this year. The cabinet continues to monitor all activities relating to Title VI to ensure compliance with the plan.

SS/cc

Attachments

*Auditor of Public Accounts 2012 Title VI*  
**Commonwealth of Kentucky**  
**Auditor of Public Accounts**  
**Title VI of the Federal Civil Rights Act**  
**Implementation**  
**“Initial Plan and “Plan Update” Form”**

Initial Plan

Plan Update

**AGENCY: Public Protection Cabinet**

**DATE: 6-18-2012**

Pursuant to KRS 344.015 and Section 2 of 45 KAR 1:080, state agencies receiving federal funds shall prepare and submit an annual Title VI plan update to the Auditor of Public Accounts and the Kentucky Commission on Human Rights by July 1, 1995 and by July 1 each year thereafter. Please complete the following information when submitting annual plan updates.

**Check the corresponding sections of the plan that the agency is:**

(1) Required to update; and/or

(2) Amending.

Please include the updated wording under the applicable sections listed below in your Plan Update.

The following sections are required to be updated annually: (6), (7), (9), (10), (12) and (13). Please attach a Plan Update detailing updates or changes from the prior year Plan – do not submit your entire plan once it is on file with the Auditor’s Office.

(1) Glossary/Definitions

(2) Overview

(3) Scope Of Title VI Applicability To Programs And Activities

(4) Responsible Official

(5) Statement Of Assurance

(6) Identify Programs Or Activities Subject To Title VI

(7) Complaint Procedures

(8) Compliance/Noncompliance Reporting

(9) Agency Training Plan

(10) Evaluation Procedures Of Title VI Plan

(11) Public Notice And Outreach

(12) Recordkeeping And Reporting

(13) Minority Representation On Planning Board Or Advisory Body

**NOTE:** This form **DOES NOT** substitute for the actual **update** that may need to be completed.



**Title VI Compliance Status Report**  
**Public Protection Cabinet**  
 (July 1, 2011 - June 30, 2012)

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	<u>Yes</u>	<u>No</u>
1. Services from this facility are provided to clients without regard to race, color, or national origin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. An employee has been appointed to serve as Title VI Coordinator for this agency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Minorities are represented on the advisory board if at least 5% of the population in the geographic service area are minority persons.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. A written procedure exists for hearing and reviewing Title VI complaints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Records are maintained regarding all alleged cases of discrimination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Title VI posters (where possible) are prominently displayed and used to emphasize the Title VI program and complaint opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. New employees are clearly informed about their responsibilities to clients under Title VI.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Contracts between this agency and another party include the formal Title VI "Statement of Compliance" clause.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Other parties which contract with this agency are clearly informed by this agency about their own responsibilities to clients under Title VI standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. All physical facilities and physical areas are made available to every client without regard to race, color, or national origin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**NOTE:** This form **DOES NOT** substitute for the **actual update** that may need to be completed.



# **Public Protection Cabinet**

**2012**

## **Title VI Annual Plan Update**

**Robert D. Vance  
Secretary**



**Public Protection Cabinet  
Title VI Annual Plan Update**

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**Public Protection Cabinet  
Title VI Annual Plan Update**

**I. GLOSSARY/DEFINITIONS**

- “Agency”:** Public Protection Cabinet (PPC)
- “Contract”:** Any document that awards financial assistance or payments with federal funds. Includes memorandum of agreements, contracts, awards of federal financial assistance, grants, or any similar document
- “Department(s)”:** Departments within the Public Protection Cabinet
- “Executive Director”:** Executive Director of the Office of General Administration and Program Support for Shared Services, or his/her designee
- “EEO”:** Equal Employment Opportunity
- “Sub-recipients”:** Any entity extended federal financial assistance or payments by the Public Protection Cabinet
- “Title VI”:** Title VI of the Civil Rights Act of 1964

**Public Protection Cabinet  
Title VI Annual Plan Update**

VI. PROGRAMS OR ACTIVITIES SUBJECT TO TITLE VI

- 6.1 Agency programs receiving federal assistance are listed in Attachment A.
- 6.2 Potential beneficiaries of the agency include other governmental entities, individuals, and non-profit and for-profit organizations. Assistance is provided in the form of grants, loans, property and payments for the procurement of services.

This section shall be updated annually.

VII. COMPLAINT PROCEDURES

- 7.1 INTERNAL COMPLAINT/APPEAL PROCEDURE: Any person who believes himself/herself or any special class of individuals to be subjected to discrimination of the type prohibited by Title VI may file an oral or written complaint (See Form 1) directly, or through a representative, to the Office of General Administration and Program Support for Shared Services at the following address and/or telephone number:

General Administration and Program Support for Shared Services  
Attention: Title VI Compliance  
4<sup>th</sup> Floor, Capital Plaza Tower  
Frankfort, Kentucky 40601  
(502) 564-2042

- 7.1.a. Complaints should be filed within thirty (30) days of the alleged discrimination. The Executive Director of the Office of General Administration and Program Support for Shared Services will promptly acknowledge receipt of the complaint. The complainant will be advised of the commencement of an investigation of the alleged discrimination. All complaints will be promptly investigated. The investigation must be conducted and completed within thirty (30) working days of the receipt of the complaint. All information gathered in the investigation shall be confidential, but subject to open records request.
- 7.1.b. A written response containing the cabinet's findings will be provided to the complainant upon completion of the investigation (See Form 2). The Executive Director of the Office of General Administration and Program Support for Shared Services shall confer with the appropriate department Title VI Coordinator in preparing the response. If the complainant is dissatisfied with the response, he/she may request a meeting with the Secretary or his/her designee to attempt a mutually agreeable resolution. Requests for resolution meetings must be made by the complainant within ten (10) working days of receipt of the written response. If a mutually agreeable resolution cannot be reached, the complainant will be advised of the right to file a complaint with the Kentucky Commission of Human Rights, pursuant to the provisions of KRS Chapter 344.
- 7.1.c. A withdrawal of a complaint must be in writing, signed by the complainant or his/her representative and forwarded to the above-stated address in part 7.1 (See Form 3).
- 7.1.d. If the agency finds, on the basis of a complaint and investigation, that discrimination has occurred or is occurring, enforcement action will be taken pursuant to part 8.6. Follow-up compliance reviews will be conducted in

accordance with part 8.7. (For 8.6 and 8.7, see *Public Protection Cabinet's 2009 Title VI Initial Implementation Plan*, submitted 6/30/09)

- 7.2. EXTERNAL COMPLAINT PROCEDURE: Any person who believes himself/herself or any special class of individuals to be subjected to discrimination of the type prohibited by Title VI may file a written complaint directly with the Kentucky Commission on Human Rights (KCHR). KRS 344.200 requires that the complaint must be filed within one hundred and eighty (180) days after the alleged discrimination. If at the time of the filing of a complaint with the KCHR there is an internal complaint investigation pending, the cabinet will suspend its internal investigation, pending the outcome of the KCHR complaint procedure.

This section shall be updated annually.

#### IX. TRAINING

In-service training for employees will continually apprise appropriate staff of their responsibility to render a high quality of service to all clients regardless of their race, color, or national origin.

