



## **Policy Statement**

The City of Dublin, hereinafter referred to as the 'Recipient' assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

In the event the Recipient distributes federal aid funds to a sub-recipient the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient, Dwayne Greer, Human Resources Director, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.



### **Title VI Notice to the Public**

U.S. Department of Justice regulations, 28 Code of Federal Regulations, Section 42.405, Public Dissemination of Title VI Information, require recipients of Federal financial assistance to publish or broadcast program information in the news media. Advertisements must state that the program is an equal opportunity program and/or indicate that Federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by the program. The following is the public notice used by City of Dublin:

City of Dublin, Georgia hereby gives public notice that it is the policy of the City of Dublin to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. It is our policy that no person in the United States of America shall, on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity receiving Federal financial assistances.

Any person who believes he/she has been subjected to unlawful discriminatory practice under Title VI has a right to file a formal complaint. The formal complaint must be filed in writing or in person with City of Dublin's Title VI Compliance Officer. Title VI Discrimination Complaint Forms must be used and may be obtained by going to City of Dublin's website or by calling or emailing City of Dublin's Title VI Compliance Officer whose contact information may be found on City of Dublin's website or requested by calling City of Dublin's City Manager Office at (478) 272-1620.



## **Discrimination Complaint Procedure**

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the recipient's Title VI Specialist for review and action.
2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:
  - a. The date of alleged act of discrimination; or
  - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Specialist. If necessary, the Title VI Specialist will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the recipient's investigative procedures.
4. Within 10 days, the Title VI Specialist will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as GDOT and USDOT.
5. The recipient will advise GDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to GDOT:
  - a. Name, address, and phone number of the complainant.
  - b. Name(s) and address(es) of alleged discriminating official(s).
  - c. Basis of complaint (i.e., race, color, national origin or sex)
  - d. Date of alleged discriminatory act(s).
  - e. Date of complaint received by the recipient.
  - f. A statement of the complaint.
  - g. Other agencies (state, local or Federal) where the complaint has been filed.

- h. An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
6. Within 60 days, the Title VI Specialist will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the recipient. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
7. Within 90 days of receipt of the complaint, the head of the recipient will notify the complainant in writing of the final decision reached including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with GDOT, or USDOT, if they are dissatisfied with the final decision rendered by the Recipient. The Title VI Specialist will also provide GDOT with a copy of this decision and summary of findings upon completion of the investigation.
8. Contact for GDOT's Title VI staff is as follows:

Georgia Department of Transportation  
Office of Equal Opportunity, Title VI Program  
600 West Peachtree Street, N.W. 7<sup>th</sup> Floor  
Atlanta, GA 30308  
9404) 631-1497

**TITLE VI COMPLAINT FORM (to be completed by Complainant)**

Title VI of the 1964 Civil Rights Act States: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Please provide the following information, necessary in order to process your complaint. Assistance is available upon request.

Complainant's Name (Last, first, middle initial)

Street address City State ZIP Code

Primary phone number Other phone number E-mail address

Person discriminated against, if not complainant:

Name (Last, first, middle initial)

Street address City State ZIP Code

Primary phone number Other phone number E-mail address

Are you filing this complaint based on sex, race, color, or national origin?

Yes  No

If yes, select all applicable:

Sex \_\_\_\_\_ Race \_\_\_\_\_ Color \_\_\_\_\_ National Origin \_\_\_\_\_

Explain as briefly and clearly as possible the actions or inactions leading to your complaint of discrimination, including the names and job titles (if known) of the of those individuals perceived as parties involved in or witnesses to the discriminatory actions/inactions. Additionally, please include how other persons, if any, were treated differently than you. If you need more space, please attach additional pages. You may also attach any other written materials or information you think is relevant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of alleged act of discrimination (or date when the complainant(s) became aware of the alleged discrimination): \_\_\_\_\_

Date of the last act of discrimination (or date on which discriminatory conduct discontinued): \_\_\_\_\_

Are there any witnesses? Yes  No

If there were witnesses, please provide their contact information below. If more than two witnesses, please attach additional pages with the requested information.

\_\_\_\_\_  
First Witness Name (Last, first, middle initial)

\_\_\_\_\_  
Street address City State ZIP Code

\_\_\_\_\_  
Primary phone number Other phone number E-mail address

\_\_\_\_\_  
Second Witness Name (Last, first, middle initial)

\_\_\_\_\_  
Street address City State ZIP Code

\_\_\_\_\_  
Primary phone number Other phone number E-mail address

Did you file this complaint with another federal, state, or local agency; or with a federal or state court?

Yes  No

If the answer is yes, check each agency complaint was filed with:

\_\_\_\_\_  
State Court Local Agency  
\_\_\_\_\_  
Federal Agency Federal Court  
\_\_\_\_\_  
State Agency Other

Please provide contact person information for the agency you also filed the complaint with:

\_\_\_\_\_  
Agency Contact Name (Last, first, middle initial)

\_\_\_\_\_  
Street address City State ZIP Code

\_\_\_\_\_  
Primary phone number E-mail address

**Complainant's Signature:** \_\_\_\_\_

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

**Please deliver this form to:**

City of Dublin  
ATTN: EEO Officer, Dwayne Greer  
100 South Church Street  
P.O. Box 690  
Dublin, Georgia 31040

**FOR TITLE VI COMPLIANT OFFICER'S USE ONLY:**

**Date of Acceptance:** \_\_\_\_\_