

COWETA COUNTY
GEORGIA

TITLE VI PLAN 2024

COWETA COUNTY
TITLE VI PLAN

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Section 1

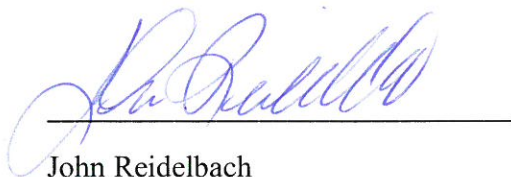
Policy Statement and Authorities

A. Policy Statement

The Coweta County Board of Commissioners is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. Coweta County assures that no person shall on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Coweta County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded. In addition, Coweta County will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency (LEP). This includes but is not limited to providing resources, including bilingual staff, interpreters, and translated materials to ensure that information and services will be made available in languages readily understood by persons of Limited English Proficiency (LEP).

When Coweta County enters into a contract with another entity utilizing federal funds, Coweta County will include Title VI language in all written agreements and will monitor for compliance.

Coweta County's Transportation Planning Director is responsible for initiating and monitoring Title VI activities, preparing required reports and other Coweta County responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.



John Reidelbach
Chairman, Coweta County Board of Commissioners

B. Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), 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. The Federal-Aid Highway Transportation Act of 1973 added sex to the list of factors that are prohibited from discriminatory actions. Related statutes have broadened the grounds to include age, low income, and disability. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the term “program activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally funded or not.

Section 2

Organization and Plan Administration

A. Organization

Coweta County's Organization is shown in Appendix F (Organization Chart), attached and incorporated herein by reference. The Transportation Planning Director, on behalf of the Coweta County Board of Commissioners, is responsible for the overall management and the day to day administration of the Title VI programs and activities.

B. Plan Administration

The Transportation Planning Director shall serve as the Title VI Coordinator and shall implement the Plan and ensure compliance with the provision of Coweta County's policy of non-discrimination and with the law, including the requirements of 23 CFR, Part 200, and 49 CFR, Part 21. Grants compliance and Title VI coordination shall be performed under the authority of the Title VI Coordinator.

The Transportation Planning Director reports directly to the Assistant County Administrator and County Administrator. Public Works Staff will support the Title VI Coordinator in the accomplishment of Title VI programs and activities. The Coordinator's duties and responsibilities are as follows:

1. **Program Administration** – Administer the Title VI program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives. Perform and participate in Title VI program reviews to assess administrative procedures, staffing, and resources; provide recommendations, as required, to the County Administrator and Assistant Administrator.
2. **Title VI Plan Update** – Review and update the Title VI Plan as needed or required for approval by the Board of Commissioners. Submittal of amended Plans to the Georgia Department of Transportation (GDOT).
3. **Data Collection** – Ensure that statistical information is gathered and maintained on race, color, national origin, and sex of participants in and beneficiaries of transportation programs (e.g., relocates, impacted citizens, and affected communities). Review the statistical data collection process periodically to ensure sufficiency of data to meet the requirements of the Title VI Plan.
4. **Public Dissemination** – Work with County staff to develop and disseminate Title VI program information to the general public, staff, beneficiaries, recipients, and sub-recipients, including contractors, subcontractors, consultants and sub-consultants. Public dissemination may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual publication of the County's Title VI Policy Statement in newspaper(s) having a general circulation, and informational procures.
5. **Environmental Impact Statements** – Ensure that available census data are considered in the development of all Environmental Impact Statements/Assessments (EIS/EIA)

when the County administers the design of any projects receiving Federal Highway Administration or other federal assistance.

6. **Elimination of Discrimination** – Establish procedures for promptly addressing any identified deficiencies.
7. **Complaints** – Referral of written Title VI complaints that are received by Coweta County to Human Resources Department for review and investigation. Follow the procedural guidelines in Section 5 (Complaint Procedures). Ensure that every effort is made to resolve all complaints. Document all resolution efforts.
8. **Training Programs** – Facilitate training events or programs on Title VI issues and regulations for appropriate County staff.
9. **Legislative and Procedural Information** – Maintain and update the Plan and Annual Accomplishment and Goal Report, as necessary to comply with federal laws, rules, and regulations as well as GDOT guidelines pertaining to implementation and administration of Title VI. Make information available to other County departments or the public, as necessary, requested, or required.
10. **Annual Accomplishment and Goal Report** – Prepare a Title VI Annual Accomplishment and Goal Report for the preceding year. Identify accomplishments from the preceding year and goals and objectives for the upcoming year. Submit the report to GDOT by January 31st of each year.
11. **Review and Implementation of State Directives** – As Title VI policies, procedures, interpretations, and directives are developed and issued by GDOT and through GDOT compliance reviews of County Title VI functions, the Coordinator will initiate updates and revisions to County Title VI program directives and procedures that may be necessary to ensure continued compliance.

