



Non-Discrimination Statement – Title VI

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. SETDD is committed and fully complies with Title VI of the Civil Rights Act of 1964, and related statutes and regulations, in all programs and activities.

Making a Title VI Complaint

Any person who believes that they have been excluded, denied benefits, or been subjected to discrimination may file a written complaint to SETDD within 180 days following the date of the alleged discriminatory occurrence. The Title VI complaint should be sent to:

Amber Akins, Title VI Coordinator
Southeast Tennessee Development District
P.O. Box 4757
Chattanooga, TN 37405-0757
(423) 424-4233

Citizens can also file a complaint within 180 days of the date of alleged discrimination with an appropriate outside agency, such as:

Federal Coordination and Compliance Section- NWB
Civil Rights Division- US Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530
(888) 848-5306- English and Spanish (inglés y español)
(202) 307-2222
(202) 307-2678 (TDD)



CARCOG/ Southeast Tennessee Development District

Grievance Procedure

Title VI

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal finance assistance. This grievance procedure may be used by anyone who wishes to file a Title VI complaint alleging that he or she or any other program beneficiaries have been subjected to discrimination in his or her receipt of benefits and/or services from SETDD, or by a contractor or sub recipient on the grounds of race, color or national origin. These procedures do not deny the right of the complainant after completion of the Title VI complaint process to file a complaint with the state or federal agencies, or to seek private counsel for complaints alleging discrimination, intimidation or retaliation of any kind that is prohibited by law. This procedure applies to the CARCOG/Southeast Tennessee Development District (SETDD) applicants, participants, and service/training providers, and applies to all complaints where discrimination based on race, color, or national origin is alleged. The CARCOG/SETDD Title VI Coordinator will be available to assist in filing any complaint. Employee complaints will be addressed through procedures described in the CARCOG/SETDD Handbook. A Title VI Complaint Form may be found on SETDDs website or by contacting the Title VI Coordinator.

Local Complaint/Appeal Process

1. All complaints must be submitted in writing to the Title VI Coordinator at the Southeast Tennessee Development District Office in the form of a letter at the following address*:

Title VI Coordinator

Southeast Tennessee Development District

P. O. Box 4757

Chattanooga, TN 37405-0757

All complaints must include:

- Name, address, and date of complaint
 - A description of each allegation
 - If there are any witnesses, their names are included
 - Date of the incident (or time frame, if there is an occurrence over a period of time), and date of filing;
 - Signature of complainant
 - Complaints must be submitted within 180 days of the date of the incident
2. The Title VI Coordinator will provide written acknowledgement of receipt of the complaint to the complainant.
 3. The Title VI Coordinator will launch an investigation.
 4. The Title VI Coordinator will hold a formal verbal discussion with complainant within 15 workdays of receipt of complaint.
 5. The Title VI Coordinator will communicate a written decision to the complainant within ten workdays of the verbal discussion.
 6. Should the complainant not be satisfied, the complainant may file a written appeal with the Executive Director of the Southeast Tennessee Development District.
 7. The Executive Director will render a written decision to the complainant within ten working days of receipt of the appeal. If more time is required to reach a decision, the complainant will be notified in writing of the time by which a decision will be made.
 8. If dissatisfied with the Executive Director's ruling, the complainant may petition the Executive Director for a hearing.
 9. The Executive Director will appoint a committee and convene a hearing to hear the complaint. The hearing will be limited to the original complaint and the complainant can choose to be represented by another individual, including legal counsel.
 10. The committee's written decision will be conveyed to the complainant within ten working days.
 11. The decision of the committee may be appealed to the State.
 12. Copies of all appeals will be forwarded to all necessary departments.
 13. All files pertaining to complaints will be maintained not less than three years, and will be available to all federal and state monitors.

**Complaints alleging discrimination based on the grounds of race, color, or national origin may be filed by contacting the Title VI Coordinator at the Southeast Tennessee Development District, P. O. Box 4757, Chattanooga, TN 37405-0757, or by contacting an appropriate outside agency, such as Federal Coordination and Compliance Section-NWB, Civil Rights Division- US Department of Justice, 950 Pennsylvania Ave, NW, Washington, DC 20530.*



TITLE VI COMPLAINT FORM

Any person who believes that a department or agency receiving Federal financial assistance has discriminated against someone on the basis of race, color or national origin may file a complaint. The complaint must be filed within 180 days after the date of the alleged discrimination.

SECTION I:	
Name:	
Address:	
Telephone(Home):	Telephone(Work):
Telephone(Cell):	
E-mail:	
Please provide the name, address and telephone number of someone who can assist us in contacting you should we have difficulty in reaching you:	

SECTION II:
Base of Discrimination: <input type="checkbox"/> Race: <input type="checkbox"/> Color: <input type="checkbox"/> National Origin: <input type="checkbox"/> Retaliation
<i>Check below if you were retaliated against because of any of the following:</i> <input type="checkbox"/> Filed a complaint against discrimination <input type="checkbox"/> Gave testimony or otherwise participated in a discrimination investigation <input type="checkbox"/> Opposed or objected to discrimination <input type="checkbox"/> Other:
Date of Alleged Discrimination(MMDDYYYY): Is it ongoing? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III:

Have you previously filed a Title VI complaint with this agency? Yes No

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes No

If yes, check all that apply: Federal Court State Agency State Court Local Agency

Please provide information about a contact person at the agency/court where the complaint was filed:

Name:

Title:

Agency:

Address:

Telephone:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Complainant Signature

Date

Please submit this form in person at the address below:

Title VI Coordinator
Southeast Tennessee Development District
1000 Riverfront Parkway
Chattanooga, TN 37402

Or mail this form to:

Southeast Tennessee Development District
P.O. Box 4757
Chattanooga, TN 37405-0757