



Title VI Plan

City of Gastonia

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Introduction

The City of Gastonia has adopted this Title VI Plan to ensure that the City complies with the provisions of Title VI of the Civil Rights Act of 1964. Title VI prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Discrimination on the basis of gender, age, sex and disability is prohibited under related federal statutes.

Federal-aid recipients, subrecipients and contractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities and services whether these programs, activities and services are federally funded or not. The City of Gastonia Title VI Coordinator is responsible for providing leadership, direction and policy to ensure compliance with Title VI and environmental justice principles.

Title VI is a mechanism that directs the federal financial assistance, which drives or promotes economic development. By legislative mandate, Title VI examines the following public policy issues:

- Accessibility for all persons
- Accountability in public funds expenditures
- Disparate impact
- Economic empowerment
- Environmental justice
- Infrastructure development
- Minority participation in decision making
- Program service delivery
- Public and private partnerships built in part or whole with public funds
- Site and location of facilities

Title VI was enacted to ensure equal distribution of federal funds. Because of this, Title VI:

- Encourages the participation of minorities as members of planning or advisory bodies for programs receiving federal funds
- Prohibits discriminatory activity in a facility built in whole or part with federal funds
- Prohibits entities from denying an individual any service, financial aid, or other benefit because of race, color, or national origin
- Prohibits entities from providing a different service or benefit, or providing these in a different manner from those provided to others under the program
- Prohibits entities from requiring different standards or conditions as prerequisites for serving individuals
- Prohibits locating facilities in any way that would limit or impede access to a federally funded service or benefit
- Prohibits segregation or separate treatment in any manner related to receiving program

services or benefits

- Requires assurance of nondiscrimination in purchasing of services
- Requires entities to notify the respective population about applicable programs
- Requires information and services to be provided in languages other than English when significant numbers of beneficiaries are of limited English-speaking ability

Any City of Gastonia resident who has experienced discrimination may file a discrimination complaint with the City as set forth in this policy.

Any City of Gastonia employee who has experienced discrimination or harassment may file a discrimination complaint with the Human Resources Department per Appendix 12 “Harassment and Discrimination Policy” of the City’s Personnel Policy Manual.

Authorities in Summary

Title VI of the Civil Rights Act of 1964

[Pub. L. 88-352 \(1964\), codified at 42 U.S.C. §§ 2000d–2000d-4](#)

Prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives federal financial assistance. This means that individuals cannot be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under such programs.

The Civil Rights Restoration Act of 1987

[Pub. L. 100-259, sec. 6 \(1988\), codified at 42 U.S.C. § 2000d-4a](#)

Clarified and broadened the scope of Title VI by defining “programs or activities” to include all operations of federal aid recipients, subrecipients, and contractors. This expansion means that every part of an entity’s operations is subject to Title VI requirements, regardless of whether a particular program or activity is directly funded by federal assistance.

Federal Aid Highway Act of 1973

[Pub. L. 93-87 \(1973\), codified at 23 U.S.C. § 324](#)

Prohibits discrimination on the basis of sex in any program or activity receiving federal highway funds. This means that no person can be excluded from participation in, denied the benefits of, or subjected to discrimination under such programs due to their sex.

Age Discrimination Act of 1975

[Pub. L. 94-135 \(1975\), codified at 42 U.S.C. § 6102](#)

Prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance. Under this law, no person in the United States shall be excluded from participation in, denied the benefits of, or subjected to discrimination solely because of their age.

Americans with Disabilities Act of 1990, Subchapter II, Part A

[Pub. L. 101-336 \(1990\), codified at 42 U.S.C. §§ 12131–12134](#)

Ensures that no qualified individual with a disability shall, solely because of their disability, be excluded from participation in, denied the benefits of, or subjected to discrimination by any state or local government entity, including departments, agencies, and special purpose districts.

Section 504 of the Rehabilitation Act of 1973

[Pub. L. 93-112 \(1973\), codified at 29 U.S.C. § 794](#)

States that no qualified individual with a disability shall, solely by reason of their disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity that receives federal financial assistance.

23 CFR Part 200

[Title 23, Code of Federal Regulations, Part 200](#)

The administrative regulations issued by the Federal Highway Administration (FHWA) that govern the implementation of Title VI requirements by state departments of transportation and their subrecipients. These regulations provide the framework for ensuring nondiscrimination in federally assisted highway programs at both the state and local levels.

