

HALL COUNTY

NEBRASKA



Title VI Discrimination Complaint Procedures

Allegations of Discrimination in Federally Assisted Programs or Activities

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 Americans 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 Hall County. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to Hall County's Title VI Coordinator 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, Hall County may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

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 elected official or employee of Hall County, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator 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 Hall County's investigative procedures.
4. Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of procedures to be followed, and advise the complainant of other avenues of redress available, such as the Nebraska Department of Roads (NDOR).

5. Hall County will advise NDOR within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to NDOR:
 - 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 Hall County.
 - 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 Hall County has taken or proposed to resolve the issue raised in the complaint.
6. NDOR will forward the complaint to FHWA. FHWA Office of Civil Rights will determine the appropriate individual and/or organization to conduct the investigation.
7. Within 60 days, the Title VI Coordinator 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 Chair of the Hall County Board of Supervisors. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
8. Within 90 days of receipt of the complaint, the Chair of the Hall County Board of Supervisors 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 NDOR, or USDOT, if they are dissatisfied with the final decision rendered by the LPA. The Title VI Coordinator will also provide NDOR with a copy of this decision and summary of findings upon completion of the investigation.
9. Any complaints received against Hall County should immediately be forwarded to NDOR for investigation. Hall County will not investigate any complaint in which it has been named in the complaint.
10. Contacts for the different Title VI administrative jurisdictions are as follows:

Title VI Coordinator
 Marla Conley
 Hall County Clerk
 121 South Pine Street
 Grand Island, Nebraska 68801
 (308) 385-5080

Nebraska Department of Roads
 Human Resources, Title VI Program
 1500 NE Highway 2, P.O. Box 94759
 Lincoln, NE 68509-4759
 (402) 479-4870

Federal Highway Administration
 Nebraska Division Office
 100 Centennial Mall North
 Lincoln, NE 68508
 (402)437-5765



Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color, national origin, age, disability/handicap or sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance."

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

1. Complainants' Name _____
2. Street Address _____
3. City, State and Zip Code _____
4. Telephone Number (home) _____ business _____
Cell _____
5. Person discriminated against (if someone other than the complainant)

Name _____
Address _____
City, State and Zip Code _____
6. Which of the following best describes the reason you believe the Discrimination took place? Was it because of your: (check reason)
 - a. Race/Color _____
 - b. National Origin _____
 - c. Age _____
 - d. Disability _____

7. What date did the alleged discrimination take place and the location?
Explain what happened and whom you believe was responsible. Please use the
back of this form if additional space is required.

8. 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 Agency _____ Federal Court _____ State Agency
___ State court _____ Local Agency

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

Name _____

Address _____

City, State and Zip Code _____

Telephone Number _____

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

Complainant's Signature

Date

Please file Complaint with:

Title VI Coordinator
Marla Conley
Hall County Clerk
121 South Pine Street
Grand Island, NE 68801