- 9.1 The Cabinet Policy Statement and Title VI Plan, explaining the specifics of Title VI, as well as the Title VI informational brochure have been placed on the cabinet's Intranet site. The Intranet site is available to all employees and will provide constant access to the Title VI information. This electronic format will also provide for easier, more efficient updating of the Title VI information. Title VI Coordinators for each agency are required to participate in an annual Title VI training. The Cabinet Coordinator for Title VI is to arrange this training. Opportunities may be made available for employees to attend outside Title VI training in an attempt to improve their staff capability, knowledge and effectiveness in relation to Title VI.

- 9.2 As part of related agency training, the agency will include an overview of Title VI and Title VI compliance as part of the training agenda. This training will be designed to provide an awareness of the mission, goals and obligations of the agency in regard to Title VI.

This section shall be updated annually.

#### X. GOALS AND EVALUATION PROCEDURE

As stated, the overall goal of the Public Protection Cabinet with regard to Title VI compliance is to afford all individuals an equal opportunity to participate in federal financially assisted programs and to benefit equally from those programs.

Each assigned coordinator will ensure that the departments, as well as any future sub-recipients, continue to be in compliance with Title VI by periodically gathering data and monitoring compliance activities in a timely manner, a written progress report of sorts. It is a long-term goal of the agency to encourage continuing minority representation on agency boards and commissions. No plan deficiencies are known at this time.

Evaluation procedure: The agency will evaluate compliance with Title VI through the department Plans/Plan Updates and review/investigation procedures set forth in part 8 to ensure that all agency programs are being conducted without discrimination on the basis of race, color or national origin. When any of these mechanisms identify discrimination, the corrective procedures set forth in part 8.6 will be initiated to obtain compliance.

Specifically, if the Director finds a discriminatory practice, based on the provisions of Title VI, in a federally-funded program administered by an agency department, the department

will be provided a written notice of the discriminatory practice and will be directed to immediately take corrective action to eliminate or cease the practice. Individual state employees that have participated in the practice will receive written notice to immediately cease the discriminatory practice. Failure of an individual employee to eliminate or cease the discriminatory practice will result in appropriate disciplinary measures in accordance with the provisions of KRS chapter 18A and the regulations promulgated pursuant thereto.

Subrecipients, including those that have entered into contracts with the agency, that are found to have engaged in a discriminatory practice under the provisions of Title VI will be given a written notice of the discriminatory practice and will be directed to eliminate or cease the discriminatory practice. Failure to voluntarily eliminate or cease the discriminatory practice within thirty (30) days of receipt of the notification letter will be considered a violation of the terms of the assistance or contract, and will constitute a basis for suspension or termination of the contract and/or the refusal to grant or pay continued federally-funded financial assistance.

The agency may suspend or terminate the contract and/or refuse to grant continued federally funded financial assistance or payments after written notice to the subrecipient and an opportunity to be heard. If, after hearing, there is a finding on the record that the discriminatory practice occurred and compliance has not, or cannot be secured by voluntary means, the Secretary may enter an order suspending or terminating the contract and/or refusing to continue the grant or payments of financial assistance.

This section shall be updated annually.

#### XI. PUBLIC NOTIFICATION/OUTREACH

Sub-recipients will be advised of their obligations under Title VI prior to the award of federal monies. Copies of the Title VI brochures, in English and Spanish, are available to sub-recipients, as well as training, should there be a request (See Attachment D and E, respectively). Additionally, we have posted EEO/Title VI Posters in both English and Spanish in buildings in which our agencies reside (See Attachment F and G, respectively).

The Title VI brochure is available to all employees, and the public, in our Frankfort and remote office locations.

To further address the need for providing meaningful access to the cabinet programs by individuals with limited English proficiency (LEP), language interpretation/translation is provided, as needed, by Language Services Associates.

Posters from Language Services Associates indicating our ability to provide translation services to individuals with limited English proficiency (LEP) have been posted in all office locations (See Attachment I). Also, quick reference guides to assist with the translation calls have been distributed to all office locations (See Attachment J).

The Cabinet Title VI Coordinator is responsible for ensuring information regarding Title VI and LEP resources are distributed. Each department within the cabinet has a designated Title VI coordinator who is responsible for providing Title VI and LEP posters and brochures to their agencies and Title VI sub-recipients. EEO/Title VI coordinators can be seen in Attachment B.

## XII. RECORDKEEPING/REPORTING

Paper copies of all complaint documents, data reports, annual surveys, and annual updates to the Public Protection Cabinet Title VI Implementation Plan will be kept on file by the Cabinet Title VI Coordinator for at least five years and then forwarded to the Department of Libraries and Archives. These records are subject to the Kentucky Open Records Law and public inspection.

12.1 The agency will maintain sufficient records and reports to ascertain compliance with Title VI. Given the broad spectrum of individuals who benefit from the Title VI program and activities, we are unable to specifically determine the participation of the protected parties, and service to specific geographic areas.

12.2 The Office of General Administration and Program Support for Shared Services will be responsible for maintaining the following records:

- complaints of discrimination based on the provisions of Title VI.
- written reports of complaint investigation findings.
- Title VI Department Plans/Plan Updates and Compliance Self-Surveys.
- written reports of compliance reviews/investigations.
- copies of the annual Title VI compliance reports submitted to the Auditor of Public Accounts and the Kentucky Human Rights Commission.

These reports will be maintained at the address listed in part 7.1. Names of witnesses or other sources of information obtained during the complaint investigation contained in any of these documents will not be disclosed to the public or any sub-recipient except upon order of a court of competent jurisdiction, unless the Office of Legal Services determines these to be subject to disclosure.

12.3 The agency shall submit annual Title VI compliance reports and any plan updates to the Auditor of Public Accounts and the Kentucky Commission on Human Rights by July 1 of each year. In addition, we have made no changes to subsections (8) and (9) of this plan.

12.4 The Public Protection Cabinet, as of this reporting period, has not received any complaints nor have there been any reported instances of non-compliance in any activities conducted by the Cabinet's offices or departments.

This section shall be updated annually.

## XIII. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

13.1 Whenever a planning or advisory body, such as a board or a committee, is an integral part of any department program, the department shall continue to take the necessary steps to ensure that minority groups are notified of the existence of such bodies and are provided equal opportunity to participate as members. The cabinet attempts to achieve minority representation on its boards and commissions. A large number of the members on various advisory bodies are appointed by the governor. As of the date of filing of this plan, there is minority representation on the following planning and advisory bodies who receive federal funds: Board of Claims and Crime Victims Compensation Board, Kentucky Health Care Improvement Authority, Health Insurance Advisory Council, Board of Housing, Building and Construction, and possibly the Local Premium Tax Advisory Council, Electrical Advisory Committee, State Plumbing Code Committee, and Kentucky Single Family Dwellings Advisory Committee, as multiple members did not respond to a Title VI race/ethnicity self-reporting survey.

Minority representation of each planning and advisory body is listed in Attachment H.

- 13.2 As of the date of the filing of this plan, the agency has approximately 43 (7%) staff persons classified as Black/African American, Hispanic/Latino, Asian, American Indian/Alaskan Native, two or more races and unknown (See Attachment H).

This section will be updated annually.