49 CFR Part 21

[Title 49, Code of Federal Regulations, Part 21](#)

The administrative regulations issued by the U.S. Department of Transportation that implement Title VI of the Civil Rights Act of 1964. These regulations establish the requirements for state and local transportation agencies to ensure that no person is subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance from the Department of Transportation.

28 CFR Part 42, Subpart C

[Title 28, Code of Federal Regulations, Part 42, Subpart C](#)

The administrative regulations issued by the U.S. Department of Justice for the implementation of Title VI of the Civil Rights Act of 1964. These regulations ensure that no person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity that receives federal financial assistance.

Executive Order No. 12898

[Executive Order 12898 \(1994\)](#)

Directs federal agencies to identify and address disproportionately high and adverse environmental and public health effects of their actions on minority and low-income populations.

Environmental justice ensures equal protection from environmental and health hazards for all people, regardless of race, income, culture, or social class. It also holds that no group—including racial, ethnic, or socioeconomic communities—should bear a disproportionate share of negative environmental impacts resulting from industrial practices, land-use planning, zoning decisions, municipal operations, or the implementation of federal, state, and local programs and policies.

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Definitions

As used in the Title VI Plan

Affected Parties: persons protected against discrimination because of race, color, national origin, sex, age, disability, or income by the Title VI Requirements, and the City of Gastonia's Non-Discrimination Policy.

Contractor: a person or entity that has entered into an agreement with the City that is subject to the Title VI Requirements.

Citizen Participation: An open process in which the rights of the community to be informed, to provide comments to the government, and to receive a response from the government are met through a full opportunity to be involved, and to express needs and goals

Locating and siting actions: a recommendation by City staff or decision by the City staff or the City Council that will result in the construction of a public facility that could have adverse environmental impacts on the surrounding area.

Meaningful access: the provision of communicative assistance by the City necessary to allow affected persons to participate in governmental services/activities.

Proposed Project: a project that receives federal funds and is subject to the Title VI Requirements.

Subrecipient: a person or entity that receives federal funds from the City to be used by the entity to further the objectives of the federal grant. The City is the recipient of the grant, and the person or entity is a subrecipient of those grant funds.

Title VI Assurances: conditions imposed upon contractors or subrecipients as a result of federal funding being directly or indirectly provided to the contractor or subrecipients.

Title VI Requirements: the nondiscrimination provisions contained in Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Federal Aid Highway Act of 1973, Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Executive Order 12898 and Executive Order 13166.

Staffing and Organization/Implementation

City Manager

The City Manager of Gastonia holds ultimate responsibility for ensuring the City's full compliance with all applicable Title VI requirements. This includes, but is not limited to:

- Monitoring City programs for compliance
- Preparing and submitting required reports

- Undertaking other responsibilities as outlined in applicable federal regulations, including
 - [23 CFR Part 200 – FHWA Title VI Implementation and Review Procedures](#)
 - [49 CFR Part 21 – US DOT Nondiscrimination in Federally-Assisted Programs](#)

To support this responsibility, the City Manager has directed the Human Resources Director to serve as the City's Title VI Coordinator. The Title VI Coordinator is tasked with overseeing day-to-day implementation of the City's Title VI Program, facilitating training, maintaining documentation, and coordinating compliance efforts across all departments. All department heads are expected to cooperate and collaborate with the Title VI Coordinator as necessary to ensure consistent and effective compliance throughout the City's programs and activities.

Human Resources Director

Serving as Title VI Plan and Program Coordinator

The Director of Human Resources is responsible for the overall management of the City of Gastonia's Title VI Program, under the direct supervision of the City Manager. In the role of Title VI Coordinator, the Director's responsibilities include:

- Processing and investigating Title VI complaints received by the City; coordinating with appropriate staff and the City Attorney; and compiling statistical data related to race, color, national origin, sex, age, disability, and income of participants and beneficiaries of federally funded programs to ensure compliance.
- Reviewing City programs and projects receiving federal funding to evaluate adherence to Title VI requirements and assist with reporting.
- Conducting Title VI training programs for City staff, contractors, and subrecipients responsible for compliance; and making recommendations to the City Manager for achieving and maintaining compliance.
- Developing and disseminating public information related to the City's Title VI Plan to ensure transparency and accessibility.
- Ensuring meaningful public involvement in decisions regarding the siting or location of City actions that may affect specific populations, particularly those protected under Title VI.
- Identifying compliance deficiencies and recommending corrective actions to the City Manager to resolve any issues in a timely manner.
- Preparing an annual Title VI Program Report that outlines accomplishments, challenges, and future goals related to the implementation of the Title VI Plan.

