

# **Town of Mount Carmel Title VI Management Plan**

Notice:

This plan was developed to guide the Town of Mount Carmel in its administration and management of Title VI-related activities. It is a working plan and is not codified within the Town Charter or its ordinances.

As with any other Town activity, the public is invited to review and submit comments and suggestions at any time regarding the Title VI program.

Suggestions and comments may be submitted to the attention of the Title VI Coordinator, P.O. Box 1421, 100 East Main Street, Mount Carmel, TN 37645.

# Town of Mount Carmel Title VI Management Plan

## **I. Statement of Policy:**

No person shall, on the grounds 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.

## **II. Applicability:**

Program or Activity defined: A program or activity is any Town department defined by the municipal charter or any organizational structure implemented by the elected officials of the Town, and any appropriate board or commission established to facilitate the work of such department.

This policy applies to all activities of any department if, any federal assistance is received by that department.

## **III. Title VI Coordinator:**

The Mayor shall designate a Town employee to serve as the Title VI Coordinator.

## **VI. Record Keeping:**

The Title VI Coordinator will maintain permanent records, submit required Title VI reports and complete all Title VI self-surveys. Records may include, but are not limited to, rosters of Non-Elected Boards and Commissions, copies of complaints and related documentation, records of correspondence to and from complainants, and self-surveys requested by a department of the State of Tennessee or any other government entity.

## **VII. Title VI Information Dissemination:**

Title VI information posters shall be prominently and publicly displayed in each department.

Title VI information shall be disseminated to Town employees at least once per year via the Employee Education form (see Appendix) in payroll envelopes. This form reminds employees of the Town's policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the Town's expectations to perform their duties accordingly. (see Appendix)

Title VI information shall be disseminated to citizens at least once per year by public access service announcements over the public access channel.

Whenever possible, the Town of Mount Carmel will take positive and specific actions to advise minorities of program availability by using such means of communication as local news media, mass media, internet messaging, and public area postings.

## **VIII. Subcontracts and Vendors:**

All subcontractors and vendors who receive payments from the Town of Mount Carmel where funding originates from any federal assistance received by the involved department are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package, which becomes an associated component of the contract.

**IX. Public Interaction:**

Town facilities (such as restrooms, park facilities, sidewalks, streets, etc.), which are accessible to citizens, shall be accessible without regard to race, color, or national origin.

Town employees shall use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address citizens without regard to race, color or national origin.

**X. Complaint Management:**

**SUBMITTING COMPLAINTS**

All complaints shall be in written form. Complainant should state specifically the allegations of Title VI discrimination in writing and present the complaint to the Title VI Coordinator. The complainant is required to sign and date the written complaint. Refusal to sign the complaint will provide basis for administrative closure of the complaint. No unsigned, undated complaint will be considered.

Complaint information shall minimally include the following items:

1. Name, address, and phone number of the complainant.
2. Name and location of the Town entity delivering the service.
3. A description of the incident that led the complainant to feel discrimination occurred.
4. The basis of the complaint (race, color, or national origin) must be stated.
5. Names, addresses, and phone numbers of other persons who may have knowledge of the alleged discrimination.
6. The date or dates on which the alleged discrimination occurred.

The Title VI Complaint Form (see Appendix) may be used to submit the complaint information, but its use is not required. If the complaint form is not used, the Title VI Coordinator may request that the complainant provide any additional details that may be included on the Complaint Form to ensure information needs are satisfied.

All complaints shall be responded to, recorded, investigated, and records maintained by the Title VI Coordinator.

**COMPLAINT PROCESSING**

When a complaint is received, the Title VI Coordinator will assign a case number and construct a case file.

The Title VI Coordinator will review the complaint information prepare a letter to the complainant acknowledging the complaint (and requesting additional information, if necessary).

The Title VI Coordinator and the Chief of Police or their designees will investigate the complaint. Interviews with complainant, other persons with personal knowledge of the allegations, and Town entities affected will be conducted. Other persons of their choosing during any interview session may accompany parties.

The Title VI Coordinator will prepare a report of the findings of fact and a recommended action, and submit the report to the Mount Carmel Human Relations Committee for consideration.