Section 3

Coweta County Title VI Activities Related to Transportation

A. Planning

1. Participants that represent a cross section of the populace from all social, economic, and ethnic groups will be invited to participate in transportation planning processes by utilizing public service announcements through available local published media, social media, and the County website.
2. Provide citizens with the opportunity to supply demographic data at community meetings, public hearings, and open houses pertaining to the planning and design of transportation infrastructure and transportation projects. Collect, organize, and retain all provided and available demographic data for documentation and reporting purposes.
3. Ensure that public meetings concerning transportation projects are held in locations and facilities that are within reasonable proximity to the project site to allow affected populations to more easily attend the meetings. Facilities used for public meetings shall be ADA compliant for elderly citizens or individuals who may have disabilities. Ensure that translation services are available upon request and that any handouts or documents that are distributed at the meeting are available in other requested languages for LEP attendees.

B. Research

1. Perform research to identify people groups, communities, congregations, demographic groups, etc., that could potentially be impacted by proposed projects so that outreach efforts, communications, and materials can be focused toward the potentially affected groups. If consultants are utilized for the performance of this research, the County shall select consultants that are representative of the impacted group(s) or who employ individuals that are representative of the impacted group to foster effective outreach and communication.
2. Gather and maintain necessary data and documentation required for completion of the County's Title VI Update and Annual Report.
3. Ensure that research contracts include the requirements in Exhibit 2 of the Title VI Assurances, when required.

C. Engineering/Environmental

1. Participate in Consultant Selection process including review of Statements of Qualification, rating and selection of finalist firms, negotiation, and award. Administer awarded consultant contracts.
2. Issue and/or participate in Requests for Qualifications from consultant engineering firms specializing in various phases of transportation engineering and transportation projects to include but not be limited to roads, bridges, drainage, and environmental studies to satisfy NEPA and GEPA requirements. Ensure that selected consultants are approved by GDOT in the appropriate area classes. Ensure that Qualifications Based Selection processes are adhered to in accordance with Federal, State, and local requirements.

3. Comply with applicable Disadvantaged Business Enterprise (DBE) goals when selecting and awarding contracts to consultants and contractors. Include Title VI assurances and provisions in all contracts and monitor consultant and contractor performance to ensure compliance with current regulations and requirements. Monitor the utilization of DBE subconsultants and subcontractors to ensure compliance with contract requirements.
4. When required, coordinate with GDOT to perform environmental assessment and studies related to potential impacts of transportation projects, including the evaluation of demographic data.
5. Adhere to National Environmental Policy Act (NEPA) requirements on all federally funded projects.
6. Complete NEPA documentation and approval, depending upon project scope and complexity. Monitor compliance with Title VI requirements during the development and approval process of the NEPA document and review the demographic and environmental data that is considered during the development of the document to ensure compliance with the Federal Civil Rights Act.
7. Ensure broad dissemination of information concerning transportation planning and project development efforts. Foster participation from all affected populations. Place public notices in available media. Select accessible locations and times for public hearings, meetings, and open houses. Arrange for translation services, as necessary. Include with all communications and presentations that County staff is available for additional questions, inquiries, and to view project plans and documents. Provide addresses for County offices as well as telephone numbers and email addresses for County personnel assigned to the project.
8. Collect voluntary demographic data at community meetings, public hearings, and open houses and incorporate the data into project planning and design to ensure that disadvantaged groups are not disproportionately impacted by the project. Coordinate with GDOT, as required, to prepare maps of project areas depicting demographics of properties and neighborhoods that could be affected by a project.
9. Incorporate environmental considerations and regulatory requirements into locally administered projects, as required.
10. Provide technical expertise in the development of locally administered projects, using federal environmental policies, procedures, manuals, and training as guidelines.
11. Study and evaluate environmental impacts of proposed projects, including potential social and economic impacts, as required, for locally administered projects.

D. Right-of-Way

1. Ensure that the appraisal and acquisition of real property and relocation assistance services for projects comply with all requirements of the Title VI Plan. Include appraisal of property, negotiation of terms and conditions of acquisition, and assistance in the relocation of displaced individuals, businesses, farm operations, non-profit organizations, and property management uses, as required.
2. Ensure equal opportunity in all aspects of procuring real estate services, contracting and appraisal agreements, and adhere to established Federal, State, and County procurement policies in the acquisition of contracted services, as required.

3. Ensure that appraisers used for ROW acquisition efforts are approved by GDOT and are listed on GDOT's current directory of approved providers for services to be rendered on federally funded projects. Maintain data on contract awards to minority and female firms, as required, and include this data in the Annual Report.
4. Ensure that all applicable laws, regulations, and guidelines in the acquisition process, including Title VI, Section 504, and the Uniform Act.
5. Ensure that affected property owners, tenants, and others affected by ROW acquisition are apprised of their rights and options regarding appraisals, negotiation, appeals, relocation, condemnation, and other aspects of the acquisition process. For projects that include state or federal funding, provide copies of the literature produced by GDOT that is to be provided at the time of the first meeting.
6. Ensure that Title VI language, assurance statements, and clauses, are included, as required, in deeds, permits, and leases for properties acquired with federal funds that will be sold or leased to others. Include Title VI language and assurances in post-acquisition surveys of property owners and tenants.
7. Ensure that all ROW dealings are performed equitably and that appraised values, negotiations, and acquisition efforts are performed, relayed, and communicated without regard for race, color, national origin, sex, or disability.
8. Ensure that comparable replacement dwellings are available, and that equitable assistance is provided to all displaced persons and entities without regard for race, color, national origin, sex, or disability.
9. Ensure that staff or consultants request voluntary data from individuals that are displaced and relocated, including race, color, national origin, and sex, for inclusion in the Annual Report.