Department Responsibility

Each Department is responsible for Title VI compliance, with support from the Title VI Coordinator, for individual projects. Compliance activities include, but are not limited to:

- Ensuring that all aspects of a project's planning process and operations comply with the Title VI Requirements.
- Ensuring that Affected Parties have meaningful access to a project's planning processes.
- Assisting the Title VI Coordinator in gathering and organizing data for the Title VI Plan Report.

- Reviewing the Department work programs, policies, and other directives to ensure compliance with the Title VI Requirements.
- Verifying the level of participation of Affected Parties at public outreach meetings.

Areas of Practice

Notice to the Public

The Public Notice of Title VI Rights is available on the City of Gastonia's website (www.gastonianc.gov) and is also posted at the following locations

- City Hall - 181 S. South Street, Gastonia, NC 28052
- Garland Business Center - 150 S. York Street, Gastonia, NC 28052

City of Gastonia Title VI Notice to the Public

The City of Gastonia hereby gives public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964 and all related acts and statutes. Title VI and related statutes prohibiting discrimination in Federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, national origin, limited English proficiency, income-level, sex, sexual orientation, age, religion or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

It is the City of Gastonia's objective to:

- 1) Ensure that the level and quality of service is provided without regard to race, color, national origin, limited English proficiency, income-level, sex, sexual orientation, age, religion or disability.
- 2) Promote the full and fair participation of all affected populations in project planning processes.
- 3) Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations

The City is committed to a policy of non-discrimination in the conduct of its business, including adherence to Title VI responsibilities and the delivery of equitable and accessible services. Any person who believes that he/she has been subjected to discrimination based upon race, color, sex, sexual orientation, age, national origin, disability, income-level, religion or limited English proficiency may file a written complaint with the City of Gastonia within 180 days after the discrimination occurred.

Title VI grievances may be submitted in writing to the following address or by visiting of the City of Gastonia Title VI Plan website at the <https://gastonianc.gov/government/title-vi-non-discrimination-plan.html>:

City of Gastonia

Attn: Judy Smith
Director of Human Resources
PO Box 1748
Gastonia, NC 28053

For additional information regarding the City of Gastonia Title VI Plan, individuals may contact the Title VI representative by phone at (704) 869-7874 or by email at Judy.Smith@gastonianc.gov

Policy

Appendix A	Adopted Resolution of Title VI Policy
Appendix B	The City, includes in this plan, the adoption of a non-discrimination policy. This policy is therefore adopted by the City as part of the Title VI Plan.
Appendix C	The City adopts within this plan a Non-Discrimination Notice.
Appendix D	The City adopts within this plan an Equal Employment Opportunity Statement
Appendix E	The City adopts within this plan a Discrimination Complaint Form.
Appendix F	The City adopts within this plan an Assurance of Compliance Statement.

Elimination of Discrimination: The City will continue its practice of identifying discrimination based on race, color, religion, sex, national origin, age, disability, sexual orientation, limited English Proficiency, and income-level, and where such discrimination is found to exist, implementing programs or practices to eliminate the discrimination.

Public Dissemination of Information: The Title VI Coordinator shall assist City staff in the creation and dissemination of Title VI Program information to City employees, subrecipients, contractors, Affected Parties, and the general public. Public dissemination efforts may include: posting public statements setting forth the City's non-discrimination policy; inclusion of Title VI Assurances in City contracts and grants; and publishing a Title VI Policy Statement on the City's website; including the notice and policy into all adopted plans and program documents.

Title VI Assurances in Contracts and Grants: Contracts and procurement are integrated into each department. Staff will ensure that all federally funded contracts administered by the City contain Title VI Assurances. In the event that the City distributes federal funds to another entity through grants or other agreements, the Department Head administering the grant or agreement will ensure that such grants and agreements contain the Title VI Assurances. The Department's project administrator or grant administrator will monitor the performance of the contract or grant for compliance. The Title VI Coordinator and Department Head will coordinate efforts to ensure that the requirements of Title VI are met throughout the entire contracting and grant performance process.

