



**Tennessee Department of Transportation  
Departamento de Transportate de Tennessee**

**Titlè VI Nondiscrimination Statement  
Título VI Declaración de Prohibición de Discriminación**

**The Tennessee Department of Transportation ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex, or national origin.**

**El Departamento de Transporte del Estado de Tennessee asegura el cumplimiento del Título VI del Acto de Derechos Civiles de 1964; 49 CFR, Parte 21, relacionados estatutos y normas para asegurar que ninguna persona sea excluida o discriminada, o que se le nieguen los beneficios de cualquier programa o actividad la cual reciba ayuda financiera federal del Departamento de Transporte de los Estados Unidos sin importar su raza, color, sexo, o origen nacional.**

**Any person who believes he or she has been discriminated against should contact:**

**Cualquier persona quien crea que ha sido discriminada deberá comunicarse con el:**

**Tennessee Department of Transportation  
Departamento de Transporte de Tennessee**

**Civil Rights Office – La Oficina de Derechos Civiles**

**505 Deaderick Street  
Suite 1800, James K. Polk Building  
Nashville, TN 37243-0347**

**TELEPHONE (615) 741-3681 or Toll Free 1-888-370-3647  
TELÉFONO (615) 741-3681 or Llamada Gratis 1-888-370-3647**

**[www.tdot.state.tn.us/civil-rights/titlevi](http://www.tdot.state.tn.us/civil-rights/titlevi)**



**City of Lewisburg Tennessee**  
 131 East Church Street - 37091

**City of Lewisburg  
 Title VI Assurance**

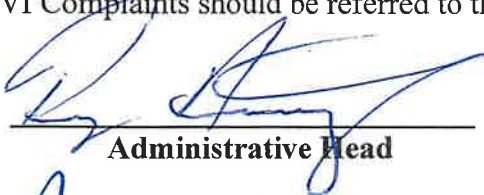
The City of Lewisburg assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.I. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Tennessee Department of Transportation (TDOT).

The City of Lewisburg further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

In the event the City of Lewisburg distributes Federal Assistance to a consultant, contractor or subcontractor and other participants, the City of Lewisburg will include Title VI language in all written agreements and will monitor the consultant, contractor or sub-contractor and other participants for compliance. The City of Lewisburg's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 23 CFR 200 and 49 CFR 21.

As required by the contractual agreement, the City of Lewisburg will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs of the Tennessee Department of Transportation (TDOT).

Title VI Complaints should be referred to the Coordinator listed below.

  
 \_\_\_\_\_  
 Administrative Head

January 3, 2023  
 Date

  
 \_\_\_\_\_  
 Title VI Coordinator

January 3, 2023  
 Date

Jim Bingham    Roy A. Haislip    Vacant    Pamela R. Davis    Barbara Medley    Quinn B. Stewart  
 Mayor    City Manager    Treasurer    Recorder    City Judge    City Attorney

Vickie Michael    Tommy G. Burns    Joe Bradford    Patty Parsons    Peggy Harwell  
 Councilwoman    Councilman    Councilman    Councilwoman    Councilwoman

----- Phone 931-359-1544 Fax 931-359-7055 -----  
[www.lewisburgtn.com](http://www.lewisburgtn.com)



City of Lewisburg  
Nondiscrimination Complaint Procedures

(Rev. 12-12-2022)

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the City of Lewisburg's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

a. Complaint shall be in writing and signed by the complainant(s).

b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).

c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of-incident.

d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed, original copy of the fax or email transmittal for the City of Lewisburg to be able to process it.

e. Allegations received by telephone will be reduced to writing and provided to complainant for confirmation or revision before processing.

A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to the City of Lewisburg for processing.

2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. Complaints against the City of Lewisburg will be referred to the appropriate State or Federal Agency for proper disposition pursuant to their procedures. TDOT-Civil Rights Division will be notified within three business days.

3. In order to be accepted, a complaint must meet the following criteria:

a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

b. The allegation(s) must involve a covered basis such as race, color, national origin.

c. The allegation(s) must involve a program or activity of a Federal-Aid recipient, sub-recipient, or contractor.

4. A complaint may be dismissed for the following reasons:

a. The complainant requests the withdrawal of the complaint.

b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.

c. The complainant cannot be located after reasonable attempts.

5. Once the City of Lewisburg decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within seven calendar days. The complaint will receive a case number and will then be logged into the City of Lewisburg records identifying its basis and alleged harm.

6. In cases where the City of Lewisburg assumes the investigation of the complaint, the City of Lewisburg will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of the City of Lewisburg's written notification of acceptance of the complaint to furnish his/her response to the allegations.

7. The City of Lewisburg's final investigative report and a copy of the complaint will be forwarded to the appropriate State or Federal Agency and affected parties within 60 calendar days of the acceptance of the complaint.

8. The City of Lewisburg will notify the parties of its final decision.

9. If complainant is not satisfied with the results of the investigation of the alleged discrimination and practices the complainant will be advised of the right to appeal to the appropriate State or Federal Agency.



## LIMITED ENGLISH PROFICIENCY PROCEDURE CITY OF LEWISBURG, TENNESSEE 37091

The City of Lewisburg 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 "I Speak" cards.
2. Once language proficiency is determined, employees will have AVAZA Language Services /1-800-482-8292 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 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, 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 City of Lewisburg 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 Pam Davis, Title VI Coordinator.