ATTACHMENT A

**Public Protection Cabinet  
Programs Subject to Title VI**

Program	Type of Assistance	Delivery	Coverages	Potential Beneficiaries
<p><b>Kentucky Access High Risk Pool Grant of the Centers for Medicare and Medicaid Services (HRP00 04 and 06) Department of Insurance</b></p> <p><b>CFDA # 93.781</b></p>	<p>Medical and Pharmaceutical reimbursements to High Risk medical applicants that could not otherwise receive medical coverage due to their particular condition.</p>	<p>Medical claims and pharmacy expenditures and reimbursable to applicants and paid through the Commonwealth's eMARS system.</p>	<p>The program allows Kentucky citizens who cannot find health insurance, due to high risk medical conditions, to be able to purchase health insurance from KY Access, division of the Department of Insurance.</p>	<p>Medically high risk Kentucky citizens throughout the Commonwealth with considerations to rural areas of Kentucky and the citizens thereof.</p>
<p><b>Operational grants for State High risk pools through Health and Human Services/ Centers for Medicare &amp; Medicaid Services/Center for Medicaid and State Operations. HHS-2009-CMS-HRP-0004</b></p>	<p>Grants for Operational Losses- States that have established a qualified high risk pool that has incurred losses and (1) restricts premiums charged under the pool to no more than 200 percent of the premium for applicable standard risk rates; (2) offers a choice of two or more coverage options through the pool; and (3) has in effect a mechanism reasonably designed to ensure continued funding of losses incurred by the state in connection with operations of the pool after the end of the last fiscal year for which a grant is provided under this</p>	<p>Operational grants for State High risk pools through Health and Human Services/ Centers for Medicare &amp; Medicaid Services/Center for Medicaid and State Operations. HHS-2009-CMS-HRP-0004</p>	<p>Grants for Operational Losses- States that have established a qualified high risk pool that has incurred losses and (1) restricts premiums charged under the pool to no more than 200 percent of the premium for applicable standard risk rates; (2) offers a choice of two or more coverage options through the pool; and (3) has in effect a mechanism reasonably designed to ensure continued funding of losses incurred by the state in connection with operations of the pool after the end of the last fiscal year for which a grant is provided under this</p>	<p>Operational grants for State High risk pools through Health and Human Services/ Centers for Medicare &amp; Medicaid Services/Center for Medicaid and State Operations. HHS-2009-CMS-HRP-0004</p>

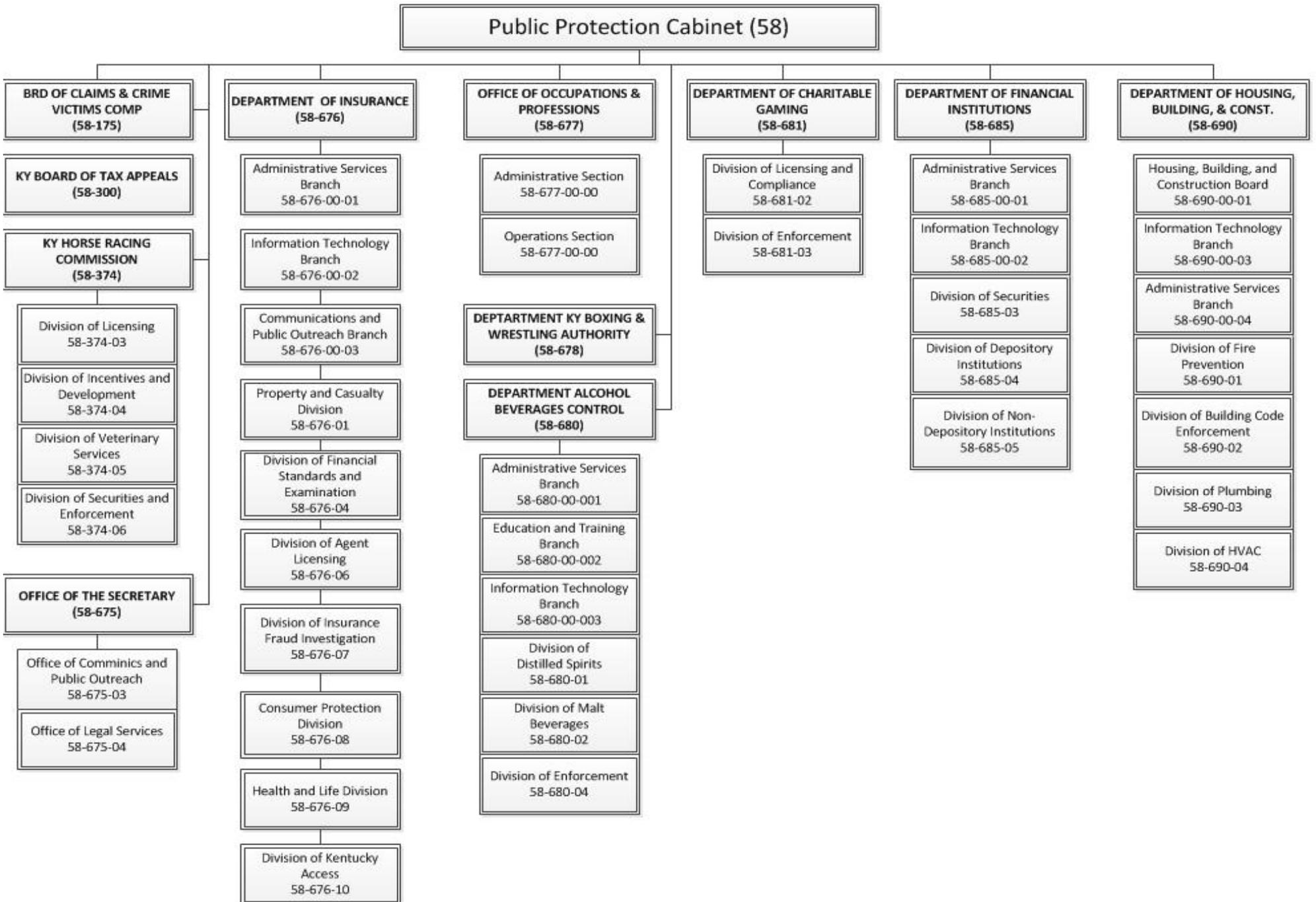
	<p>paragraph are eligible to apply for this grant funding <i>Special Rule for Pools Charging Higher Premiums</i> - In the case of a qualified high-risk pool of a state which charges premiums that exceed 150 percent of the premium for applicable standard risks, the State shall use at least 50 percent of the amount of the grant provided to the state to reduce premiums for enrollees.</p> <p>Bonus Grants for Supplemental Consumer Benefits - States that have established a qualified high risk pool and are receiving grants for operational losses are eligible to apply for a grant to be used to provide supplemental consumer benefits to enrollees or potential enrollees (or defined subsets of such enrollees or potential enrollees) in qualified high risk pools.</p>		<p>paragraph are eligible to apply for this grant funding <i>Special Rule for Pools Charging Higher Premiums</i> - In the case of a qualified high-risk pool of a state which charges premiums that exceed 150 percent of the premium for applicable standard risks, the State shall use at least 50 percent of the amount of the grant provided to the state to reduce premiums for enrollees.</p> <p>Bonus Grants for Supplemental Consumer Benefits - States that have established a qualified high risk pool and are receiving grants for operational losses are eligible to apply for a grant to be used to provide supplemental consumer benefits to enrollees or potential enrollees (or defined subsets of such enrollees or potential enrollees) in qualified high risk pools.</p>	
<p><b>DOI has received a grant related to the implementation of the Federal Patient Protection Affordability Care Act (PPACA). The Grants to States for Health Insurance Premium Review Cycle I</b></p>	<p>To provide assistance to private health insurance regulators to develop or enhance the current rate review activities for health insurance premiums, develop the infrastructure to collect analyze and report to</p>	<p>This grant will help DOI better review rate filings that affect consumers in the state of Kentucky. The purpose is to try to keep premiums down and to provide transparency of information to consumers about health</p>	<p>A working group is being established to expand and enhance the current rate review process and expand consumer protection and consumer outreach efforts.</p>	<p>Current uninsured individuals in Kentucky by helping them obtain health insurance. Current insured individuals in Kentucky by making insurance more affordable.</p>