The Mount Carmel Human Relations Committee will review the case and render a finding that the alleged discrimination is substantiated or not substantiated. This finding will be submitted to the Mount Carmel Human Relations Committee in writing, and all case materials will be returned to the Title VI Coordinator.

The Title VI Coordinator will advise the complainant by certified mail of the findings of the Mount Carmel Human Relations Committee, and the actions that will follow.

All complaints will be handled within 60 days of their filing with the Title VI Coordinator.

In the event a complaint is filed against the Town or a Town department, and not an individual, the Title VI Coordinator will close the complaint case and forward the complaint information to the appropriate state entity.

An advisory will be forwarded to the appropriate state agency whenever any complaint has been received by the Title VI Coordinator.

### Community Outreach Media Relations

- Broadcast Coverage
- Community Presentations
- News Releases
- Newspaper Articles
- Public Meetings
- Public Service Announcements
- Web Site

### Public Involvement Activities Implementation Threshold

Public involvement activities will be implemented for each project exceeding \$800,000 in value.

### Example of Process

- Public Notification
- Public meeting notice advertisements
- Notice on web site
- Media Coverage: news releases, articles, Radio PSAs
- Solicitation of Comments from Stakeholders
- Public meetings
- Web site
- Questionnaires/Surveys
- Incorporate Public Comments and Respond to Inquiries

### **XI. Procedure for Communicating with Limited English Proficiency Residents**

In the event a person with Limited English Proficiency (LEP) initiates any contact with Town personnel regarding activities, projects, or communication items, it behooves the Town to provide the best services, information, or response possible, as with persons who have no language barrier.

The sequence of attempts to communicate should be:

Ask if the person can speak English. In their excitement or confusion, it is not unusual for English as a Second Language persons to revert to their native language when trying to communicate.

Use “One Moment Please” and “Point to Your Language” cards, to attempt to determine the primary language. Whether this works or not, contact the Mount Carmel Police Department to see if they have someone on duty who could attempt to speak to the person either face to face or on the phone to communicate with them. “One Moment Please” and “Point to Your Language” cards are available from internet listings, or from the Title VI Coordinator. (see Appendix)

Another method of communicating, write a note explaining that the bearer has contacted a Town office (specify department, employee, and phone number) and that due to a language barrier has been unable to communicate their needs and which also requests that the person reading the note contact the Town at the number provided to interpret/translate for the needy person. Give the note to the person and try to communicate that they should return the next business day, using a calendar and pointing to the date.

If the need is for oral language interpretive services, the supervisor will take appropriate actions to provide the assistance as soon as possible through WorldWide Interpreters, Inc., 516 Missouri, South Houston, TX 77587, phone number 866-967-5313, without jeopardizing his/her duties as a supervisor.

At all times, maintain a gracious, friendly attitude to put the resident at ease, and to indicate our attempt to be helpful.

## **XII. Contracting and Minority Contractor Relationships**

The Town is subject to Tennessee law governing the awarding of contracts. Most simply stated, contracts are to be let to the “lowest and/or best bidder.” Other variables cannot be inserted into non-emergency purchasing decisions.

To ensure minority-owned and women-owned businesses are afforded opportunity to be considered for contracts, the Town has expanded the various means of publicizing bid announcements. While some funding agencies may require specific advertising activities, most procurement activities do not. In those cases, any or all of the following means of reaching potential vendors may be used:

- Advertising in local news media

- Internet posting on the Town web site may be used on large projects

- Former contract holders may be contacted

- Internet searches for potential vendors

On occasion, specific minority contractor participation goals may set by funding agencies. Large projects may result in the procurement of a prime contractor. During pre-bid and pre-construction conferences, potential prime contractors are advised of the minority contractor goals and the efforts required to seek sub-contract opportunities for the small contractor within the overall prime contract scope of work.

## **APPENDIX**

**SPECIAL NOTE:**

All material in the Appendix is ancillary to the Management Plan, and is subject to change on an unannounced basis.

## **APPENDIX A Employee Annual Education Form**

### **Title VI Policy**

No person shall, on the grounds 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.