E. Construction

1. Review all federally funded projects for inclusion of DBE Goals. As appropriate, include DBE provisions in the contracts for projects that have established DBE Goals.
2. Ensure that Title VI language is included in bid announcements and applicable construction documents, as stipulated in the County's Title VI Policy Statement and Authorities.
3. Monitor the award of construction contracts to ensure that award is made on the basis of lowest responsive bidder and satisfaction of DBE goals, when established. Include Title VI language in prime contract award letters to encourage utilization of DBE subcontracts and vendors.
4. Ensure that prime contractors, on contracts with DBE goals, award the required portion of the work to qualified DBE's which perform a commercially useful function.
5. Monitor construction activities and performance of the work to ensure nondiscrimination in contractors' operations.
6. Collect and maintain all required reports and data regarding DBE participation for project records and for inclusion the Annual Title VI report.

Section 4

Sub-Recipient Review and Remedial Action Procedures

- A. Title VI Review of Sub-Recipients of Federal Aid Highway Funds
 - 1. The Coordinator and County Staff will assist GDOT in periodic Title VI compliance reviews of select sub-recipients of federal aid highway or other federal funds to ensure adherence to Title VI requirements. Coweta County will also periodically confirm that current and accurate operational guidelines are provided to consultants, contractors, and other sub-recipients, including Title VI language, provisions, and related requirements, as applicable.
- B. Post-Grant Reviews
 - 1. The Coordinator and County Staff will conduct periodic post-grant reviews of select sub-recipients of federal aid highway or other federal funds used for the construction of roads, bridges, trails, and other construction items to ensure compliance with Title VI requirements. Coweta County will periodically confirm that operational guidelines provided to consultants, contractors, and other sub-recipients include Title VI language, provisions, and related requirements, as applicable.
- C. Remedial Action
 - 1. When irregularities occur in the administration of federal aid highway programs at either Coweta County or sub-recipient levels, corrective action will be taken to resolve identified Title VI issues. Coweta County will coordinate with consultants, contractors, and other sub-recipients to correct any identified deficiencies. Coweta County will provide technical assistance and guidance, upon request, to support voluntary compliance by all consultants, contractors, and other sub-recipients. Coweta County will document any irregularities or deficiencies that are identified during Title VI compliance reviews and will provide a written summary of the findings and recommendations for remedial action to GDOT within 45 days of the review. Prior to submittal of the summary of findings and remedial action plan to GDOT, the County shall communicate with the sub-recipient to ensure that the deficiencies and proposed remedial actions are understood.

Consultants, Contractors, or other sub-recipients that have been found to be deficient in any Title VI activities will be allowed a period of no less than ninety (90) days to correct or rectify the identified deficiencies. Should the consultant, contractor, or other sub-recipient fail or refuse to comply with the established Title VI requirements and any proposed remedial action within the ninety-day period, Coweta County will submit to GDOT supporting documentation and a recommendation that the consultant, contractor, or other sub-recipient be held in non-compliant status.

A follow up review will be conducted within one hundred eighty (180) days of the initial review to determine if the consultant, contractor, or other sub-recipient has complied with the Title VI requirements and performed the recommended remedial action to address the identified deficiencies. Failure of the consultant, contractor, or other sub-recipient to

comply with the Title VI requirements and recommended remedial action will result in a formal recommendation from Coweta County to GDOT that sanctions be implemented against the consultant, contractor, or other sub-recipient, in accordance with 49 CFR 21, to include

1. Withholding of payments under the contract until compliance is achieved; and/or
2. Cancellation, termination, or suspension of the contract, in whole or in part.

Section 5

Title VI Non-Discrimination Complaint Procedures

Overview

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, and the Civil Rights Restoration Act of 1987 relating to any program or activity administered by Coweta County or its consultants, contractors, or other sub-recipients. Intimidation or retaliation of any kind are prohibited by law. All Title VI complaints will be reviewed and investigated by the Coweta County Human Resources Department.

Right to File Complaints

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel regarding complaints for alleged discrimination. Every effort will be made to resolve complaints informally at the County and sub-recipient level. Informal mediation meetings are an option that may be utilized for resolution of complaints. If utilized, the informal mediation meetings will be attended by the affected parties and the Title VI Coordinator.