<p><b>was awarded by the U.S. Department of Health and Human Services.</b></p> <p><b>CFDA# 93.511</b></p>	<p>the U.S. Secretary of Health and Human Services critical information about rate filings and rate trends, and establish data centers that compile and publish fee schedule information.</p>	<p>insurance.</p>		
<p><b>Crime Victims Compensation Board</b></p> <p><b>CFDA# 16.576</b></p>	<p>The Crime Victims Compensation Board assists innocent victims of crime with financial assistance as a consequence of a violent criminal act that may have resulted in the victim suffering bodily or psychological injury or death.</p>	<p>Compensation is awarded to victims of a crime through the EMARS system and is based on an application process which is verified by programmatic staff and supported by an appointed Board.</p>	<p>Victims of criminal acts committed within the state of Kentucky.</p>	<p>The Commonwealth of Kentucky and the particular victim who incurred injuries as a result of a violent crime that might leave that person with financial hardship.</p>
<p><b>Crime Victims Compensation Board</b></p> <p><b>ARRA # 16.802</b></p>	<p>The Crime Victims Compensation Board assists innocent victims of crime with financial assistance as a consequence of a violent criminal act that may have resulted in the victim suffering bodily or psychological injury or death.</p>	<p>Compensation is awarded to victims of a crime through the EMARS system and is based on an application process which is verified by programmatic staff and supported by an appointed Board.</p>	<p>Financial assistance for related medical, mental health, funeral expenses or loss of earnings</p>	<p>Individuals who are victims of violent crimes</p>

**ATTACHMENT B**

**Public Protection Cabinet  
EEO/Title VI Contacts**

<b>Public Protection Cabinet</b>	Susan Smith, Cabinet Coordinator	(502) 564-2042
<b>Department of Alcoholic Beverage Control</b>	Maurice Brown, Coordinator	(502) 564-4850
<b>Department of Insurance</b>	Rodney Hugle, Coordinator	(502) 564-6156
<b>KY Horse Racing Authority</b>	Kendra Thompson, Coordinator	(859) 246-2040
<b>Department of Housing, Buildings, and Construction</b>	Kathryn McCrystal, Coordinator	(502) 573-8044
<b>Board of Claims and Crime Victims Compensation Board</b>	Martin Green, Coordinator	(502) 573-2290
<b>KY Board of Tax Appeals</b>	Missy Davis, Coordinator	(502) 573-4316
<b>Department of Charitable Gaming</b>	Cassie Proctor, Coordinator	(502) 573-5528
<b>Department of Financial Institutions</b>	Chris Thompson, Coordinator	(502) 573-3390
<b>Division of Occupations and Professions</b>	Susan Smith, Coordinator	(502) 564-2042



**How do I get more information about Title VI or file a complaint?**

Information can be obtained from the departmental Title VI compliance coordinators or from the Office of General Administration and Program Support.

*Internal Complaint procedure:* Any person who believes she or he, or any special class of individuals, is subject to discrimination under Title VI may file an oral or written complaint through a representative or directly with the Office of General Administration and Program Support, Attn: Title VI compliance, 4<sup>th</sup> Floor, Capital Plaza Tower, Frankfort, KY, 40601. The telephone number is 1-502-564-2042. The fax number is 1-502-564-2043. The complaint should be filed within 30 days of the alleged discrimination. For more information, contact the Executive Director of the Office of General Administration and Program Support.

*External Complaint Procedure:* Anyone who believes he or she, or any special class of individuals, is subject to discrimination under Title VI may file a written or verbal complaint directly with the Kentucky Commission on Human Rights, the Heyburn Building, 7<sup>th</sup> Floor, 332 West Broadway, Louisville, KY 40202. The phone number is 502-595-4024 or toll free, 800-292-5566.

*The Public Protection Cabinet does not discriminate on the basis of race color, religion, national origin, age, disability or veteran status, and provides, upon request, reasonable accommodations including auxiliary aids and services to afford an individual with a disability an equal opportunity to participate in all programs and activities. To request materials in an alternate format, contact the Office of Communications and Public Outreach, 5<sup>th</sup> Floor, Capital Plaza Tower, Frankfort, KY 40601. Hearing and speech impaired persons can contact the agency by using the Kentucky Relay Service, a toll-free communication device for the deaf (TDD). For voice to TDD, call 800-648-6057. For TDD to voice, call 800648-6056.*

**Office of General Administration and Program Support  
June 2009**

ATTACHMENT D

# TITLE VI

## **Bans discrimination under programs receiving federal money**

**Kentucky  
Public Protection Cabinet  
5<sup>th</sup> Floor, Capital Plaza Tower  
500 Mero Street  
Frankfort, KY 40601**

Public Protection Cabinet  
5<sup>th</sup> Floor, Capital Plaza Tower  
500 Mero Street  
Frankfort, KY 40601

## Title VI of the Civil Rights Act

### What is Title VI?

Title VI of the Civil Rights Act of 1964 is a national law that protects people from discrimination based on race, color or national origin in connection with programs and activities that receive federal money. The law states:

*No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.*

### What are the cabinet's responsibilities regarding Title VI?

Kentucky Revised Statute 344.015 requires state agencies to develop Title VI implementation plans and submit annual compliance reports to the state Auditor of Public Accounts. All employees of the Public Protection Cabinet have a duty to provide program benefits and services in a non-discriminatory manner. This requirement also applies to businesses and other entities receiving federal money from the cabinet.

The Kentucky Public Protection Cabinet is committed to serving all Kentuckians.

### What is discrimination?

Discrimination limits equal access to services, opportunities or other benefits. Some examples of illegal discriminatory practices under Title VI include:

- ♦ Denying any individual services, opportunity or other benefits for which he or she is otherwise qualified under a federally-funded program.

- ♦ Providing any service or benefit to a person that is different or provided in a different manner from that which is provided to others.
- ♦ Subjecting a person to segregated or separate treatment in any manner related to receipt of service.
- ♦ Restricting a person in any way in the enjoyment of services and other benefits provided to others.
- ♦ Administering a program in a way that limits participation by any group of recipients or subjects them to discrimination.
- ♦ Permitting discriminatory activity in a facility built, in whole or in part, with federal funds.
- ♦ Failing to advise the population eligible to be served or benefited by a program about the existence of the program.
- ♦ Locating a facility in a way that would limit or impede access to a federally-funded service or benefit.

