Tennessee Department of Transportation

Civil Rights Division – 2026 General Title VI Compliance Assessment

Civil Rights Division; Suite 1800 James K. Polk Building; 505 Deaderick Street, Nashville, Tennessee 37243

Telephone Number: 615.741.3681 – Email: TDOT.Title.VIProgram@tn.gov

I. Agency Contact Information

William A. Vogle	County Mayor
Name of Administrative Head	Job Title
Robertson County	
Agency Name	
502 8th Ave. E.	
Agency Address	
Springfield, TN	37172/Robertson
City/State	Zip Code/County
615-384-2476	lcrockett@robcotn.org
Agency Phone Number	Email
Lea Ann Crockett	lcrockett@robcotn.org
Name of Title VI Coordinator	Job Title
Chief of Staff/Title VI Coordinator	
Title VI Coordinator's Address (If different from above.)	
City/State	Zip Code/County
www.robertsoncountytn.org	
Website Address/URL	

*Please notify the Title VI program staff if your Title VI Coordinator changes.

II. Title VI Training Information

1. Has the Title VI Coordinator participated in TDOT's Title VI Program training within the past three years?
   Yes ☑ No ☐ Please provide the date of your last TDOT Title VI Training Aug. 4, 2023
   If yes, provide a copy of the training certificate or date of training.
   If no, visit the TDOT Title VI website and take the online Title VI training or register to attend a virtual regional training. TDOT's Title VI Trainings

2. What method is used to train your agency's staff on Title VI of the Civil Rights Act of 1964 and other related nondiscrimination mandates?
   Training upon hiring, online training, meetings, personnel handbook training

3. How frequently is Title VI training provided to staff?

   annually

III. General Project Information

1. Please provide a brief project description and project identification number (PIN). If available, please provide an Environmental Assessment of this project.

   NA

2. Please provide amount of state/federal funding: _____

US Census Data

City/County Population:

Ethnicity	Total # Population by Ethnicity	% Population by Ethnicity
White	58,467.00	81.00%
American Indian/ Alaska Native	335.00	4.00%
Asian	460.00	6.00%
Hispanic	6,878.00	9.00%
African American	5,168.00	7.00%
Native Hawaiian/ Pacific Islander	21.00	2.00%
Other	3,664.00	5.00%

IV. Funding Information

1. List any current applications pending for federal funding and the amount of the grant.

   NA

   If none, please check

V. Public Involvement Plan (PIP)

1. Does the agency have a PIP?

   Yes ☑ No ☐

   If yes, provide a copy of agency's PIP.

   If no, contact the Title VI Program staff for assistance.

2. Provide documentation describing efforts to communities in the decision-making throughout the length of the project.

   If there were a project, Robertson County would ensure population affected would be notified of every opportunity to voice their opinions. Multiple notices and meetings would be made available.

3. List media sources utilized to ensure notification of public meetings or public document reviews project communities.

   Local newspaper, local radio station, social media

4. List any adverse social, economic or demographic impacts identified on any planned or programmed transportation-related projects during the last two years, and any mitigation measures employed.

   NA

VI. Title VI Requirements

1. Does the agency have a Title VI (Nondiscrimination) poster visible, **posted on its website**, and accessible to staff and service beneficiaries?
   Yes ☑ No ☐
   Please provide a copy of the agency's Title VI poster.

2. Is the agency's Title VI compliant procedures **posted on its website**, identifying the Title VI Coordinator by name and instructing that Title VI complaints can be referred to the coordinator, TDOT's Civil Rights Office, federal, state, or local funding agencies?
   Yes ☑ No ☐
   Please provide a copy of the agency's Title VI poster.
   If no, contact the Title VI Program staff for assistance.

3. Is Title VI information disseminated to staff and beneficiaries?
   Yes ☑ No ☐
   If yes, briefly describe how.
   Information provided upon hire, personnel handbook, website notices, community boards

VII. Limited English Proficiency (LEP) **Assessment**

1. Does the agency have a LEP plan?

   Yes ☑ No ☐

   If yes, please provide a copy the agency's LEP plan.
   If no, contact the TDOT Title VI Program for assistance.