All employees of the Town of Mount Carmel are expected to consider, respect and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to Marian Sandidge, Mount Carmel's Title VI Coordinator, at Town Hall, phone number 423-357-7311.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

### **Español: el Título VI del Acta de los Derechos Civiles de 1964**

#### **Spanish: Title VI of the Civil Rights Act of 1964**

Muni está dedicado a asegurar que ninguna persona sea excluida de participar o que sea negada de sus beneficios u otros servicios debido a su raza, color o país de origen, los cuales son protegidos bajo el Título VI del Acta de los Derechos Civiles de 1964. Si usted cree que ha sufrido discriminación de acuerdo al Título VI, envíe una queja por escrito a: Marian Sandidge, Mount Carmel Title VI Coordinator, Mount Carmel City Hall, Mount Carmel, TN phone 423-357-7311.

### **PUBLIC NOTICE OF TITLE VI RIGHTS**

It is the Town of Mount Carmel's policy that no person shall, on the grounds 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.

Any inquiries or complaints related to Title VI may be sent in writing to Marian Sandidge, Title VI Coordinator, P.O. Box 1421, Mount Carmel, TN 37645 or by calling (423) 357-7311.

## **APPENDIX B New Employee Orientation on Title VI**

Statement of the policy: No person shall, on the grounds 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.

All employees of the Town of Mount Carmel are expected to consider, respect and observe this policy in their daily work and duties. If a citizen approaches you with a discrimination question or complaint that appears to be based on some type of discrimination, direct him or her to the Title VI Coordinator, Marian Sandidge, and is located in Town Hall. Phone number is 423-357-7311.



# APPENDIX C Title VI Discrimination Complaint Form

Case Number \_\_\_\_\_

Note: We are asking for the following information to assist us in processing your complaint. If you need help in completing this form, please let us know. You will need to sign and validate the information provided.

1. Complainant's Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_  
Telephone Number – home (\_\_\_\_) \_\_\_\_\_  
business (\_\_\_\_) \_\_\_\_\_

2. Person discriminated against (if someone other than the complainant)  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, and Zip Code \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_

3. What is the name and location of the person/department that you believe discriminated against you?  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, and Zip Code \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_

4. Which of the following best describes the reason you believe discrimination took place? Was it because of your:

a. Race (specify why)

\_\_\_\_\_

b. Color (specify why)

\_\_\_\_\_

c. National Origin (specify why)

\_\_\_\_\_

d. What date did the alleged discrimination take place?

\_\_\_\_\_

(Must be within the past 180 days)

5. In your own words, describe the alleged discrimination. Explain what happened, and whom you believe was responsible.

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

(Use more sheets or the back of this page, if needed)

6. Have you tried to resolve this complaint through internal grievance procedures at the Town? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

If yes, what is the status of the grievance? \_\_\_\_\_

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

Name and title of the person who is handling the grievance procedure.

Name \_\_\_\_\_ Title \_\_\_\_\_

7. 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 \_\_\_\_\_

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

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_

9. Do you intend to file this complaint with another agency?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when and where do you plan to file the complaint?

Date \_\_\_\_\_

Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_

10. Has the complaint been filed with the Town before?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? Date \_\_\_\_\_

11. Have you filed any other discrimination complaints with the Town?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when and against whom were they filed?

Date \_\_\_\_\_

Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_

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

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

If someone other than the complainant completed this form, please provide information about who assisted the citizen with this document:

## **APPENDIX D Letter Acknowledging Receipt of Complaint**

Today's Date

Ms. Jo Doe  
123 Main St.  
Mount Carmel, Tennessee 37645

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the Town of Mount Carmel alleging \_\_\_\_\_ in the \_\_\_\_\_ program.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 423-357-7311, or writing to me at this address.

