

Appendix D Title VI Sample Notice to Public

Notifying the Public of Rights Under Title VI

SUWANNEE RIVER ECONOMIC COUNCIL, INC.

- **SUWANNEE RIVER ECONOMIC COUNCIL, INC.** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with **SUWANNEE RIVER ECONOMIC COUNCIL, INC.**
- For more information on **SUWANNEE RIVER ECONOMIC COUNCIL, INC.'s** civil rights program, and the procedures to file a complaint, contact 386-362-4115 or visit our administrative office at 1171 Nobles Ferry Road, Live Oak FL 32064.
- If information is needed in another language, contact **386-362-4115**

FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.

Title VI Procedures and Compliance

Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color, or national origin by **SUWANNEE RIVER ECONOMIC COUNCIL, INC.** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). **SUWANNEE RIVER ECONOMIC COUNCIL, INC.** investigates complaints received no more than 180 days after the alleged incident. **SUWANNEE RIVER ECONOMIC COUNCIL, INC.** will process complaints that are complete.

Once the complaint is received, **SUWANNEE RIVER ECONOMIC COUNCIL, INC.** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

SUWANNEE RIVER ECONOMIC COUNCIL, INC. has **ninety (90)** days to investigate the complaint. If more information is needed to resolve the case, **SUWANNEE RIVER ECONOMIC COUNCIL, INC.** may contact the complainant. The complainant has **ten (10)** business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within **ten (10)** business days, **SUWANNEE RIVER ECONOMIC COUNCIL, INC.** can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has **seven (7)** days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public **on SUWANNEE RIVER ECONOMIC COUNCIL, INC.'s website www.srecinc.org.**

Complaint Form

A copy of the complaint form in English is provided in Appendix E and on **SUWANNEE RIVER ECONOMIC COUNCIL, INC.'s website www.srecinc.org.**

Appendix E Complaint Form

SUWANNEE RIVER ECONOMIC COUNCIL, INC.

Title VI Complaint Form

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
Section II:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party: _____			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
Section III:			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age
<input type="checkbox"/> Disability	<input type="checkbox"/> Family or Religious Status	<input type="checkbox"/> Other (explain) _____	
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.			

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

Section V

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 _____

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

Name:

Title:

Agency:

Address:

Telephone:

Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

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

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

SUWANNEE RIVER ECONOMIC COUNCIL, INC

Title VI Liaison

POB 70

Live Oak FL 32064