### What are some examples relating to the Public Protection Cabinet?

Here are some situations that could come under discriminatory practices covered under Title VI:

- ♦ Laws under a federally funded program are enforced differently in minority and non-minority neighborhoods.
- ♦ A board or advisory body is established by an agency receiving federal money. The agency does not seek minority representation on the board or advisory body.

- ♦ The recipient of federal funds discriminates in selection of contractors.
- ♦ An agency receives federal funds to perform corrective/remedial work. The money is only used for projects in non-minority neighborhoods.

### What discrimination issues ARE NOT covered by Title VI?

Title VI does not address discrimination based on age, sex, disability, geographical locale or wealth. Title VI:

- ♦ Does not relate to discrimination against people with disabilities.
- ♦ Does not apply to employment, except where employment practices result in discrimination against program beneficiaries or where the purpose of the federal funds is to provide employment.
- ♦ Does not guarantee increased purchases from minority-owned business.

Many discrimination issues not covered under Title VI are covered under other laws and regulations. For more information, contact the Affirmative Action Coordinator, 4<sup>th</sup> Floor, Capital Plaza Tower, Frankfort, Ky. 40601.

### Who is responsible for cabinet compliance with Title VI?

Responsibility is vested with the Secretary of the cabinet, or his or her designee. The Executive Director of the Office of General Administration and Program Support or his or her designee is responsible for coordinating Title VI compliance between the various

**¿Como puedo obtener más información acerca del Titulo VI o poner una queja?**

La información se puede obtener de los coordinadores departamentales del cumplimiento del Titulo VI o de la Oficina Administrativa General y Soporte del Programa.

*Procedimiento Interno de una Queja:* Cualquier persona que considere que el o ella, o cualquier clase especial de individuos, esta sujeta a discriminación bajo el Titulo VI puede poner una queja oral o por escrito mediante un representante o directamente con la Oficina Administrativa General y Soporte del Programa, *con Atención:* Title VI compliance, 4<sup>th</sup> Floor, Capital Plaza Tower, Frankfort, KY, 40601. El número de teléfono es 1-502-563-2042. El número de fax es 1-502-564-2043. La queja tiene que ser sometida dentro de 30 días de la presunta discriminación. Para mayor información, contacte al Director Ejecutivo de la Oficina Administrativa General y Soporte del Programa.

*Procedimiento Externo de una queja:* Cualquier persona que considere que el o ella, o una clase especial de individuos, es sujeta a discriminación bajo el Titulo VI puede poner una queja verbal o por escrito directamente a la Comisión de Kentucky de Derechos Humanos, the Heyburn Building, 7<sup>th</sup> Floor, 332 West Broadway, Louisville, KY 40202. El numero de teléfono es 502-595-4024 o llame gratuitamente al 800-292-5566.

*El gabinete de protección pública no discrimina por raza, color, religión, país de origen, edad, sexo, orientación sexual, identidad de género afiliación política, condición de fumador, incapacidad o condición de veterano, y, una vez solicitados, ajustes razonables pueden darse incluyendo ayuda auxiliar y servicios que permitan a un individuo discapacitado o con limitados conocimientos de inglés una oportunidad equitativa de participar en todos los programas y actividades. Para solicitar materiales en un formato alternado contacte: Office of Communications and Public Outreach, 5<sup>th</sup> Floor, Capital Plaza Tower, Frankfort, KY 40601. Personas con problemas para escuchar y hablar pueden contactar la agencia usando el Servicio del repetidor de Kentucky, un servicio de comunicación gratuito para sordos (TDD). Para voz a TDD, llame al 800-648-6057. De TDD a voz, llame al 800648-6056.*

**Oficina Administrativa General y Soporte del Programa  
Junio de 2009**

ATTACHMENT E

# TITULO VI

## Prohibiciones de discriminación bajo programas que reciben dinero federal

Kentucky  
Public Protection Cabinet  
5<sup>th</sup> Floor, Capital Plaza Tower  
500 Mero Street  
Frankfort, KY 40601



Public Protection Cabinet  
5<sup>th</sup> Floor, Capital Plaza Tower  
500 Mero Street  
Frankfort, KY 40601

## El Acta Título VI de los Derechos Civiles

### ¿Qué es el Título VI?

El Título VI de la Acta de los Derechos civiles de 1964 es una ley nacional que protege a la gente de discriminación en base a su raza, color, o país de origen en conexión con programas y actividades que reciben fondos federales. La ley establece:

*Ninguna persona en los Estados Unidos será, en base a su raza, color o país de origen, excluida de participar, negar beneficios, o sujeta a discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal.*

### ¿Cuáles son las responsabilidades del Gabinete en relación al Título VI?

Los Estatutos Revisados de Kentucky 344.015 requieren a las agencias estatales desarrollar un plan de implementación del título VI y someter reportes anuales de cumplimiento al Auditor de Cuentas Publicas del Estado. Todos los empleados del gabinete de protección pública tienen la responsabilidad de proveer programas de beneficios y servicios de una forma no-discriminadora. Este requerimiento también se aplica a negocios y otras entidades que reciben fondos federales del gabinete.

El gabinete de protección pública está comprometido a servir a todas las personas de Kentucky.

### ¿Qué es la discriminación?

Discriminación limita acceso equitativo a servicios, oportunidades y otros beneficios. Algunos ejemplos de práctica discriminatoria ilegal bajo el Título VI incluyen:

- ◆ Negar a cualquier individuo servicios, oportunidades u otros beneficios que le correspondan por medio de un programa que dependa de fondos federales.

- ◆ Entregar cualquier servicio o beneficio a una persona que es diferente o entregar el servicio de una manera diferente que a otras personas.
- ◆ Sujetar a una persona, a ser segregada o tratarla por separado en cualquier manera relacionada a la recepción de un servicio.
- ◆ Limitar a una persona de cualquier forma de disfrutar los servicios y otros beneficios que se provee a los demás.
- ◆ Administrar un programa de una forma que limite la participación de cualquier grupo receptor de beneficios o que los sujete a discriminación.
- ◆ Permitir actividad discriminatoria en un edificio construido en parte o en total con fondos federales.
- ◆ No cumplir con aconsejar a la población que califica recibir beneficios y ser servida por un programa acerca de la existencia de dicho programa.
- ◆ Localizar un edificio de una forma que limitaría o impediría el acceso a un servicio pagado con fondos federales.

### ¿Cuáles son algunos ejemplos relacionados El gabinete de protección pública?

Estas son algunas situaciones que pueden venir bajo las prácticas discriminatorias cubiertas bajo el Título VI:

- ◆ Leyes bajo un programa financiado por el Gobierno Federal son aplicadas diferente en barrios de minorías y de no-minorías.
- ◆ Se establece un grupo de consejo por una agencia receptora de dinero del Gobierno Federal. La Agencia no busca representación de minorías en el grupo de consejo.

- ◆ El receptor de fondos federales discrimina en la selección de contratistas.
- ◆ Una agencia recibe fondos federales para ejecutar trabajo de recuperación/correctivo. El dinero es solo utilizado para proyectos en barrios de no-minorías.