Sincerely,

Marian Sandidge,  
Title VI Coordinator

## APPENDIX E Letter Notifying Complainant That Complaint is Substantiated

Today's Date

Ms. Jo Doe  
123 Main St.  
Mount Carmel, Tennessee 37645

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against the Town of Mount Carmel alleging denial of participation of minorities in the \_\_\_\_\_ program has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Marian Sandidge,  
Title VI Coordinator

## APPENDIX F Letter Notifying Complainant that the Complaint Is Not Substantiated

Today's Date

Ms. Jo Doe  
123 Main St.  
Mount Carmel, Tennessee 37645

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against the Town of Mount Carmel alleging \_\_\_\_\_ in the \_\_\_\_\_ program has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The Mount Carmel Title VI Committee has analyzed the materials and facts pertaining to your case for evidence of the Town's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I, therefore, advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Marian Sandidge,  
Title VI Coordinator

## APPENDIX G Non-Elected Boards or Commissions

| <b>Boards &amp; Commissions</b>              | <b>Number</b> | <b>Term (yrs)</b> | <b># White</b> | <b>#Black</b> | <b>#Asian</b> | <b>#Other</b> | <b>#Hispanic</b> | <b>#Female</b> |
|--|---------------|-------------------|----------------|---------------|---------------|---------------|------------------|----------------|
| Beer Board                                   | 7             | Yearly            | 7              |               |               |               |                  | 2              |
| Board of Zoning Appeals                      | 9             | 3 years           | 9              |               |               |               |                  | 1              |
| Construction Board of Adjustment & Appeals   | 8             | 3 years           | 8              |               |               |               |                  | 3              |
| Disabled Resident Access Committee           | 6             | Yearly            | 6              |               |               |               |                  | 3              |
| Business Development Committee               | 5             | Yearly            | 5              |               |               |               |                  | 1              |
| Housing Authority                            | 5             | Varies            | 5              |               |               |               |                  | 1              |
| Human Relations Committee/Title VI Committee | 6             | Yearly            | 6              |               |               |               |                  | 2              |
| Fire Dept Advisory Board                     | 6             | 3 years           | 6              |               |               |               |                  | 1              |
| Library Board                                | 7             | 3 years           | 7              |               |               |               |                  | 5              |
| Parks Commission                             | 9             | 3 years           | 9              |               |               |               |                  | 3              |
| Planning Commission                          | 9             | 3 years           | 9              |               |               |               |                  | 1              |
| Public Utility Board                         | 5             | 5 years           | 5              |               |               |               |                  | 1              |
| <b>TOTALS</b>                                | <b>82</b>     |                   | <b>82</b>      |               |               |               |                  | <b>24</b>      |

**Appendix H**  
**LIMITED ENGLISH PROFICIENCY PROCEDURE**

**TOWN OF MOUNT CARMEL, TENNESSEE**  
**LIMITED ENGLISH PROFICIENCY (LEP) PROCEDURE**

The Town of Mount Carmel does not discriminate against anyone with Limited English Proficiency (LEP), who participates in our programs and/or services. We have taken steps to ensure that all individuals will be able to communicate, either through written or oral language services, with all members of our staff. These steps are as follows:

1. Employees will have access to “One Moment Please” and “Point to Your Language” cards.
2. Once language proficiency is determined, employees will have WorldWide Interpreters, Inc., 516 Missouri, South Houston, TX 77587, 866-967-5313 available to assist the individual in determining his/her need.
3. If the need is not urgent or life threatening, employees will defer to their supervisors what steps need to be taken. The steps are, but not limited to, the following:
  - a) If the need is for a document to be translated, the supervisor will have the document translated as soon as possible, without jeopardizing his/her duties as a supervisor.
  - b) If the need is for oral language interpretive services, the supervisor will take appropriate actions to provide the assistance as soon as possible through WorldWide Interpreters, Inc., 516 Missouri, South Houston, TX 77587, 866-967-5313, without jeopardizing his/her duties as a supervisor.
  - c) The supervisor has the obligation to the safety of his/her employees as well as to the people of the Town of Mount Carmel to assist the needs of all persons. This includes not leaving his/her work place unless it is an emergency.

***Any person who thinks there has been discrimination against him/her because of LEP should contact Marian Sandidge, Title VI Coordinator***

**Appendix I**  
**Monitoring of Contractors/Consultants**

Name of Contractor: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**To be completed annually while the contract is active and submitted to the sub-recipient's Title VI Coordinator for review.**

1. Are Title VI posters visible to staff? If yes, where?
2. Are all Physical Areas (i.e. restrooms, dining rooms, waiting rooms, etc.) provided without regard to race, color, or national origin?
3. How is Title VI information disseminated to new/current employees?
4. Describe how certified Disadvantaged Business Enterprises(DBEs), other small, minority and women-owned businesses are solicited to participate on contracts
5. What process has been established to track and monitor ethnicity and gender of any contractors awarded contracts/sub-contracts?
6. Provide documentation to show that contracts contain non-discrimination assurance language?
7. Provide complaint procedures and attach complaint log form.
8. Provide Limited English Proficiency Communications Plan (ie, how do you communicate with persons that speak a language other than English.)