Procedures

1. Any individual, group of individuals, or entity that believes that they have been subjected to discrimination prohibited by Title VI and its associated provisions may submit a written complaint to the Coweta County Title VI Coordinator using the Title VI Complaint Form that is included in this document at the end of Appendix H. A formal complaint must be submitted in writing or in person by the complainant or his/her representative no later than 180 calendar days after the alleged discrimination occurred or the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
 - a. Complaint shall be documented in writing and signed by the complainant(s).
 - b. The written complaint shall include the date of the alleged act of discrimination or the date when the complainant(s) became aware of the alleged discrimination; or the date on which the discriminatory conduct was discontinued or the latest instance of the conduct.
 - c. The complaint shall include a detailed description of the issues, including the names and job titles of the individuals perceived as parties to or in the discriminatory act or event.
 - d. Generally, the Title VI Coordinator will acknowledge receipt of a complaint within ten (10) days of submittal and will inform the complainant of any action taken to date or any possible action that will be carried out during the processing of the complaint, provided that the complainant must provide the identity (ies) of the complainants(s) and affirm their intent to proceed with the complaint.
 - e. Allegations received by telephone will be transcribed to written form and provided to the complainant for confirmation or correction prior to formal

processing. A complaint form will be provided to the complainant for completion, signature, and return to the Title VI Coordinator for processing. Failure of a complainant to respond to requests for information may result in dismissal of the complaint.

2. Upon receiving a written complaint, Coweta County will determine its jurisdiction, the acceptability of the complaint, the need for additional information, and the investigative merit of the complaint. Coweta County may request assistance in the investigation from GDOT's Office of Equal Employment Opportunity. If assistance is requested from GDOT, the procedures of GDOT's Title VI Complaint process will be followed.
3. A complaint may be dismissed for the following reasons:
 - a. The complainant requests to withdraw the complaint.
 - b. The complainant fails to respond to repeated requests for additional information that is needed to further process the complaint.
 - c. The complainant cannot be located after reasonable attempts.
4. If the complaint is alleged against a consultant, contractor, or other sub-recipient of Coweta County, the consultant, contractor, or sub-recipient shall be notified of the complaint within fifteen (15) calendar days of the County's receipt of the complaint.
5. Once a course of action is determined by Coweta County, the complainant and the party alleged of discrimination (Respondent) will be notified of the course of action within five (5) calendar days. The complaint will be filed in the Title VI Coordinator's records and will include a statement by the Coordinator identifying the basis of the complaint and the race, color, national origin, handicap/disability, age, and gender of the complainant.
6. When complaints are investigated by Coweta County, the Title VI Coordinator will allow the party alleged of discrimination (Respondent) the opportunity to respond to the allegations. Any such response shall be in writing. The Respondent will be allowed ten (10) calendar days to provide such response to the Title VI Coordinator.
7. Within sixty (60) calendar days of the acceptance of the complaint, the Title VI Coordinator (or GDOT Investigator) will prepare a report of their findings. The report shall include a narrative description of the incident(s), identification of the persons interviewed, findings, and recommendations for disposition of the complaint.
8. The report cited in section 7 above shall be reviewed by the County Attorney. The County Attorney may discuss the report and its recommendations with the Title VI Coordinator and other County staff and Administration, as appropriate.
9. Briefings will be held separately with the Complainant and the Respondent. These briefings will be conducted within fifteen (15) calendar days of the date that the report is completed. The complainant and the respondent will each receive written copies of the report and will be notified of their respective appeal rights.
10. A copy of the report and a copy of the complaint will be forwarded to the GDOT Office of Equal Employment Opportunity within sixty (60) calendar days of the briefings cited in section 9 above.
11. The complainant and respondent shall have the right to appeal the results and findings established in the final report to the Georgia Department of Transportation, the United States Department of Transportation, the United States Department of Justice, or other

entity, as appropriate. The parties will have one hundred eighty (180) calendar days after date of the briefing to appeal the findings of the final report.

12. Complaint logs shall be maintained by the Title VI Coordinator for each year. The complaint log shall contain the following information for each complaint:
 - a. The name and address of the person filing the complaint
 - b. The date of the complaint
 - c. The basis of the complaint
 - d. The disposition of the complaint
13. Coweta County shall not investigate a complaint against the County. Complaints against the County shall be forwarded to GDOT.

Section 6

Education and Training

In keeping with the Coweta County Policy of Nondiscrimination, County staff that are involved in federal aid highway projects and other federally funded projects shall be trained in the areas of Title VI, Non-Discrimination, ADA, Sexual Harassment, and other applicable training opportunities. Records of applicable training shall be maintained for inclusion in the Annual Report.

1. Title VI Training

The Coordinator or his/her designee will maintain a record of the training subjects and dates that are completed by County staff that are or will be involved with consultants, contractors, and other sub-recipients of federal aid highway funding or other federal funding sources.

2. Other Applicable Training

The Coordinator will coordinate with training staff and/or research and facilitate training for appropriate staff in the areas of Sexual Harassment, Drug and Alcohol Use and Abuse, Procurement, ROW Acquisition, and Environmental topics that may be encountered during the administration of federal aid highway projects or projects that utilize other federal funding sources.