### ¿Qué temas de discriminación NO ESTAN cubiertos por el Título VI?

El Título VI no menciona discriminación en base a edad, sexo, incapacidad, localización geográfica o riqueza. Título VI:

- ◆ No se relaciona a la discriminación en contra de personas con discapacidades.
- ◆ No se aplica a empleo, a excepción donde las practicas de empleo resultan en discriminación en contra de beneficiarios de programas donde el propósito de los fondos federales es el de proveer empleo.
- ◆ No garantiza incrementos de compras de dueños de negocios que son minorías.

Muchos temas de discriminación que no son cubiertos bajo el Título VI están cubiertos bajo otras leyes o regulaciones. Para mayor información contacte el Coordinador de Affirmative Action, 4<sup>th</sup> Floor, Capital Plaza Tower, Frankfort, Ky. 40601.

### ¿Quién es el responsable del cumplimiento del Título VI en el Gabinete?

La responsabilidad está creada con el Secretario(a) del Gabinete o su designado(a). El Director Ejecutivo de la Oficina Administrativa General y Soporte del

ATTACHMENT F

# Equal Employment Opportunity is THE LAW

## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

### **VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS**

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

## Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

### **DISABILITY**

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX**

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

### **INDIVIDUALS WITH DISABILITIES**

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

# La Igualdad De Oportunidades De Empleo Es LA LEY

## Empleadores con Contratos o Subcontratos Federales

Solicitantes de empleo y empleados de compañías privadas que tienen un contrato o subcontrato federal son protegidos por las siguientes autoridades federales:

### **RAZA, COLOR, RELIGION, SEXO, ORIGEN NACIONAL**

La Orden del Poder Ejecutivo 11246, según enmendada, prohíbe la discriminación en el empleo por razón de raza, color, religión, sexo u origen nacional, y requiere programas de acción afirmativa para asegurar la igualdad de oportunidades en todos los aspectos de empleo.

### **INDIVIDUOS CON IMPEDIMENTOS**

La Sección 503 de la Ley de Rehabilitación de 1973, según enmendada, prohíbe la discriminación en el empleo por razón de impedimento y requiere programas de acción afirmativa en la contratación y ascenso de personas calificadas con impedimentos que, con comodidad razonable, pueden desempeñar las funciones esenciales del empleo.

### **VETERANOS DE LA ERA DE VIETNAM, VETERANOS CON IMPEDIMENTOS ESPECIALES, Y OTROS VETERANOS PROTEGIDOS**

38 U.S.C. 4212 de la Ley de Asistencia para la Readaptación de los Veteranos de Vietnam prohíbe la discriminación en el empleo y exige programas de acción afirmativa en la contratación y ascenso de veteranos calificados de Vietnam y de veteranos calificados con impedimentos especiales.

Cualquier persona que crea que un contratista no ha cumplido con sus obligaciones referentes a la no discriminación o los programas de acción afirmativa bajo las leyes anteriormente mencionadas debe comunicarse de inmediato con:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 202 10 o llamar al (202) 693-0101, o una oficina regional o de distrito del OFCCP listado bajo el título U.S. Government, Department of Labor.

## Empleadores Privados, Gobiernos Estatales y Locales, Instituciones de Enseñanza

Las siguientes leyes federales protegen solicitantes de empleo y empleados de la mayoría de los empleadores privados, gobiernos estatales y locales, instituciones de enseñanza, agencias de empleo y organizaciones laborales:

### **RAZA, COLOR, RELIGION, SEXO, ORIGEN NACIONAL**

El Título VII de la Ley de Derechos Civiles de 1964, según enmendada, prohíbe la discriminación en el empleo por razón de raza, color, religión, sexo u origen nacional en la contratación, promoción, despido, pago, beneficios suplementarios, programas de adiestramiento, clasificación de empleo, reclutamiento y bajo cualquier otro término y condición de empleo.

### **IMPEDIMENTO**

La Ley para Personas con Impedimentos de 1990, según enmendada, protege solicitantes de empleados y empleadores contra la discriminación en la contratación, promoción, despido, pago, programas de adiestramiento, beneficios suplementarios, clasificación, asignación, y otros aspectos de empleo por razón de impedimento. La ley también exige que toda entidad comprendida proporcione a solicitantes de empleo y empleados calificados con impedimentos comodidad razonable al menos que esto cause dificultad excesiva.

### **EDAD**

La Ley Contra la Discriminación en el Empleo por Razón de Edad de 1967, según enmendada, protege solicitantes de empleo y empleados de 40 años de edad o más de la discriminación en el empleo por razón de edad en la contratación, promoción, despido, pago, y bajo cualquier otro término, condición o privilegio de empleo.

### **SEXO (PAGO)**

Además del Título VII de la Ley de Derechos Civiles de 1964 (anteriormente descrita), la Ley de Igualdad en el Pago de 1963, según enmendada, prohíbe la discriminación por razón de sexo en el pago de salario a mujeres y hombres que realizan trabajos sustancialmente iguales en el mismo lugar de trabajo.

Tomar represalia contra una persona que haya presentado una denuncia de discriminación, participe en una investigación, o se oponga a una práctica ilegal de empleo es prohibido por todas estas leyes federales.

Si usted cree que ha sido discriminado bajo cualquiera de las leyes descritas, debe comunicarse de inmediato con:

La Comisión de Igualdad de Oportunidades de Empleo (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 o con una oficina local de la Comisión Harnando gratuitamente al (800) 669-4000. Para personas con impedimentos auditivos, el número sin cargo de la Comisión por el sistema TDD es (800) 669-6820.

## Programas o Actividades que Reciben Subsidios Federales

### **RAZA, COLOR, ORIGEN NACIONAL, SEXO**

Además del amparo que brinda el Título VII de la Ley de Derechos Civiles de 1964, el Título VI de la Ley prohíbe la discriminación por razón de raza, color, u origen nacional en programas o actividades que reciben subsidios federales. Discriminación en el empleo está comprendida bajo el Título VI si el objetivo primordial del subsidio es proporcionar empleos y en los casos en que la discriminación en el empleo causa o podría causar discriminación en la prestación de servicios de esos programas. El Título IX de las Enmiendas de Educación de 1972 prohíbe la discriminación en el empleo por razón de sexo en programas o actividades educacionales que reciben subsidios federales.

### **INDIVIDUOS CON IMPEDIMENTOS**

La Sección 504 de la Ley de Rehabilitación de 1973, según enmendada, prohíbe la discriminación en el empleo por razón de impedimentos en cualquier programa o actividad que recibe subsidios del gobierno federal. Se prohíbe la discriminación en todas las modalidades de empleo contra personas con impedimentos físicos y mentales que, con comodidad razonable, pueden desempeñar las funciones esenciales del empleo.

Si usted cree que ha sido discriminado en el empleo en un programa de cualquier institución que recibe subsidios federales, debe comunicarse de inmediato con la agencia federal que otorga el subsidio.