2. How does the agency ensure LEP persons have access its services and activities, and that there are no barriers to participation?

   Provide I Speak flashcard of languages, interpreters, translation hot line

3. Has the agency conducted a Four Factor Analysis to determine the number and proportion of LEP persons served or encountered in the agency's service area?

   Yes ☑ No ☐

   If yes, provide a copy of the Four Factor Analysis.
   If no, contact the TDOT Title VI Program staff for assistance.

VIII. Transportation – Related Boards and Commissions

1. List Transportation – related board(s), commission(s), and/ or advisory bodies that have appointed members:

   NA

Assessment

2. Provide a demographic breakdown of transportation related board(s), commission(s), and/or advisory bodies. Use addendum sheet(s), if needed.

Categories	Total Female Numbers	Total Female Percent	Categories	Total Male Number	Total Male Percent	Overall Totals
Female		0.00%	Male		0.00%	
White		0.00%	White		0.00%	
American Indian/ Alaska Native		0.00%	American Indian/ Alaska Native		0.00%	
Asian		0.00%	Asian		0.00%	
Hispanic		0.00%	Hispanic		0.00%	
African American		0.00%	African American		0.00%	
Native Hawaiian/ Pacific Islander		0.00%	Native Hawaiian/ Pacific Islander		0.00%	
Other		0.00%	Other		0.00%	

3. How are members of the board(s), commission(s), and/ or advisory bodies selected? Please attach a copy of by-laws, if any.

Any county-approved board is appointed and/or elected by the County Commission

4. How often do members of the board(s), commission(s), and/ or advisory bodies meet? Are there regularly scheduled meetings?

Boards meet monthly

IX. Procurement of Contracts

1. Does the agency's contracts contain nondiscrimination assurance language?

Yes ☑ No ☐

If yes, provide a sample copy.
If no, contact the TDOT Title VI Program for assistance.

2. Describe methods used to solicit small businesses.

Website and local media, including newspaper and radio

3. What methods are used to ensure consultants/contractors are aware of their Title VI responsibilities?

Included information in bid letters

4. How are consultants/contractors monitored for compliance with Title VI of the Civil Rights Act of 1964 and and other nondiscrimination mandates?

Reviews of works, county engineer overseeing projects

5. Indicate the number of bids/proposals submitted by small businesses for each transportation-related federally funded contract awarded for the past two years.

Company Ownership	Contract Amount		Company Ownership	Contract Amount	
	Year 1	Year 2		Year 1	Year 2
White	0.00	0.00	African American	0.00	0.00
American Indian/ Alaskan Native	0.00	0.00	Native Hawaiian/ Other Pacific Islander	0.00	0.00
Asian	0.00	0.00	Hispanic	0.00	0.00
Women Owned	0.00	0.00	Certified DBE	0.00	0.00

X. Title VI Complaint Information

1. Provide a copy of agency's Title VI complaint procedures with state, federal, and local agencies listed as an option to filing, include the agency's complaint log. Ensure that complaint procedures are posted on agency's website.

2. List any Title VI complaints filed (on the **basis of race, color, and/or national origin**) against your agency in the past three years? If none, please indicate so.

   None

3. List any lawsuits filed against your agency (on **the basis of race, color, and/or national origin**) against your agency in the past three years?

   None

4. If agency received Title VI complaints, were they investigated?

   Yes ☐ No ☐

   If yes, which agency conducted the investigation?

   If no investigation was conducted, please provide a reason.

   No complaints

5. Provide a summary of findings of the investigation; include a copy of complaint and resolution(s)/corrective action taken.

   No complaints, no investigations

XI. Title VI Assurance

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

Robertson County (Agency Name) assures that no person shall on the grounds of race, color, or national origin, 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).

