



TOWN OF  
**LOWELL**  
CULTIVATING COMMUNITY

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**MEMORANDUM**

**DATE:** April 22, 2024

**TO:** Lowell Town Council

**FROM:** Craig Hendrix, PE, Town Manager, Title VI/ADA Coordinator

**SUBJECT:** Goals and Accomplishments Report

**BACKGROUND**

The Lowell Town Council passed Resolution No. 2024-XX adopting its updated Title VI Plan on April 22, 2024. Similarly, the Council adopted its ADA Transition Plan on July 24, 2023. Pursuant to our current Title VI and ADA Transition Plan, I have prepared this 2024-2025 Goals and 2023 Accomplishments Report for your review. This report will be submitted annually at the time of adoption of the updated Title VI Plan.

**2024 PLAN SUMMARY**

On occasion Lowell receives federal and state funding for infrastructure improvement projects. As a condition of receiving these funds, Lowell must revise and adopt a new Title VI Plan every year and a new ADA Transition Plan every three years. INDOT was made aware of the adoptions of the new plans.

To date, Lowell has received no complaints related to its Title VI or ADA Plans.

Lowell received no voluntary public involvement surveys. These forms are placed near the agendas at every public meeting and can be found on the town's website.

**2023-2024 ACCOMPLISHMENTS**

The following is a listing of accomplishments for 2023-2024:

1. Updated, adopted and implemented Lowell's Title VI Plan.
2. Published annual nondiscrimination statement.
3. Posted an annual nondiscrimination statement at Lowell Town Hall and at its wastewater treatment plant and street department garage.
4. Included Title VI Assurances in all bid documents utilizing federal or state monies.
5. Monitored and used Census data, voluntary surveys, and other methods to ensure minority populations and LEP individuals have meaningful access to Lowell's programs, activities and services. Provided blank forms at each public meeting.

6. Updated town website equipped with technology making it accessible to the blind.
7. Posted Lowell's Title VI and ADA policies and forms on Lowell's website.
8. Continued to utilize live streaming of public meetings.
9. Updated employee handbook.
10. Attended INDOT Title VI Coordinator training on March 22, 2023.
11. Conducted training for town employees and town council members on March 21, 2023.
12. Added language to all public meeting agendas regarding those requesting accessible needs accommodations.
13. Completed ADA parking <sup>lot</sup> ~~not~~ projects identified in the ADA Transition Plan at the Lowell Wastewater Treatment ~~Plan~~ <sub>Plant</sub> and Lowell Town Hall.

## 2024-2025 GOALS

The following is a listing of proposed goals for 2024:

1. Continue to implement Lowell's Title VI Plan.
2. Continue to publish annual nondiscrimination statement.
3. Continue to post an annual nondiscrimination statement at Lowell Town Hall, wastewater treatment plant and street department garage.
4. Continue to review town programs and activities for Title VI compliance.
5. Continue to monitor and use Census data, voluntary surveys, and other methods to ensure minority populations and LEP individuals have meaningful access to Lowell's programs, activities and services.
6. Continue to post Lowell's Title VI and ADA policies and forms on Lowell's website.
7. Continue to implement live streaming of public meetings.
8. Update and follow ADA Transition Plan to keep current. Projects at Lowell Town Hall and Freedom Park are anticipated in 2024.
9. Continue to receive and conduct employee training.