## ATTACHMENT H

**Minority Representation on Boards or Advisory Committees**

<b>Board of Claims &amp; Crime Victims Compensation</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	4	80%
Black of African American (Not Hispanic or Latino)	0	0
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	1	20%
Total Minority (not including women)	1	20%

<b>Kentucky Health Care Improvement Authority</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	1	6.67%
Black of African American (Not Hispanic or Latino)	1	6.67%
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown (including 2 vacancies)	13	86.66%
Total Minority (not including women)	1	6.67%

<b>Local Premium Tax Advisory Council</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	3	33.33%
Black of African American (Not Hispanic or Latino)	0	0
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown	6	66.67%
Total Minority (not including women)	0	0

<b>Health Insurance Advisory Council</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	0	0
Black of African American (Not Hispanic or Latino)	0	0
Hispanic or Latino	1	11.1%
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown	8	88.89%
Total Minority (not including women)	1	11%

<b>Kentucky Board of Boiler and Pressure Vessel Rules</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	7	100%
Black of African American (Not Hispanic or Latino)	0	0
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown	0	0
Total Minority (not including women)	0	0

<b>Manufactured Home Certification and Licensure Board</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	7	100%
Black of African American (Not Hispanic or Latino)	0	0
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown	0	0
Total Minority (not including women)	0	0

<b>Electrical Advisory Committee</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	1	9%
Black of African American (Not Hispanic or Latino)	0	0
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown	10	91%
Total Minority (not including women)	0	0

<b>Board of Housing, Building and Construction</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	16	94%
Black of African American (Not Hispanic or Latino)	1	6%
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown	0	0
Total Minority (not including women)	1	6%

<b>State Plumbing Code Committee</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	1	14%
Black of African American (Not Hispanic or Latino)	0	0
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown	6	86%
Total Minority (not including women)	0	0

<b>Board of Heating, Ventilation and Air Conditioning Contractors</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	7	100%
Black of African American (Not Hispanic or Latino)	0	0
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown	0	0
Total Minority (not including women)	0	0

<b>Kentucky Single Family Dwellings Advisory Committee</b>		
<b>Race/National Origin</b>	<b>Number</b>	<b>Percentage</b>
White (Not Hispanic or Latino)	7	87.5%
Black of African American (Not Hispanic or Latino)	0	0
Hispanic or Latino	0	0
American Indian or Alaskan Native (Not Hispanic or Latino)	0	0
Asian (Not Hispanic or Latino)	0	0
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0	0
Two or More Races (Not Hispanic or Latino)	0	0
Unknown	1	12.5%
Total Minority (not including women)	0	0

### Minority Representation of Total Cabinet Workforce

Race	Number	Percentage
White	614	93.5%
Black/African American	29	4%
Hispanic/Latino	4	.6%
American Indian/Alaskan Native	1	.2%
Asian	5	.8%
Native Hawaiian/Other Pacific Islander	0	0
Two or More Races	2	.3%
Other	2	.3%
Total	657	100%
Total White	614	93%
Total Minority	43	7%

ATTACHMENT I

# IF YOU NEED AN INTERPRETER, PLEASE POINT TO YOUR LANGUAGE



<b>Albanian:</b> Shqip Nëse keni nevojë për përkthyes, tregoni gjuhën tuaj.	<b>Arabic:</b> عربي إذا كنت في حاجة إلى مترجم، أشر إلى اللغة المطلوبة
<b>Armenian:</b> Հայերեն Եթե դուք բացարձակապես կարիք ունեւք, խնդրում ենք սահմանել ձեր լեզուն:	<b>Bosnian:</b> Bosanski Ako vam je potreban prevodilac, označite vas jezik.
<b>Cambodian:</b> ខ្មែរ បើអស់លោកត្រូវការអ្នកបកប្រែ សូមចុះឈ្មោះភាសារបស់ខ្លួន	<b>Croatian:</b> Hrvatski Ako vam je potreban prevodilac, označite vas jezik.
<b>Dutch:</b> Nederlands Als u een tolk nodig hebt, wijs dan uw taal aan.	<b>Farsi:</b> فارسی اگر به مترجم احتیاج دارید لطفاً با انگشت زبان خود را نشان دهید.
<b>Finnish:</b> Suomi Jos tarvitset tulkin, osoita haluamaasi kieliävalintaa.	<b>French:</b> Français Si vous avez besoin d'un interprète, indiquez votre langue.
<b>German:</b> Deutsch Bitte zeigen Sie auf Ihre Sprache, wenn Sie einen Dolmetscher brauchen.	<b>Greek:</b> Ελληνικά Εάν χρειάζεστε διερμηνέα, παρακαλώ δείξτε τη γλώσσα σας.
<b>Gujarati:</b> ગુજરાતી જો તમારે ભાષાંતરકર્તાની જરૂર છે તો તમારે ભાષા તરફ ચીંટવું.	<b>Haitian Creole:</b> Kreyòl Ayisyen Si w bezwen yon entèprèt, montre ki lang ou pale.
<b>Hebrew:</b> עברית אם נזכר לך צורך במתורגמן, הצביע על השפה שלך.	<b>Hindi:</b> हिन्दी यदि आप को भाषा अनुवादक की आवश्यकता हो, तो अपनी भाषा की ओर इशारा करें।
<b>Hmong:</b> Hmoob Yog koj xav tau tus neeg pes lus, taw tes rau koj yam lus.	<b>Hungarian:</b> Magyar Ha tolmácsra van szüksége, mutasson anyanyelvére.
<b>Ibo:</b> Ibo Oburu na ichoro onye nkowa okwu, tuo aka na asusu gi	<b>Italian:</b> Italiano Se avete bisogno di un interprete, puntate alla vostra lingua.
<b>Japanese:</b> 日本語 通訳をお捜しの場合、必要な言語を指し示してください。	<b>Korean:</b> 한국어 통역서비스가 필요한 언어를 선택하십시오.
<b>Laotian:</b> ພາສາລາວ ຖ້າທ່ານຕ້ອງການຮ່ວມພາສາລາວ ຈຶ່ງຊີ້ໃສ່ພາສາທີ່ທ່ານຕ້ອງການ	<b>Latvian:</b> Latviešu Ja Jums ir vajadzīgs tulks, lūdzu, norādiet Jūsu valodu.
<b>Norwegian:</b> Norsk Pek på ditt språk hvis du trenger hjelp av en oversetter.	<b>Polish:</b> Polski Jeżeli potrzebują Państwo tłumacza, proszę wskazać na swój język.
<b>Portuguese:</b> Português Se precisa de um intérprete aponte para o nome da língua que fala.	<b>Punjabi:</b> ਪੰਜਾਬੀ ਜੇ ਤੁਹਾਨੂੰ ਇੱਕ ਦਰਸ਼ਨੀਏ ਦੀ ਖ਼ਤਰ ਹੈ, ਤਾਂ ਆਪਣਾ ਭਾਸ਼ਾ ਵੱਲ ਸੂਚੀ ਕਰੋ।
<b>Romanian:</b> Română Dacă aveți nevoie de un interpret, va rugăm indicați către limba vorbită	<b>Russian:</b> Русский Если Вам нужен переводчик, укажите свой язык.
<b>Serbian:</b> Српски Ako vam je potreban prevodilac, označite vaš jezik.	<b>Somali:</b> Soomaali Hadaad u baahan tahay qof kuu turjuma, tilmaamo luqadaada.
<b>Spanish:</b> Español Si necesita un intérprete, señale su idioma.	<b>Swedish:</b> Svenska Om du behöver tolk, var god peka på ditt språk.
<b>Tagalog:</b> Tagalog Kung kailangan ninyo ng interpreter o tagasalin, ituro ang inyong wika.	<b>Tamil:</b> தமிழ் சமூகமொத்தமாக இத்தகையவர்களுக்குத் தேவையான மொழியைக் குறிப்பிட்டுக் காட்டவும்.
<b>Thai:</b> ไทย หากท่านต้องการล่าม กรุณาชี้ที่ภาษาของท่าน	<b>Vietnamese:</b> Tiếng Việt Nếu cần thông dịch viên xin hãy chỉ vào ngôn ngữ của quý vị.
<b>Yiddish:</b> אידיש אויב איר נויטיגט זיך אין א דאלמעטשער, ביטע צייגט אן אייער שפראך	<b>Yoruba:</b> Ede Yoruba Ti o ba nilo ogbufo, jowo toka si ede re