Robertson County (Agency Name) 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 Robertson County (Agency Name) distributes federal financial assistance to a consultant, contractor or subcontractor and other participants, Robertson County (Agency Name) will include Title VI nondiscrimination language in all written agreements and will monitor the consultant, contractor or subcontractor and other participants for compliance. The 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, Robertson County (Agency Name) will comply the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs of the Tennessee Department of Transportation (TDOT).

It is the policy of the Tennessee Department of Transportation to ensure compliance with Title VI of the Civil Rights Act of 1964; related statues and regulations to the end that no person shall be excluded from participation in or be denied 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 or national origin.

XII. Declaration of Respondent

I declare that I have completed this Title VI Compliance Assessment to the best of my knowledge and believe it to be true and correct.

Rita Ann Crockett
Title VI Coordinator

08/03/2026
Date

XIII. Declaration of Administrative Head

I declare that I have reviewed and approved the information provided in this assessment and to the best of my knowledge and believe it is true, correct and complete.

William A. Vogt
Administrative Head

08/03/2026
Date

Certificate of Completion

Tennessee Department of Transportation

Civil Rights Division Title VI Program

This certifies that

Lea Ann Crockett

has completed

The Online Title VI Program Training

on

Wednesday, August 19, 2026

Title VI Program Director

ROBERTSON COUNTY GOVERNMENT - TITLE VI PLAN

Robertson County will meet its obligation in regards to Title VI by incorporating the following measures:

1. Title VI posters (including the Title VI coordinator's name) must be posted in every county building.

2. Employee Title VI indoctrination/training:

⇨ Please inform all employees during the orientation process of Robertson County's Title VI policies and procedures. All employees should be reminded of this at least once each year.

⇨ Robertson County's Title VI coordinator trains through a webinar, powerpoint presentation provided by the Tennessee Department of Child Services.

3. Please include the following section in all county contracts, bid specifications, and requests for proposals:

STATEMENT OF INTENT – EQUITY AND FAIRNESS:

Robertson County will not discriminate against any individual for any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the county to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The county is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of county services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

4. In accordance with State law, public meetings are held to discuss publicly funded projects that affect private property. Affected property owners are mailed notices about these meetings where explanations are offered and public input is requested.

5. Minority residents are encouraged to participate in volunteer boards and commissions. They are informed about these opportunities through articles posted in Robertson County offices and online.

6. Informing minorities about contract opportunities: RFPs are advertised through the Robertson County website and the local paper, Robertson County Connection.

7. Procedure for Handling a Title VI Complaint: If a resident/customer states a desire to file a Title VI complaint against Robertson County, they should be directed to the county's Title VI Coordinator Lea Ann Crockett, County Mayor's Office, 501 S. Main St., Springfield, TN 37172, 615-384-2476. The Coordinator will then schedule to meet with the complainant to learn the nature of the

complaint. If the complaint is related to Title VI and the complainant wishes to file a complaint, the coordinator will assist. Guidelines for a proper Title VI complaint are as follows:

- ✓ Complaint must be in writing
- ✓ It should include the address, phone number, and signature of the drafter.
- ✓ Description of the discriminatory acts(s) that violate Title VI
- ✓ Include the name of recipient that the allegation is made against Robertson County.
- ✓ Complaint must be filed within 180 calendar days of the alleged discrimination.
- ✓ Record meeting in the presence of another employee. Complainant should be allowed to have a witness or representative present at said meeting.
- ✓ A written complaint would be requested (but not required) from the complainant.
- ✓ Upon receiving the complaint, the Title VI Coordinator would forward a copy to the appropriate agency within 7 working days. Determination of appropriate agency would be made after consultation with a member of TDOM's Title VI Department.
- ✓ A copy of complaint should be forwarded to an official of any alleged discriminatory sub-contractor.
- ✓ A log should be made by Title VI coordinator of all complaints and appeals.

