



## TITLE VI COMPLIANCE PROGRAM

### TITLE VI COMPLAINTS OF DISCRIMINATION

Title VI complaints must be submitted *in writing, signed*, and submitted within 180 calendar days of the alleged discriminatory act. The complaint may be filed with the allegedly discriminating agency, the Tennessee Human Rights Commission (THRC), the relevant state agency, or the relevant federal agency.

The following information should be included in a Title VI complaint:

- The name, address, and telephone number of the complaining party. **The complaint must be signed and filed within 180 calendar days of the alleged discriminatory act.** If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- The name and address of the agency, institution, or department alleged to have committed the discriminatory act.
- How, why, and when the discriminatory act(s) occurred. Please include as much background information as possible about the alleged acts of discrimination. Include names of individuals involved in the discrimination, if you know them, as well as any other relevant information.
- The names, addresses, and phone numbers of any witnesses, if known, that the investigating agency may contact for additional information to support or clarify your allegations.
- The complaint should be sent to Anne G'Fellers-Mason, Heritage Alliance Title VI Coordinator, 212 East Sabin Drive Jonesborough TN 37659.
- The Tennessee Human Rights Commission's (THRC) Title VI Compliance Program will be notified of any complaints within ten (10) business days of receipt.

**DISCLAIMER: Please do not submit confidential information, such as your Social Security Number, Driver's License number, or birthdate with your Title VI Complaint.**

Upon receipt of the complaint, the Heritage Alliance Title VI staff will evaluate jurisdiction, the need for additional information, and investigate the merit of the complaint. If the complaint is filed by an internal party, The Heritage Alliance does not have jurisdiction and will forward it to the appropriate agency having jurisdiction to review it.

If the Heritage Alliance has jurisdiction to investigate, the Heritage Alliance will investigate and adjudicate the complaint and notify parties of the final decision in writing. If the investigation indicates that a violation did not occur, the Heritage Alliance will notify the parties of the final decision in writing.



If complainant is not satisfied with the results of the investigation, the complainant may appeal to the appropriate Federal agency.

Complainants also have the option to file a complaint directly with THRC or the appropriate Federal agency within 180 days of the alleged discrimination. THRC may be reached by phone at (615) 741-5825 or toll free at 1(800) 251-3589 or at:

William R. Snodgrass Tennessee Tower  
312 Rosa L Parks Ave, 23<sup>rd</sup> Floor  
Nashville, TN 37243

For more information regarding the Heritage Alliance's Title VI program, please contact:

**Title VI Coordinator:**      **Anne G'Fellers Mason**  
   **Heritage Alliance**  
   **212 East Sabin Drive**  
   **Jonesborough TN    37659**  
   **423-753-9580**

Adopted by HA Board of Trustees 11 February 2021 and reviewed on 02/29/23

Signed , HA B of T President