



PERRY COUNTY

John H. Carroll, County Mayor

P.O. Box 16 • Linden, TN 37096 • (931)589-2216

Perry County Nondiscrimination Compliance Procedures

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscretionary provisions may file a written complaint with the Perry County Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
 - Complaint shall be in writing and signed by the complainant(s).
 - Include the date of the alleged act of discrimination (date when the complaint became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest incident of the conduct).
 - Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complaint of incident.
 - Allegations received by fax or email will be acknowledge and processed once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed, original copy of the fax or email transmittal for Perry County to be able to process it.
 - Allegations received by telephone will be reduced to writing and provided to complainant for confirmation or revision before proceeding.
 - A complaint form will be forwarded to the complainant for him or her to complete, sign, and return to Perry County for processing.

2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. Complaints against Perry County will be referred to the appropriate State and Federal Agency for proper disposition pursuant of their procedures.

3. In order to be accepted, a complaint must meet the following criteria:

- The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
 - The allegations(s) must involve a program or activity of a Federal-Aid recipient, sub-recipient or contractor.
4. A complaint may be dismissed for the following reasons:
 - The complaint requests the withdrawal of the complaint.
 - The complaint fails to respond to repeated requests for additional information needed to process the complaint.
 - The complainant cannot be located after reasonable attempts.
 5. Once Perry County decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within seven calendar days. The complaint will receive a case number and will then be logged into the Perry County records identifying its basis and alleged harm.
 6. In cases where Perry County assumes the investigation of the complaint, Perry County will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of Perry County written notification of acceptance of the complaint to furnish his or her response to the allegations.
 7. Perry County's final investigative report and a copy of the complaint will be forwarded to the appropriate State or Federal Agency and affected parties within 60 calendar days of the acceptance of the complaint.
 8. Perry County will notify the parties of its final decision.
 9. If complainant is not satisfied with the results of the investigation of the alleged discrimination and practices the complainant will be advised of the right to appeal to the appropriate State or Federal Agency.



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Date: _____

Name: _____

Phone: _____

Address _____

Nature of Complaint:

If needed you can use the back of the page to finish your complaint.

Signature Date

Witness Date

Perry County Government

Title VI Nondiscrimination Statement
Título VI Declaración de Prohibición de Discriminación

Perry County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, or national origin.

Perry County Government asegura el cumplimiento del Título VI del Acto de Derechos Civiles de 1964; 49 CFR, Parte 21, relacionados estatutos y normas para asegurar que ninguna persona sea excluida o discriminada, o que se le nieguen los beneficios de cualquier programa o actividad la cual reciba ayuda financiera federal del Departamento de Transporte de los Estados Unidos sin importar su raza, color, o origen nacional.

Any person who believes he or she has been discriminated against can file a complaint with the appropriate agency:

Cualquier persona que crea que ha sido discriminada puede presentar una queja ante la agencia correspondiente:

If you feel your rights have been violated under Title VI of the Civil Rights Act of 1964, you can file a complaint at any of the agencies listed below.

Si cree que se han violado sus derechos según el Título VI de la Ley de Derechos Civiles de 1964, puede presentar una queja en cualquiera de las agencias que se enumeran a continuación.

Perry County Government
Sabrina Swindle
Title VI Coordinator
121 East Main Street
Linden, TN 37096
931.589.2216

TN Dept of Transportation Civil Rights Division William R. Snodgrass TN Tower 312 Rosa L. Parks Avenue 15th Floor Nashville, TN 37243-0347 888.370.3647	FHWA Office of Civil Rights 1200 New Jersey AVE, S.E. 8 th Floor E81-314 Washington, DC 20591 202.366.0693	FTA Office of Civil Rights Title VI Coordinator East BLD, 5 th Floor – TCR 1200 New Jersey AVE, S.E. Washington, DC 20590 888.446.4511	Federal Aviation Administration Office of Civil Rights, ACR-1 800 Independence AVE, S.W. Washington, DC 20291
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