NOTE: Someone at the following address or phone should be contacted to assist in the determination of the agency with jurisdiction over alleged complaints:

TDOM Title VI Director
State of Tennessee
Department of Military
3041 Sidco Drive
Nashville, TN 37204
Telephone: 615-313-0928, Fax No. 615-313-0611

8. LEP (Limited English Proficiency) Communication with Non-English Speaking Person: In the event a county employee is contacted by non-English speaking customer the employee must first determine what language the person speaks before being able to assist. In order to do so:

   ⇨ Use of the Language Identification Flashcard provided by the LEP.gov. If more help is needed, the employee will use Interpret Translation Hotline at 866-557-6169, which is also used by the Robertson County Sheriff's Department.

   ⇨ If the employee learns that the customer speaks Spanish, each department has a list of employees that have received Spanish training that might be able to assist. First call the Robertson County Health Department, if needed contact Robertson County Sheriff's Department.

9. Section 9.1 should be included on a page by itself in all Engineering contracts and any other contracts that involve state of federal funding:

9.1 Contract Monitoring

The Tennessee Department of Military requires Robertson County to maintain records of those ethnic and gender groups who are awarded bids on projects.

You are asked for voluntarily disclosure of the following information as it pertains to the ownership of the bidding company:

Company Name: _____

Gender: Male _____ Female _____

Race: Caucasian _____
African American _____
Hispanic _____
Other (please specify) _____

10. The following section applies to all contractors/consultants/suppliers that receive State and/or Federal funds through Robertson County. The self-survey form below should be filled out by the selected bidder.

SECTION 9.2 Monitoring of Contractors/Consultants/Suppliers

All contractors, consultants, and suppliers that receive funds from state or federal projects through Robertson County must comply with Title VI guidelines. That means that they have to follow many of the same guidelines that we follow. However, they are not required to have a Title VI coordinator. Robertson County's Title VI coordinator will perform compliance reviews of these entities when they first become selected to receive funds and then reviews would be performed a minimum of every 3 years while they are receiving funds.

The following self-survey will be the tool used by the Robertson County to ensure contractor/consultant/supplier compliance. If they are found to be non-compliant, the Title VI Coordinator will attempt to bring them into compliance. If continued to be non-compliant, our association with them will be discontinued.

Title VI Self Survey for Contractors/Consultants/Suppliers

Name of Contractor:_____Date Completed:_____

Address:_____

City:_____ State:_____ Zip:_____

Phone:_____ Fax:_____

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

1. Are Title VI posters visible to staff? If yes, where?_____

   _____

2. Are all Physical Areas (i.e. restrooms, dining rooms, waiting rooms, etc.) provided without regard to race, color, or national origin?_____

3. How is Title VI information disseminated to new/current employees?_____

   _____

4. Describe how certified Disadvantaged Business Enterprises (DBEs), other small, minority and women-owned businesses are solicited to participate on contracts.

   _____

   _____

5. What process has been established to track and monitor ethnicity and gender of any contractors awarded contracts/sub-contracts?

   _____

6. Provide documentation to show that contracts contain non-discrimination assurance language.
7. Provide complaint procedures and attach complaint log form.
8. Provide Limited English Proficiency Communications Plan (i.e. how do you communicate with persons that speak a language other than English.)

The Title VI Assurance (below) is to be submitted on Company (selected bidder's) Letterhead:

Contractor/Consultant Name assures that no person on the grounds of race, color, national origin, or sex, as provided by the Title VI of the Civil Rights Act of 1964 and 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 Military (TDOM).