Section 7

Limited English Proficiency Plan (LEP)

This Limited English Proficiency Plan has been prepared to address Coweta County's responsibilities as a recipient of federal financial assistance as those responsibilities relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964 and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166 issued in 2000, title Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. The order directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. The order applies to all state and local agencies which receive federal funds, including Coweta County.

This plan will utilize the following elements and steps to achieve the goal of ensuring that no person is discriminated against on the basis of Limited English Proficiency:

- Identification of LEP persons and communities that need or will need language assistance
- Identification of methods by which language assistance will be provided
- Training of County staff regarding LEP requirements and available resources
- Providing notice to LEP persons and communities using appropriate languages and communication methods

Coweta County assures that every effort will be made to prevent discrimination through the impacts of its projects, programs, policies, and activities on minority and low-income populations. Therefore, in accordance with Executive Order 13166, Coweta County will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

Section 8

Title VI Public Notice

United States Department of Justice regulations, 28 CFR, Section 42.405, Public Dissemination of Title VI Information, requires recipients of Federal financial assistance to publish or broadcast program information in the news media. Advertisements must state that the program is an equal opportunity program and/or indicate that Federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by the program. Following is the public notice used by the Coweta County Board of Commissioners.

The Coweta County Board of Commissioners hereby gives public notice that it is the policy of the County to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. It is the County's policy that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs or activities carried out by the County.

Any person who believes that they have been subjected to unlawful discriminatory practice under Title VI has the right to file a formal complaint. The complaint must be filed in writing or in person with Coweta County within one hundred eighty (180) calendar days from the date of the alleged discriminatory act or being made known of the discriminatory act. A Title VI Discrimination Complaint may be initiated from the Coweta County website at www.coweta.ga.us/government/government/citizen-complaint. This link is not a link to the formal complaint form but is used to initiate a complaint. Complaints may also be communicated to the Title VI Coordinator by calling (770) 254-2601. If information is required in other languages or through alternate forms of communication, those arrangements can also be made using the telephone number provided above.

Section 9

Title VI Assurances

The Coweta County Board of Commissioners (hereinafter referred to as the “Recipient”), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d—42 USC 2000d—4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Georgia Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)(1) of the Regulations.

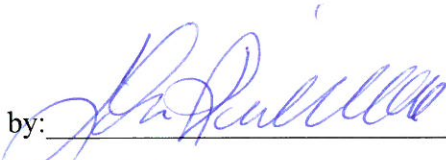
More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program.

1. That the Recipient agrees that each “program” and each “facility” as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with Federal Aid Highway and in adapted form in all proposals for negotiated agreements:

“Coweta County in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.”

3. That the Recipient shall insert the clauses of Appendix A of this Assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith
6. That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program, as are found by the State Secretary of Transportation or the official to whom she/he delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

by: 

John Reidelbach, Commission Chairman

FEBRUARY 13, 2024
Date

Attachments: Appendices A, B and C.

APPENDIX A

The text below, in its entirety, is in all contracts entered into by Coweta County. All of the text including the final section, entitled “Incorporation of Provisions,” should be included in any contract entered into by any Coweta County contractor.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agree as follows:

1. Compliance with Regulations

The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by **Coweta County, GDOT**, or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to **Coweta County, GDOT**, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, **Coweta County** shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as **Coweta County** or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request that **Coweta County** enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.

Granting Clause

NOW, THEREFORE, the Georgia Department of Transportation (GDOT)—as authorized by law, and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon, in accordance with and in compliance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways; the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation; and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d-4)—does hereby remise, release, quitclaim, and convey unto the state of Georgia all the right, title, and interest of the GDOT in and to said land described in Exhibit A attached hereto and made a part thereof.

Habendum Clause

TO HAVE AND TO HOLD said lands and interests therein unto the state of Georgia, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the state of Georgia, its successors, and assigns.

The state of Georgia, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree, as a covenant running with the land for itself, its successors and assigns, that (1) no person shall, on the grounds of race, color, sex, disability, national origin, age, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed*, (2) that the state of Georgia shall use the lands, and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the agency shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in, and become the absolute property of, GDOT and its assigns as such interest existed prior to this instruction.¹

¹ Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by GDOT pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which a GDOT program or activity is extended, or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by GDOT pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant, and agree as a covenant running with the land, that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation— Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the [license, lease, permit, etc.] and to reenter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

*[Include in deeds subject to a reverter clause]

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the STATE and its assigns.

* Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

Appendix D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the Coweta County Board of Commissioners pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the grounds of race, color, or national origin will be excluded from the participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvement on, over, or under such land, and the furnishing of services thereon, no person on the grounds of race, color, or national origin will be excluded from the participation in, denied the benefits of, or be otherwise subjected to discrimination, (3) that the (grantee, licensee, permittee, etc.) will use the premises in compliance with all requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to licenses, leases, permits, etc., in the event of a breach of any of the above Non-discrimination covenants, the Coweta County Board of Commissioners will have the right to terminate the license, lease, permit, etc., as appropriate, and to enter or re-enter and repossess the land and facilities thereon, and to hold same as if said license, permit, lease, etc., had never been made or issued.
- C. With respect to deeds, in the event of breach of any of the above Non-Discrimination covenants, the Coweta County Board of Commissioners shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of Coweta County and its assigns

* Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

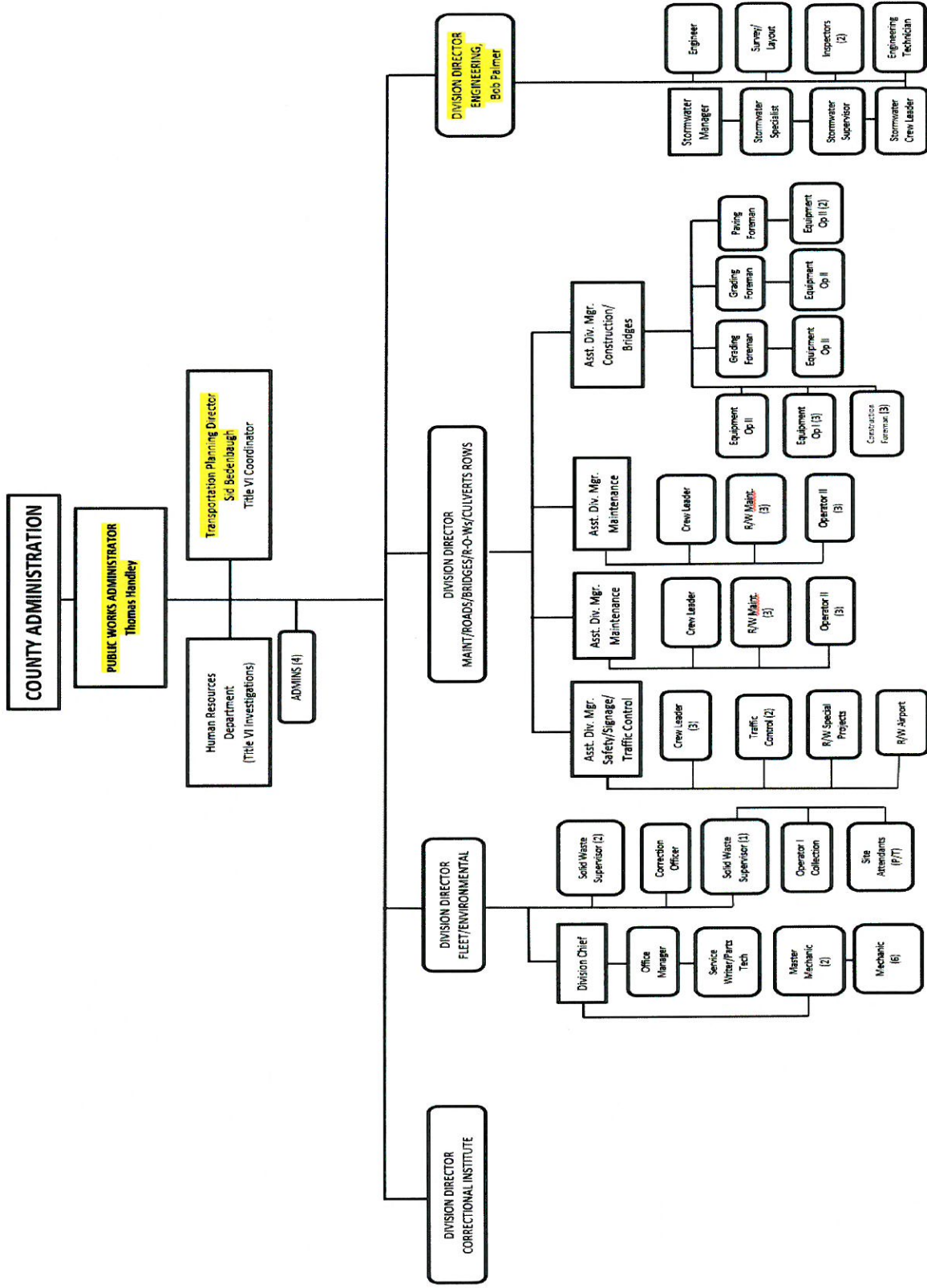
Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964(42 U.S.C.§2000 et seq., 78 stat.252), which prohibits discrimination on the basis of race, color, national origin; and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), which prohibits unfair treatment of persons who are being displaced or whose property is being acquired because of Federal or Federal-Aid programs and projects.
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), which prohibits discrimination on the basis of sex.
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, which prohibits discrimination on the basis of disability, and 49 CFR part 27.
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), which prohibits discrimination on age.
- The Civil Rights Restoration Act of 1987, (PL 100-209), which broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs and activities” to include all of the programs and activities of Federal-Aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not.
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by the Department of Transportation regulations at 49 CFR parts 37 and 38.
- The Federal Aviation Administration’s Non-Discrimination statute (49 U.S.C. § 47123), which prohibits discrimination on the basis of race, color, national origin, or sex.
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which prohibits discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance; National origin discrimination includes discrimination caused by Limited English Proficiency (LEP). To ensure compliance with Title VI, reasonable steps must be taken to ensure that LEP persons have meaningful access to programs and information concerning projects and activities. (70 Federal Register, 74087 to 74100).
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination because of sex in educational activities and programs (20 U.S.C. 1681 et seq)