Data Collection: Statistical data on Affected Parties will be compiled by each department head and provided to the Title VI Coordinator. The data compilation process will be reviewed regularly by the Title VI Coordinator to ensure the data is sufficient to meet the requirements of this Title VI Plan.

Site and Facility Location: The City shall not make selection of a site or location of a facility for participants in and beneficiaries of the City's federal aid programs if that selection could exclude individuals from participation in, or deny them benefits of, or subject them to discrimination on grounds of race, color or national origin, or could substantially impair the accomplishment of the objectives of the nondiscrimination policy.

Environmental Justice in Minority and Low-Income Populations: In accordance with Executive Order 12898, titled "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," the City will develop strategies to review, consider, and address disproportionately high and adverse human health or environmental effects on minority and low-income populations, to promote nondiscrimination in Federal-aid programs, substantially effect human health and the environment, and to provide minority and low-income communities access to public information and an opportunity for public participation in matters relating to human health or the environment.

Limited English Proficiency: Approximately 12% of residents in the City primarily speak a language other than English. The City will review demographic data annually to identify language assistance needs within its service areas, utilizing the American Community Survey, to determine if a formal Limited English Proficiency (LEP) Program is needed.

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Title VI Nondiscrimination Complaint Process

Any individual who believes they—or others—have been subjected to unequal treatment or discrimination in the receipt of benefits or services provided by the City of Gastonia, or by a contractor or subrecipient, may file a Title VI complaint. Grounds for such a complaint include race, color, national origin, sex, age, disability, income level, Limited English Proficiency (LEP), or religion/creed.

Complaint forms are provided in **Appendix E** of this document and are available on the City’s website as well as in paper form at City facilities.

The City of Gastonia will make every effort to resolve complaints promptly and at the earliest possible stage. When appropriate, informal mediation meetings may be held between the Title VI Coordinator, relevant City staff, contractors, subrecipients, and affected parties to facilitate a mutually agreeable resolution.

Process and Procedure

The following procedures cover all complaints filed under Title VI. These procedures do not deny the right of the complainant after the completion of the Title VI process to file a complaint with state or federal agencies or to bring private action based on the complaint.

1. Any person, group of persons, or entity that believes they have been subjected to discrimination under the Title VI requirements may file a written complaint with the Title VI Coordinator. The complaint must be filed within 180 days of the alleged discriminatory action or occurrence.
2. Upon receiving a complaint, the Title VI Coordinator will review it to determine the following:
 - Whether the City of Gastonia has jurisdiction over the complaint
 - Whether the complaint includes all necessary information
 - Whether any additional information is required
 - Whether the complaint warrants further investigation

Within **five (5) business days** of receiving the complaint, the Title VI Coordinator will assess its completeness and decide if additional investigation is necessary.

3. The Title VI Coordinator will provide the respondent with the opportunity to respond in writing to the allegations of the complaint. The respondent shall have fifteen (15) days from receipt of notification to provide a response to the allegation in the complaint.
4. If the complaint is filed against a contractor or subrecipient, the City of Gastonia will notify the appropriate state or federal agency within fifteen (15) calendar days of receiving the complaint. This notification will include the status of the complaint and any actions taken or planned as part of the investigation.

5. Within **sixty (60) calendar days** of receiving the complaint, the Title VI Coordinator will prepare a written investigative report. The completed report will then be submitted to the City Attorney for review. This report will include:
 - A narrative description of the incident
 - Identification of individuals interviewed
 - Findings of the investigation
 - Recommendations for resolution and any necessary corrective actions
6. The City Attorney or their designee will review the report and meet with the Title VI Coordinator and/or City Manager to determine the appropriate action.
7. Once the investigative report is finalized and appropriate action has been determined, both the complainant and the respondent will receive the following:
 - A copy of the investigative report
 - A statement outlining the determined course of action
 - A notification of their rights to appeal the decision
8. Within fifteen (15) days of providing the investigative report and determination of appropriate action to both the complainant and respondent, the Title VI Coordinator will meet individually with each party to:
 - Review the findings of the investigative report
 - Discuss the actions determined to address the complaint
9. Within sixty (60) days of receipt of the original complaint, a copy of the complaint and the City's investigative report and determination of appropriate action will be provided to the appropriate federal or state agency for comments.
10. Within fifteen (15) days of receiving comments from the federal or state agency, the Title VI Coordinator will meet with all parties to discuss comments provided by the responding agencies.
11. Upon receiving comments from the appropriate federal or state agency, the City Manager will review the feedback and issue a final decision, incorporating any necessary actions to address the agency's recommendations or concerns.