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

_____ _____

Name of Authorized Official Date

PUBLIC NOTICE

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The State Department of Military provides benefits and services such as emergency management assistance, National Guard protection services and facility construction and maintenance, and disaster assistance following a major Presidential declaration. The federal assistance administered by the Military Department are pass through funds to local governments, other state agencies, and certain private non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Local Title VI Coordinator: Lea Ann Crockett, Chief of Staff
Robertson County Mayor's Office
615-384-2476

2004 Census Test

United States Census 2010

LANGUAGE IDENTIFICATION FLASHCARD

☐ ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
☐ Խնդրում ենք նշում կատարել այս քառակուսում, եթե խոսում կամ կարդում եք Հայերեն:	2. Armenian
☐ যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
☐ ឈូមបញ្ជាក់ក្នុងប្រអប់នេះ ប្រសិនអាន ឬនិយាយភាសា ខ្មែរ។	4. Cambodian
☐ Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	5. Chamorro
☐ 如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
☐ 如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
☐ Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8.Croatian
☐ Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
☐ Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
☐ Mark this box if you read or speak English.	11. English
☐ اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بزنيد.	12. Farsi

DB-3309

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Economics and Statistics Administration
U.S. CENSUS BUREAU

☐ Cocher ici si vous lisez ou parlez le français.	13. French
☐ Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
☐ Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
☐ Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
☐ अगर आप हिन्दी बोलते या पढ़ सकते हों तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
☐ Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
☐ Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
☐ Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
☐ Marchi questa casella se legge o parla italiano.	21. Italian
☐ 日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
☐ 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
☐ ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
☐ Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

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☐ Assinale este quadrado se você lê ou fala português.	26. Portuguese
☐ Însemnaţi această căsuţă dacă citiţi sau vorbiţi româneşte.	27. Romanian
☐ Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
☐ Обележите овај квадратић уколико читате или говорите српски језик.	29. Serbian
☐ Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
☐ Marque esta casilla si lee o habla español.	31. Spanish
☐ Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
☐ ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
☐ Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
☐ Відмітьте цю клітинку, якщо ви читаєте або говорите українською мовою.	35. Ukranian
☐ اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
☐ Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
☐ באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

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Robertson County Tennessee

Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 Fax (615) 384-0237

POST DATE: **July 8, 2019**

BID 1423: State Aid Road Project - Fizer Rd

Sealed bids must be received by: July 23, 2019 at 10:00 AM

Robertson County Finance Office
523 South Brown Street
Springfield, TN 37172

THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1423 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Any brand name called for the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact Delvin Hester, Superintendent, Robertson County Highway at (615) 384-2507. For assistance with bid procedures contact Taylor Tomblin, Robertson County Finance Office at (615) 384-0202 or by email: ttomblin@robcotn.org.

Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.

Robertson County

Four Factor Analysis

1. Number or proportion of LEP persons served or encountered in the eligible service population.
   According to the US Census Bureau, www.census.gov, languages other than English spoken in Robertson County homes, listed as percent of persons age 5 years or older, is 6.4%.

2. The frequency with which the LEP persons come into contact with the program.
   Out of a population of slightly more than 71,000, the frequency in which LEP persons have come in contact with programs has not been that high. However, Robertson County is more than ready to oblige any and all LEP persons who require assistance with any available programs.

3. The nature and importance of the program, activity, or service provided by the program.
   Robertson County would utilize all means available – open meetings, local media, community boards, social media – to ensure that any programs, projects or activities affecting LEP residents are made known to them.

4. The resources available and costs to the recipient.
   Robertson County will ensure that necessary information will be tailored to educate the public on how and where to receive LEP resources and how to access them.

William A. Vogle
Robertson County Mayor
108 Courthouse
Springfield, Tennessee 37172
Phone (615)384-2476 ~ Fax (615)384-0617

Robertson County, Tennessee
Public Involvement Plan

This plan documents the public involvement procedures of Robertson County.

It is intended to fulfill state and/or federal requirements to submit a description of the public involvement component of plans, programs, and projects considered and undertaken by Robertson County.

Robertson County shall conduct its public involvement process in a manner to ensure accountability for its actions, continuous communication with stakeholders and constituents, consistency in approach, and integrity in its dealings.

Robertson County will coordinate with the appropriate grant related office to determine the applicable level of public involvement. The level of public involvement will depend on the nature and complexity of the project. Public involvement activities may be as simple as informal conversations with the potentially affected community, notification letters to property owners, announcements in local and minority papers, announcements online and in public buildings, announcements on local television and/or radio, and public meetings.

The following analysis will be used when determining the public involvement methods:

- Will underserved populations be affected?
- Are public meetings being held in a centralized location of the project?
- What agencies/ resources will the city utilize to inform the potentially affected community about the project, plans, meetings, etc. and their opportunity to participate in the decision making process?
- What communication outlets are available in the area?

Any person who thinks they have been discriminated against based on race, color, and national origin should contact the Title VI Coordinator at 615-384-2476.

ROBERTSON COUNTY
NONDISCRIMINATION COMPLAINT PROCEDURE

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program or activity administered by Robertson County or its sub-recipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

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 for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complaint.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution of the complaint. Initial reviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

PROCEDURES

1. Any individual, group of individuals, or entity that believes that they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the Robertson County Title VI Coordinator. A formal complaint must be filed within 180 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 the conduct was discontinued or the latest instance of the conduct).

    c. Present a detailed description of the issues, including the 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 e-mail transmittal for Robertson County to be able to process it.

e. Allegations received by telephone will be reduced to writing and provided to the complainant(s) for confirmation or revision before processing. Note: A complaint form will be forwarded to the complainant(s) for him/her to complete, sign, and return to the Subrecipient for processing.

2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and needed for additional information, as well as investigate the merit of the complaint if appropriate. Complaints against Robertson County will be referred to the appropriate State of Federal agency for proper disposition pursuant to their procedures.

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 questions for additional information needed to process the complaint.

   c. The complainant cannot be located after reasonable attempts.

5. Once Robertson County decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within 7 calendar days. The complaint will receive a case number to be filed with Robertson County records identifying its basis and alleged harm.

6. In cases where Robertson County assumes the investigation of the complaint, Robertson County 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 Robertson County written

notification of acceptance of the complaint to furnish his/her response to the allegation.

7. Robertson County's final investigative report and a copy of the complaint will be forwarded to the appropriate state and federal agency and affected parties within 60 calendar days of the acceptance of the complaint.

8. Robertson County will notify the parties of its final decision.

9. If the 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.

Discrimination Complaint Form
Title VI

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	☐ Large Print	☐ Audio Tape
	☐ TDD	☐ Other

Section II:		
Are you filing this complaint on your own behalf?	☐ Yes*	☐ No
If you answered "yes" to this question, go to **Section III.*		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	☐ Yes	☐ No

Section III:

I believe the discrimination I experienced was based on (check all that apply):

☐ Race ☐ Color ☐ National Origin

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

_____

_____

_____

Section IV:		
Have you previously filed a Discrimination Complaint with this agency?	☐ Yes	☐ No

If yes, please provide any reference information regarding your previous complaint. _____ _____
Section V:
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? ☐ Yes ☐ No If yes, check all that apply: ☐ Federal Agency: _____ ☐ Federal Court: _____ ☐ State Agency: _____ ☐ State Court: _____ ☐ Local Agency: _____
Please provide information about a contact person at the agency/court where the complaint was filed.
Name:
Title:
Agency:
Address:
Telephone:
Section VI:
Name of agency complaint is against:
Name of person complaint is against:
Title:
Location:
Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are **required** below:

_____ _____

Signature Date

Please submit this form in person at the address below, or mail this form to:

ROBERTSON COUNTY
LEA ANN CROCKETT, TITLE VI COORDINATOR
502 8th Ave. E., Springfield, TN 37172
615-384-2476
lcrockett@robcotn.org

A copy of this form can be found online at **www.robertsoncountytn.org**

Record of Complaints Robertson County Title VI Complai

Case No.	Investigator	Complainant	Respondent	Type of Complaint	Date Open	Race/ Color/National Origin	Final Report	

Robertson County

Robertson County 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.

Robertson County 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:

Title VI coordinator
Lea Ann Crockett
615-384-2476