



## **Title VI Department of Justice**

### **Title VI Notice of Compliance**

It is the policy of the City of Etowah, under Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; and related statutes and regulations, that no person shall on the basis of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the City or its sub-recipients.

### **Title VI Coordinator**

The City of Etowah has established a Title VI Coordinator to investigate and seek to resolve any complaints regarding participation, benefit of, or discrimination or retaliation under any of the City or its sub-recipients programs.

Eva Valentine, Title VI Coordinator  
723 Ohio Avenue, Etowah, TN 37303  
E-mail: [valentine@cityofetowahtn.com](mailto:valentine@cityofetowahtn.com)

Phone: 423-263-2202 Ext. 5

### **Title VI Grievance Procedure**

#### **Purpose**

The purpose of the City of Etowah's Title VI program is to establish and implement procedures that comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 (ADA), as well as other related federal and state statutes and regulations. These procedures have been adopted to conform to Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) regulations, as well to

Tennessee Department of Transportation (TDOT) guidelines. The City does not tolerate discrimination in any of its programs, services or activities; and will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status. The City values diversity and both welcomes and actively seeks input from all interested parties, regardless of cultural identity, background or income level.

## **Procedure**

1. All complaints shall include:

Name, address and contact number of the person making the complaint;

Names, addresses and contact numbers of witnesses;

A narrative or statement describing the alleged violation of Title VI, including date and time of the alleged violation and City program or facility where the alleged violation occurred; and

Any other documentation that may provide an additional explanation or identification of the alleged violation.

Note: Alternative means of filing complaints, such as personal interviews or a recording of the complaint will be made available for persons upon request.

2. All complaints shall be filed no later than 180 days from the date of the alleged discrimination.
3. Within fifteen (15) calendar days after receipt of the complaint, the Title VI Coordinator will meet with the complainant to discuss the complaint and possible resolution.
4. Within thirty (30) calendar days of the meeting, the Title VI Coordinator will complete an investigation of the allegations and respond in writing to the person who filed the complaint. The response will explain the position of the City and offer options for substantive resolution of the complaint.
5. The person who filed the complaint may appeal the written response if it does not satisfactorily resolve the issue. Appeals must be submitted in writing, within fifteen (15) calendar days after receipt of written response to the City Manager.