**The below Title VI Assurance is to Be Submitted on Company Letterhead:**

**Contractor/Consultant Name** 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 as amended, and the Civil Rights Restoration Act of 1987 (P.I. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Tennessee Department of Transportation (TDOT).

**DECLARATION OF RESPONDENT:** I declare that I have completed this form to the best of my knowledge and believe it to be true and correct.

\_\_\_\_\_  
**Name of Authorized Official**

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



**What is Title VI?**

Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance. Federal assistance includes the distribution of funds and/or the services they provide.

**What programs are covered by Title VI?**

Approximately 30 Federal agencies provide Federal financial assistance in the form of funds, training, and technical and other assistance to State and local governments, and non-profit and private organizations. These recipients of Federal assistance, in turn, operate programs and deliver benefits and services to individuals (known as “beneficiaries”) to achieve the goals of the Federal legislation that authorizes the programs.

Federally assisted programs address such broad and diverse areas as:

- elementary, secondary, and higher education
- health care, social services, and public welfare
- public transportation
- parks and recreation
- natural resources and the environment
- housing and community development
- law enforcement & the administration of justice
- agriculture & nutrition

**What is not covered by Title VI?**

- It covers all forms of aid except those federally funded contracts of insurance and guaranty.
- It does not cover employment, except where employment practices result in discrimination against program beneficiaries or where the purpose of federal assistance is to provide employment. Nor does it apply to discrimination based on age, sex, and geographical locale or wealth.

**What discrimination is prohibited by Title VI?**

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of persons to gain equal access to services and programs. Among other things, in operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny program services, aids or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

**How can I file a discrimination complaint?**

A signed, written complaint should be filed with the Title VI Coordinator at Mount Carmel City Hall. It should include the following information:

- Your name, address, and telephone number. Your complaint must be signed.
- Name and location of the Town entity delivering the service.
- A description of the incident that led the complainant to feel discrimination occurred.
- The basis of the complaint (race, color, or national origin) must be stated.
- Names, addresses, and phone numbers of other persons who may have knowledge of the alleged discrimination.
- The date or dates on which the alleged discrimination occurred.

All complaints will be handled within 60 days of their filing with the Title VI Coordinator:

**Marian Sandidge**  
100 East Main Street  
Mount Carmel, TN 37645  
423-357-7311

**What will the Town do with my complaint?**

When a complaint is received, the Title VI Coordinator will assign a case number and construct a case file.

The Title VI Coordinator will review the complaint information prepare a letter to the complainant acknowledging the complaint (and requesting additional information, if necessary).

The Title VI Coordinator and the Chief of Police or their designees will investigate the complaint. Interviews with complainant, other persons with personal knowledge of the allegations, and Town entities affected will be conducted. Other persons of their choosing during any interview session may accompany parties.

The Title VI Coordinator will prepare a report of the findings of fact and a recommended action, and submit the report to the Mount Carmel Human Relations Committee for consideration.

The Mount Carmel Human Relations Committee will review the case and render a finding that the alleged discrimination is substantiated or not substantiated. This finding will be submitted to the Mount Carmel Human Relations Committee in writing, and all case materials will be returned to the Title VI Coordinator.

The Title VI Coordinator will advise the complainant by certified mail of the findings of the Mount Carmel Human Relations Committee, and the actions that will follow.

All complaints will be handled within 60 days of their filing with the Title VI Coordinator.

In the event a complaint is filed against the Town or a Town department, and not an individual, the Title VI Coordinator will close the complaint case and forward the complaint information to the appropriate state entity.

**Who can provide Title VI information?**

**The Tennessee Title VI Compliance Commission:**  
The Tennessee Title VI Compliance Commission coordinates for the monitoring and enforcement of Title VI of the 1964 Civil Rights.

- John Birdsong, Director: 615-253-6717

**Mount Carmel Title VI Coordinator:**

- Marian Sandidge: 423-357-7311

The U.S. Department of Justice, under Executive Order 12250, coordinates the enforcement of Title VI and related statutes by all federal agencies that administer federally assisted programs.

- Coordination & Review Section: 202-307-2222

**Mount Carmel Human Relations Committee**

City Recorder, Coordinator  
100 East Main St.  
Mount Carmel TN 37645  
357-7311

Chief of Police  
100 East Main St.  
Mount Carmel, TN 37645  
357-9019

Steve Epperson  
108 Aspen Court  
Mount Carmel, TN 37645  
357-5777

Fire Chief  
100 East Main St.  
Mount Carmel, TN 37645  
444-1027

Cindy Lopez  
1511 McCracken Lane  
Mount Carmel, TN 37645  
246-1649

Steven McLain  
928 Hermitage Drive  
Mount Carmel, TN 37645  
357-0986

# Town of Mount Carmel



---

## Title VI

“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.”

**100 East Main Street  
Mount Carmel, Tennessee  
423-357-7311**

---

**For Further Information Contact:**

City Recorder  
Town of Mount Carmel  
100 East Main Street  
Mount Carmel, TN 37645

### ***¿Cuál es el título VI?***

El título VI del acto de las derechas civiles de 1964 es la ley federal que protege a individuos contra la discriminación en base de su raza, color, u origen nacional en los programas que reciben ayuda financiera federal. La ayuda federal incluye la distribución de fondos y/o los servicios que proporcionan.

### ***¿Qué programas son cubiertos por Title VI?***

Aproximadamente 30 agencias federales proporcionan ayuda financiera federal bajo la forma de fondos, entrenamiento, y ayuda técnica y otra de indicar y los gobiernos locales, y las organizaciones no lucrativas y privadas. Estos recipientes de la ayuda federal, alternadamente, funcionan programas y entregan ventajas y servicios a los individuos (conocidos como “beneficiarios”) para alcanzar las metas de la legislación federal que autoriza los programas.

Los programas federal asistidos tratan las áreas amplias y diversas tales como:

- educación elemental, secundaria, y más alta
- cuidado médico, servicios sociales, y bienestar público
- transporte público
- parques y reconstrucción
- recursos naturales y el ambiente
- cubierta y desarrollo de la comunidad
- aplicación de ley y la administración de la justicia
- agricultura y nutrición

### ***¿Qué no es cubierta por Title VI?***

- Cubre todas las formas de ayuda a menos que esos contratos federal financiados del seguro y de la garantía.
- No cubre el empleo, excepto donde el empleo practica resultado en la discriminación contra beneficiarios del programa o donde está proporcionar el propósito de la ayuda federal el empleo. Ni se aplica a la discriminación basada en edad, sexo, y locale geográfico o abundancia.

### ***¿Qué discriminación es prohibida por Title VI?***

Hay muchas formas de discriminación ilegal basadas en la raza, el color, o el origen nacional que puede limitar la oportunidad de personas de tener la igualdad de acceso a los servicios y a los programas. Entre otras cosas, en el funcionamiento de un programa federal asistido, de un recipiente no pueda, en base de la raza, del color, o del origen nacional, directamente o con medios contractuales:

- Niegue los servicios , las ayudas o las ventajas del programa;
- Proporcione un diversa servicio, ayuda, o ventaja, o proporciónelos de una forma diferentes que se proporcionan a otros; o
- Segregue o trate por separado a individuos en cualquier materia relacionada con el recibo de cualquier servicio, ayuda, o ventaja.

### ***¿Cómo puedo archivar una queja de la discriminación?***

Haber firmado, escrito queja se debe archivar con el coordinador del título VI en la ciudad pasillo de Carmel del montaje. Debe incluir la información siguiente:

- Su nombre, dirección, y número de teléfono. Su queja debe ser firmada.
- Nombre y localización de la entidad de la ciudad que entrega el servicio.
- Una descripción del incidente eso condujo el complainant para sentirse que ocurrió la discriminación.
- La base de la queja (raza, color, u origen nacional) debe ser indicada.
- Nombres, tratados, y números de teléfono de otras personas que pueden tener conocimiento de la discriminación alegada.
- La fecha o las fechas las cuales la discriminación alegada ocurrió.

Todas las quejas serán manejadas en el plazo de 60 días de su limadura con el coordinador del título VI:

**Marian Sandidge**  
Calle principal del este 100  
Montaje Carmel, TN 37645  
423-357-7311

### ***¿Qué la ciudad hará con mi queja?***

Cuando se recibe una queja , el coordinador del título VI asignará un número del caso y construirá un archivo del caso.

El coordinador del título VI repasará la información de la queja prepara una letra al complainant reconociendo la queja (y solicitando la información adicional, en caso de necesidad).

El coordinador del título VI y el jefe del policía o de sus designees investigarán la queja. Conducirán las entrevistas con complainant, a otras personas con el conocimiento personal de las alegaciones, y de las entidades de la ciudad afectadas. Otras personas de su elegir durante cualquier sesión de la entrevista pueden acompañar partidos.

El coordinador del título VI preparará un informe de los resultados del hecho y de una acción recomendada, y somete el informe al comité humano de las relaciones de Carmel del montaje para la consideración.

El comité humano de las relaciones de Carmel del montaje repasará el caso y rendirá encontrar que la discriminación alegada está verificada o no verificada. Esto que encuentra será sometida al comité humano de las relaciones de Carmel del montaje en la escritura, y todos los materiales del caso serán vueltos al coordinador del título VI.

El coordinador del título VI aconsejará el complainant por el correo certificado de los resultados del comité humano de las relaciones de Carmel del montaje, y las acciones que seguirán.

Todas las quejas serán manejadas en el plazo de 60 días de su limadura con el coordinador del título VI.

En el acontecimiento una queja se archiva contra la ciudad o un departamento de la ciudad, y no un individuo, el coordinador del título VI cerrará el caso de la queja y delantero la información de la queja a la entidad apropiada del estado.

*¿Quién puede proporcionar la información del título VI?*

**La Comisión de la conformidad del título VI de Tennessee:**

La Comisión de la conformidad del título VI de Tennessee coordina para la supervisión y la aplicación del título VI de las 1964 derechas civiles.

- Juan Birdsong, director: 615-253-6717

**Coordinador del título VI de Carmel del montaje:**

- Marian Sandidge: 423-357-7311

Los E.E.U.U. El Ministerio de Justicia, bajo orden ejecutiva 12250, coordina la aplicación del título VI y los estatutos relacionados por todas las agencias federales que administren programas federal asistidos.

- Sección de la coordinación y de la revisión: 202-307-2222

**Comité humano de las relaciones de Carmel del montaje**

Registrador de la ciudad, Coordinador

100 East Main St

Monte Carmelo TN 37645

357-7311

jefe de policía

100 East Main St

Monte Carmelo, TN 37645

357-9019

Steve Epperson

108 Aspen Court

Monte Carmelo, TN 37645

357-5777

jefe de bomberos

100 East Main St

Monte Carmelo, TN 37645

444-1027

Cindy Lopez

1511 McCracken Lane

Monte Carmelo, TN 37645

246-1649

Steven McLain

928 Hermitage Drive

Mount Carmelo, TN 37645

357-0986

# Ciudad de Montaje Carmelo



---

## Título VI

“Ninguna persona en los Estados Unidos, en la tierra de *raza, color, u origen nacional*, exclúyase de la participación adentro, niegúese las ventajas de, o sujétese a la discriminación bajo cualquier programa o actividad que recibe ayuda financiera federal.”

**Calle principal del este 100  
Montaje Carmel, Tennessee**

**423-357-7311**

---

**Para el contacto adicional de la información:**

Marian Sandidge

Ciudad del montaje Carmel

Calle principal del este 100

Montaje Carmel, TN 37645

***What is Title VI?***

Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance. Federal assistance includes the distribution of funds and/or the services they provide.

***What programs are covered by Title VI?***

Approximately 30 Federal agencies provide Federal financial assistance in the form of funds, training, and technical and other assistance to State and local governments, and non-profit and private organizations. These recipients of Federal assistance, in turn, operate programs and deliver benefits and services to individuals (known as “beneficiaries”) to achieve the goals of the Federal legislation that authorizes the programs.

Federally assisted programs address such broad and diverse areas as:

- elementary, secondary, and higher education
- health care, social services, and public welfare
- public transportation
- parks and recreation
- natural resources and the environment
- housing and community development
- law enforcement & the administration of justice
- agriculture & nutrition

***What is not covered by Title VI?***

- It covers all forms of aid except those federally funded contracts of insurance and guaranty.
- It does not cover employment, except where employment practices result in discrimination against program beneficiaries or where the purpose of federal assistance is to provide employment. Nor does it apply to discrimination based on age, sex, and geographical locale or wealth.

***What discrimination is prohibited by Title VI?***

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of persons to gain equal access to services and programs. Among other things, in operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny program services, aids or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

***How can I file a discrimination complaint?***

A signed, written complaint should be filed with the Title VI Coordinator at Mount Carmel City Hall. It should include the following information:

- Your name, address, and telephone number. Your complaint must be signed.
- Name and location of the Town entity delivering the service.
- A description of the incident that led the complainant to feel discrimination occurred.
- The basis of the complaint (race, color, or national origin) must be stated.
- Names, addresses, and phone numbers of other persons who may have knowledge of the alleged discrimination.
- The date or dates on which the alleged discrimination occurred.

All complaints will be handled within 60 days of their filing with the Title VI Coordinator:

**Marian Sandidge**  
100 East Main Street  
Mount Carmel, TN 37645  
423-357-7311

***What will the Town do with my complaint?***

When a complaint is received, the Title VI Coordinator will assign a case number and construct a case file.

The Title VI Coordinator will review the complaint information prepare a letter to the complainant acknowledging the complaint (and requesting additional information, if necessary).

The Title VI Coordinator and the Chief of Police or their designees will investigate the complaint. Interviews with complainant, other persons with personal knowledge of the allegations, and Town entities affected will be conducted. Other persons of their choosing during any interview session may accompany parties.

The Title VI Coordinator will prepare a report of the findings of fact and a recommended action, and submit the report to the Mount Carmel Human Relations Committee for consideration.

The Mount Carmel Human Relations Committee will review the case and render a finding that the alleged discrimination is substantiated or not substantiated. This finding will be submitted to the Mount Carmel Human Relations Committee in writing, and all case materials will be returned to the Title VI Coordinator.

The Title VI Coordinator will advise the complainant by certified mail of the findings of the Mount Carmel Human Relations Committee, and the actions that will follow.

All complaints will be handled within 60 days of their filing with the Title VI Coordinator.

In the event a complaint is filed against the Town or a Town department, and not an individual, the Title VI Coordinator will close the complaint case and forward the complaint information to the appropriate state entity.

**Who can provide Title VI information?**

**The Tennessee Title VI Compliance Commission:**  
The Tennessee Title VI Compliance Commission coordinates for the monitoring and enforcement of Title VI of the 1964 Civil Rights.

- John Birdsong, Director: 615-253-6717

**Mount Carmel Title VI Coordinator:**

- Marian Sandidge: 423-357-7311

The U.S. Department of Justice, under Executive Order 12250, coordinates the enforcement of Title VI and related statutes by all federal agencies that administer federally assisted programs.

- Coordination & Review Section: 202-307-2222

**Mount Carmel Human Relations Committee**

City Recorder, Coordinator  
100 East Main St.  
Mount Carmel TN 37645  
357-7311

Chief of Police  
100 East Main St.  
Mount Carmel, TN 37645  
357-9019

Steve Epperson  
108 Aspen Court  
Mount Carmel, TN 37645  
357-5777

Fire Chief  
100 East Main St.  
Mount Carmel, TN 37645  
444-1027

Cindy Lopez  
1511 McCracken Lane  
Mount Carmel, TN 37645  
246-1649

Steven McLain  
928 Hermitage Drive  
Mount Carmel, TN 37645  
357-0986

# Town of Mount Carmel



---

## Title VI

“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.”

**100 East Main Street  
Mount Carmel, Tennessee  
423-357-7311**

---

**For Further Information Contact:**

City Recorder  
Town of Mount Carmel  
100 East Main Street  
Mount Carmel, TN 37645