The final decision will be provided to all parties involved in the proceedings and will include a notice of the right to appeal. Appeals may be submitted if a party presents new evidence that was not previously considered and could not have been reasonably discovered during the initial investigation.
12. If either party is not satisfied with the results of the investigation or resolution, said party may appeal the City Manager's decision to the appropriate federal or state agency by filing a request for an appeal no later than 180 days after the date of the City Manager's final decision

**RESOLUTION TO ADOPT A TITLE VI POLICY FOR THE CITY OF GASTONIA
TO PROHIBIT DISCRIMINATION IN PROGRAMS AND SERVICES AND IN
ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE**

WHEREAS, in 1964, Congress enacted the Civil Rights Act of 1964, which included that section labeled Title VI which prohibits discrimination in any activity which is financed by federal funds or receives federal financial assistance; and

WHEREAS, since the adoption of Title VI, additional federal regulations and court decisions have further refined the definition of "federal financial assistance" and what entities are affected and controlled by Title VI; and

WHEREAS; the City of Gastonia has no formal policy in place for defining and preventing discrimination in the activities and for the entities Title VI affects; and

WHEREAS, the interpretation and application are not intuitive or readily understood, requiring an understanding of what "federal financial assistance" might be in any particular situation and what persons or entities must comply with Title VI; and

WHEREAS, a policy and procedure for reporting violations will provide guidelines for the City, City Departments and private persons and companies doing business with the City and receiving federal financial assistance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gastonia that the attached "Title VI Policy" is hereby adopted as the official policy of the City of Gastonia for applying, reporting and enforcing Title VI of the Civil Rights Act of 1964.

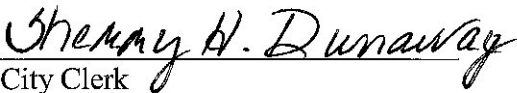
IT IS FURTHER RESOLVED that the City Manager is authorized to approve this policy on a yearly basis if no changes are made to it.

Adopted this ____ day of February, 2020.



Mayor Walker E. Reid, III

ATTEST:



City Clerk



Resl 946

City of Gastonia - Title VI Nondiscrimination Policy Statement

It is the policy of the City of Gastonia to ensure that no person shall, on the ground of race, color, national origin, limited English Proficiency, income-level, sex, sexual orientation, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City of Gastonia program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964, United States Department of Transportation (DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) Part 21, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the City of Gastonia to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service or other program benefit without good cause.
- Providing any service or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program.
- Subjecting a person to segregation or separate treatment in any part of a program.
- Restrictions in the enjoyment of any advantages, privileges, or other benefits enjoyed by others.
- Methods of Administration, which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination.
- Different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities.
- Acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because he/she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing.
- Discrimination in any way against an individual during the hiring process or employment period for any City position.

Michael Peoples,
City Manager

Date

Notice of Nondiscrimination and Accessibility Rights

The City of Gastonia, pursuant to its policy to comply with Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities, will not exclude from participation in, deny the benefits of, or subject to discrimination any person based on race, color, national origin, limited English Proficiency, income-level, sex, age, sexual orientation, disability (or religion, where applicable), under any programs or activities conducted or funded by the City of Gastonia.

Any person who believes they have been wronged by a discriminatory act (action or inaction) of the City of Gastonia or its funding recipients, has the right to file a complaint with the City of Gastonia. For instructions on how to file a complaint, or additional information regarding the City of Gastonia's nondiscrimination obligations, please contact:

City of Gastonia

Judy Smith, Director of Human Resources

PO Box 1748

Gastonia, NC 28053

Judy.Smith@gastonianc.gov

Phone: 704-866-6786

You may also visit www.gastonianc.gov

Anyone with a hearing or speech impairment may use Relay NC, a telecommunications relay service, to call the City of Gastonia City Manager's Office. Relay NC can be accessed by dialing 711 or 1-877-735-8200.

ATTENTION: If you speak a language other than English, the following language assistance services are available to you, free of charge. Qualified interpreters and information written in other languages. Call 1-800-522-0453.

ATENCION: Si habla un idioma distinto del inglés, los siguientes servicios de asistencia de idiomas están disponibles para usted, de forma gratuita. Envíe un correo electrónico a cheriej@cityofgastonia.com o llame al 704-866-6705 para solicitar asistencia.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Gastonia is committed to providing and maintaining a work environment that promotes equal opportunity for all of its employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation or gender identity, political affiliation, marital status, parental status, or retaliation for participating in equal employment opportunity activity.

Therefore, in accordance with Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; the Age Discrimination Act, as amended; the Rehabilitation Act of 1973, as amended, the Genetic Information Nondiscrimination Act of 2008, The Americans with Disabilities Act, as amended and all other relevant laws, regulations, and agency policies, it is the policy and intent of the City to prohibit discrimination in the terms, conditions, and privileges of employment.

City of Gastonia Title VI Complaint Form

Section I	
Name:	
Address:	
Telephone (Home)	Telephone (Work)
Email Address:	
Section II	
Are you filing this complaint on your own behalf? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If you answered "Yes" to this question, proceed to Section III</i>	
If you are not the person directly affected, please provide the name and your relationship to the individual on whose behalf you are submitting this complaint	
Name:	Relation:
Please explain why you are submitting this complaint on behalf of another person:	
If you are filing on behalf of another person, please confirm that you have their permission to do so. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Section III	
I believe the discrimination I have experienced was based on (check all that apply):	
<input type="checkbox"/> Race	<input type="checkbox"/> Color
<input type="checkbox"/> Disability	<input type="checkbox"/> Low Income
<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Sex	<input type="checkbox"/> Limited English Proficiency
<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion/Creed
Please provide a detailed explanation of what occurred and why you believe discrimination took place. Describe all individuals involved, including the name and contact information of the person(s) who you believe discriminated against you (if known), as well as the names and contact information of any witnesses or others involved. <i>Attach additional page(s) if necessary.</i>	

Please list the name(s) of the individual(s) you believe are responsible for the alleged discriminatory actions		
Name(s):		
Retaliation for asserting your rights under the law is prohibited. If you believe you were retaliated against separately from the discrimination described above, please explain the circumstances and what action you took that may have led to the retaliation. <i>Attach additional page(s) if necessary.</i>		
Please list the names and contact information of any individuals (witnesses, coworkers, supervisors, etc.) we may contact for additional information or to help clarify your complaint. <i>Attach additional page(s) if necessary.</i>		
Name: _____	Address: _____	Telephone: _____
Name: _____	Address: _____	Telephone: _____
Name: _____	Address: _____	Telephone: _____
Name: _____	Address: _____	Telephone: _____
Have you discussed the complaint with any City of Gastonia representative? <i>If yes, please provide the name, position if known, and date of discussion</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name(s):		
Section IV		
Have you previously filed a Title VI complaint with the City of Gastonia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you filed this complaint with any other Federal, State, or local agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you filed this complaint with any Federal or State court?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency <input type="checkbox"/> Federal Court <input type="checkbox"/> State Agency <input type="checkbox"/> State Court <input type="checkbox"/> Local Agency		

Please provide the name and contact information of a person at the agency or court where the complaint was filed		
Name:	Title:	Agency:
Address:		Telephone:
Briefly describe the remedy or outcome you are seeking in response to the alleged discrimination		
Please sign and date the form below. <i>Please note: Complaints must be signed and dated to be considered valid. Unsigned complaints will not be accepted.</i>		
_____ Signature		_____ Date
Please mail the completed form to the following <div style="text-align: center;"> City of Gastonia Attn: Judy Smith, Director of Human Resources PO Box 1748 181 S. South St Gastonia, NC 28052 </div>		
FOR OFFICE USE ONLY		
Date Received: _____ Processed by: _____ Referred to: _____ Date Referred: _____		

**ASSURANCES OF COMPLIANCE WITH TITLE VI OF
THE CIVIL RIGHTS ACT OF 1964**

As a condition of receipt of federal financial assistance from the Department of the Treasury, the Recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein.

The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity (ies), so long as any portion of the Recipient’s program(s) or activity (ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 12898, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.

3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov> OMB Approved No. 1505 0271 Expiration Date: November 30, 2021. 2. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
4. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:
5. The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.
6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure 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. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of

any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.

9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.
10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that that they are effectively monitoring the civil rights compliance of subrecipients.
11. The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

Michael Peoples, City Manager

Date