Appendix F (Highlighted Names/Departments are Title VI Trained)



Appendix G

TITLE VI PUBLIC INVOLVEMENT QUESTIONNAIRE

Title VI of the Civil Rights Act of 1964 requires that Coweta County ensure that everyone that may be affected by a proposed project be provided with an opportunity to receive details and information about the proposed project that could affect the person or their community and to allow that person or community to provide feedback on the proposed project and its potential impacts.

In order to document the efforts of the County and to assist in the continual improvement of our outreach and public involvement activities, we ask that you voluntarily provide information about your race, ethnicity, gender, and/or disability. You are not required to disclose any information. The completion of this form is strictly voluntary and will not affect you ability or right to participate in this meeting.

For further information regarding this process, please contact the County's Title VI Coordinator, Mr. Sid Bedenbaugh, by phone at (770) 254-2601 or by email at sbedenbaugh@coweta.ga.us .

Project Name:	Date:
Location of Meeting: Was Meeting Location Convenient? (Yes / No) If not, why? Was Building/Venue easily Accessible? (Yes / No) If not, why?	
(Optional) Name: Please Print	Gender: (Circle One) Male / Female
General Ethnic Identification (Circle as many as may apply) African American American Indian Alaskan Native Caucasian Hispanic Other _____	
Race and/or Color	National Origin
Disability (Yes / No) Nature of Disability:	

After you have completed this form, please deposit into the designated receptacle at the check-in table.

Appendix H

Title VI Non-discrimination Complaint Procedures

Overview

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, and the Civil Rights Restoration Act of 1987 relating to any program or activity administered by Coweta County or its consultants, contractors, or other sub-recipients. Intimidation or retaliation of any kind are prohibited by law. All Title VI complaints will be reviewed and investigated by the Coweta County Human Resources Department.

Right to File Complaints

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel regarding complaints for alleged discrimination. Every effort will be made to resolve complaints informally at the County and sub-recipient level. Informal mediation meetings are an option that may be utilized for resolution of complaints. If utilized, the informal mediation meetings will be attended by the affected parties and the Title VI Coordinator.

Procedures

1. Any individual, group of individuals, or entity that believes that they have been subjected to discrimination prohibited by Title VI and its associated provisions may submit a written complaint to the Coweta County Title VI Coordinator using the Title VI Complaint Form that is included in this document at the end of Appendix H. A formal complaint must be submitted in writing or in person by the complainant or his/her representative no later than 180 calendar days after the alleged discrimination occurred or the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
 - a. Complaint shall be documented in writing and signed by the complainant(s).
 - b. The written complaint shall include the date of the alleged act of discrimination or the date when the complainant(s) became aware of the alleged discrimination; or the date on which the discriminatory conduct was discontinued or the latest instance of the conduct.
 - c. The complaint shall include a detailed description of the issues, including the names and job titles of the individuals perceived as parties to or in the discriminatory act or event.
 - d. Generally, the Title VI Coordinator will acknowledge receipt of the a complaint within ten (10) days of submittal and will inform the complainant of any action taken to date or any possible action that will be carried out during the processing of the complaint, provided that the complainant must provide the identity (ies) of the complainant(s) and affirm their intent to proceed with the complaint.
 - e. Allegations received by telephone will be transcribed to written form and provided to the complainant for confirmation or correction prior to formal

processing. A complaint form will be provided to the complainant for completion, signature, and return to the Title VI Coordinator for processing. Failure of a complainant to respond to requests for information may result in dismissal of the complaint.