	Simplified Chinese	Traditional Chinese
Cantonese	粵語	粵語
Chaochow	潮州話	潮州話
Fukienese	福建話	福建話
Fuzhou	福州話	福州話
Mandarin	普通話	國語
Shanghai	上海話	上海話
Taiwanese	台灣話	台語
Toishanese	台山話	台山話
Ning Po	寧波話	寧波話
	如果您需要译员，请指向您的语言。	如果您需要譯員，請指向您的語言。



ATTACHMENT J



# CALL TOLL FREE 1-866-903-3647

- When greeted by a coordinator, please provide the following information:
  1. Cabinet
  2. Department
  3. Division
  4. Your Name
- Request the language needed, or ask for assistance in identifying the language.
- Hold momentarily while your interpreter is connected.
- The coordinator will inform you that the interpreter is now "on the line", and give you the interpreter's ID number.
- Explain the objective of the call to the interpreter. Then proceed by speaking directly to the non-English speaker in the first person.

**Example: "What is your name?" NOT "Ask her what her name is."**
- Upon completion of the call, all parties should simply hang up. Your time will be automatically recorded.



Account Code - 2248



## “One Moment Please” **TOOL**

Language:	Written in Language	Phonetic Pronunciation
<b>Albanian:</b>	Nje minutë ju lutem.	nee-yeh mee-noo-teh you loo-tem
<b>Arabic:</b>	دقيقة من فضلك	dakika meen fahdlock (masculine) dakika meen fahdlick (feminine)
<b>Chinese:</b>	请稍候	ching show hoe
<b>French:</b>	Un moment s'il vous plaît.	uhn moe-mon seal-voe-play
<b>German:</b>	Einon Moment bitte.	eye-nen moment bee-teh
<b>Gujarati:</b>	મેહરબાની કરીને એક પલ થોભસો.	meherbani kariné ek pul thobso
<b>Haitian Creole:</b>	Tanpri larin yon li moman.	tan-pree tan yaw tee moe-maw
<b>Hindi:</b>	कृपया एक पल प्रतीक्षा करें	kreepya ek pal prateeksha karen
<b>Italian:</b>	Un momento per favore.	oon moe-mento pair fah-vore-ay
<b>Japanese:</b>	少々お待ちください。	shosho omachi kudasai
<b>Korean:</b>	잠깐 기다리세요.	jam-kan ki-da-ri-se-yo
<b>Polish:</b>	Moment, proszę.	moment prosheh
<b>Portuguese:</b>	Um momento, por favor.	um moe-mento, poor fah-vor
<b>Russian:</b>	Подождите, пожалуйста.	padazhdite, pazhalusta
<b>Spanish:</b>	Un momento por favor.	oon moe-mento poor fah-vor
<b>Swahili:</b>	Subiri kidogo	soo-bee-re key-dough-go
<b>Tamil:</b>	சுயவு செய்து ஒரு நிமிடம்	dye-ya-vu seydu oru nimi-dom
<b>Vietnamese:</b>	Xin chờ một chút	sin char moe-chew

Form 1: 05/21/2009

**Public Protection Cabinet  
Complaint/appeal under Title VI of the Civil Rights Act of 1964**

Date: \_\_\_\_\_

TO: Director, Title VI Compliance

I, \_\_\_\_\_, hereby file an official complaint against

\_\_\_\_\_  
Name of Person or Agency

Located at: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_

Complainant's Address: \_\_\_\_\_

Street

City

State

Zip

Basis of Complaint: \_\_\_\_\_

Date of Alleged Discrimination: \_\_\_\_\_

Signed by Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

**Section below to be completed by cabinet:**

Referred to \_\_\_\_\_ on \_\_\_\_\_ for investigation and report.  
Agency Representative Date

\_\_\_\_\_  
Director, Title VI Compliance

Use back of sheet if necessary.

Form 2: 05/21/2009

## Public Protection Cabinet Report of Title VI Investigation

I, \_\_\_\_\_, representing \_\_\_\_\_ have  
Name, Title Name of Department

Investigated the complaint filed on \_\_\_\_\_ by \_\_\_\_\_  
Date Name of Complainant

Alleging that discrimination occurred which was in violation of the provisions of Title VI of the Civil Rights Act of 1964.

The results of the investigation were as follows:

- The agency or person was found to be in violation of Title VI.
- The agency or person was not found to be in violation of Title VI.
- The complainant withdrew the complaint.

A copy of the investigation report is attached.

Note: If the agency or person was found to be in violation of Title VI, briefly describe the remedial action taken to assure future compliance:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



Form 4: 05/21/2009

**Public Protection Cabinet  
Title VI Self-Survey**

1. Date of Survey: \_\_\_\_\_
2. Type of Survey:    Initial \_\_\_\_\_    Annual \_\_\_\_\_    Other \_\_\_\_\_
3. Cabinet: \_\_\_\_\_  
Address: \_\_\_\_\_
4. Cabinet Secretary: \_\_\_\_\_
5. Name of Title VI Coordinator: \_\_\_\_\_  
Title: \_\_\_\_\_
6. Review the minority representation on boards or advisory committees, as submitted by the Title VI Coordinators, whose agencies received federal financial assistance.
7. **Written Policy:** Verify written policy stating that service will be provided to all persons without regard to race, color, or national origin?
8. **Records:** Verify that permanent records of any complaints are kept on file :  
Where? \_\_\_\_\_
9. **Complaints:** If applicable, describe below any complaints received in this reporting period:

Name of Complaint	Race	Charge	Findings

10. **Dissemination:** Is Title VI information disseminated to your employees and your clients/applicants? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe how employees are informed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Describe how clients/applicants are informed: \_\_\_\_\_  
\_\_\_\_\_

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11. Are you confident that applicants and clients are clearly aware of their rights under Title VI, including the right to file a complaint?

Yes \_\_\_\_\_ No \_\_\_\_\_

12. Are new employees clearly informed about their specific responsibilities to clients under Title VI? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Are staff members periodically re-oriented or refreshed on information detailing their Title VI responsibilities??

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state by whom and how: \_\_\_\_\_

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14. **Compliance Assurance:** Do all federally funded contracts contain a Title VI statement of compliance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach a copy of the Title VI statement included in such contracts.

15. Are you confident that each of your sub-contractors or vendors, if any, is clearly aware of your facility/agency's commitment to Title VI?

Yes \_\_\_\_\_ No \_\_\_\_\_

16. Name and address of person completing the survey: \_\_\_\_\_