2. Upon receiving a written complaint, Coweta County will determine its jurisdiction, the acceptability of the complaint, the need for additional information, and the investigative merit of the complaint. Coweta County may request assistance in the investigation from GDOT's Office of Equal Employment Opportunity. If assistance is requested from GDOT, the procedures of GDOT's Title VI Complaint process will be followed.
3. A complaint may be dismissed for the following reasons:
 - f. The complainant requests to withdraw the complaint.
 - g. The complainant fails to respond to repeated requests for additional information that is needed to further process the complaint.
 - h. The complainant cannot be located after reasonable attempts.
4. If the complaint is alleged against a consultant, contractor, or other sub-recipient of Coweta County, the consultant, contractor, or sub-recipient shall be notified of the complaint within fifteen (15) calendar days of the County's receipt of the complaint.
5. Once a course of action is determined by Coweta County, the complainant and the party alleged of discrimination (Respondent) will be notified of the course of action within five (5) calendar days. The complaint will be filed in the Title VI Coordinator's records and will include a statement by the Coordinator identifying the basis of the complaint and the race, color, national origin, handicap/disability, age, and gender of the complainant.
6. When complaints are investigated by Coweta County, the Title VI Coordinator will allow the party alleged of discrimination (Respondent) the opportunity to respond to the allegations. Any such response shall be in writing. The Respondent will be allowed ten (10) calendar days to provide such response to the Title VI Coordinator.
7. Within sixty (60) calendar days of the acceptance of the complaint, the Title VI Coordinator (or GDOT Investigator) will prepare a report of their findings. The report shall include a narrative description of the incident(s), identification of the persons interviewed, findings, and recommendations for disposition of the complaint.
8. The report cited in section 7 above shall be reviewed by the County Attorney. The County Attorney may discuss the report and its recommendations with the Title VI Coordinator and other County staff and Administration, as appropriate.
9. Briefings will be held separately with the Complainant and the Respondent. These briefings will be conducted within fifteen (15) calendar days of the date that the report is completed. The complainant and the respondent will each receive written copies of the report and will be notified of their respective appeal rights.
10. A copy of the report and a copy of the complaint will be forwarded to the GDOT Office of Equal Employment Opportunity within sixty (60) calendar days of the briefings cited in section 9 above.
11. The complainant and respondent shall have the right to appeal the results and findings established in the final report to the Georgia Department of Transportation, the United States Department of Transportation, the United States Department of Justice, or other

- entity, as appropriate. The parties will have one hundred eighty (180) calendar days after date of the briefing to appeal the findings of the final report.
12. Complaint logs shall be maintained by the Title VI Coordinator for each year. The complaint log shall contain the following information for each complaint:
 - i. The name and address of the person filing the complaint
 - j. The date of the complaint
 - k. The basis of the complaint
 - l. The disposition of the complaint
 13. Coweta County shall not investigate a complaint against the County. Complaints against the County shall be forwarded to GDOT.



**DISCRIMINATION COMPLAINT FORM
FOR TITLE VI**

The purpose of this form is to assist you in filing a complaint with the Coweta County Title VI Coordinator. You are not required to use this form; a letter with the same information is sufficient. However, the information requested in the items marked with a star (*) must be provided, whether or not the form is used.

1. * State your name and address.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # (Home) _____ (Work) _____

2. * Person(s) discriminated against, if different from above:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # (Home) _____ (Work) _____

Please explain your relationship to this person(s).

3. * Agency and department or program that discriminated:

Name: _____

Any individual if known: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____

4. Non-employment: Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the department or agency in its treatment of you or others? If so, please indicate below the basis on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "Sex: Female").

_____ Race/Color: _____

_____ National origin: _____

_____ Sex: _____

_____ Religion: _____

_____ Age: _____

_____ Disability: _____

5. What is the most convenient time and place for us to contact you about this complaint?

6. If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and/or provide information about your complaint:

Name: _____

Telephone # _____

7. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____

8. To your best recollection, on what date(s) did the alleged discrimination take place?

Earliest date of discrimination: _____

Most recent date of discrimination: _____

9. Complaints of discrimination must be filed within 180 calendar days of the alleged discrimination. Please explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. (Please use additional sheets if necessary and attach a copy of written materials pertaining to your case).

10. Please list below any persons (witnesses, fellow employees, supervisors, or others), if known, whom we may contact for additional information to support or clarify your complaint.

Name	Address	Area code/telephone numbers
------	---------	-----------------------------

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

11. Do you have any other information that you think is relevant to our investigation of your allegations?

12. What remedy are you seeking for the alleged discrimination?

13. Have you (or the person discriminated against) filed the same or any other complaints?

_____ Yes _____ No

If so, do you remember the Complaint Number? _____

Against what agency and department or program was it filed?

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____

Date of Filing: _____ DOJ Agency: _____

Briefly, what was the complaint about?

What was the result?

14. Have you filed or do you intend to file a charge or complaint concerning matters raised in this complaint with any of the following?

_____ State or U.S. Department of Transportation

_____ U.S. Equal Employment Opportunity Commission

_____ Federal or State Court

_____ Your State or Local Human Relations/Rights Commission

_____ Grievance or complaint office

15. If you have already filed a charge or complaint with an agency indicated in #14, above, please provide the following information (attach additional pages if necessary):

Agency: _____

Date filed: _____

Case or Docket Number: _____

Date of Trial/Hearing: _____

Location of Agency/Court: _____

Name of Investigator: _____

Status of case: _____

Comments:

-
-
16. * We cannot accept a complaint if it has not been signed. Please sign and date this complaint form below.

Signature

Date

Please feel free to add additional sheets to explain the present situation to us.

Please make a copy for your records, and then mail the completed, signed Discrimination Complaint Form to:

Coweta County
Title VI Coordinator
22 East Broad Street
Newnan, Ga. 30263
770-254-2601

17. If your complaint has already been assigned a complaint number, please list it here:
