

# TOWN OF ATLANTIC BEACH

## Title VI Plan



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## INTRODUCTION

The Town of Atlantic Beach (hereinafter referred to as the Town) has adopted this Title VI Plan to ensure that the Town is in compliance 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. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. Discrimination on the basis of gender, age, and disability is prohibited under related statutes. These Presidential Executive Orders and the related statutes fall under the umbrella of Title VI.

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 Town of Atlantic Beach 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 regardless of race, color, or national origin. 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 Atlantic Beach resident who has experienced discrimination or harassment or have a human rights concern may file a discrimination complaint with the Town.

## **ADDITIONAL AUTHORITIES IN SUMMARY**

The Town of Atlantic Beach establishes the Title VI plan not only on the adoption of a local policy, but by long standing federal law.

**Title VI of the Civil Rights Act of 1964 [Pub. L. 88-352 (1964), codified as 42 U.S.C. §§2000d through 2000d-4]:** Title VI of the Civil Rights Act of 1964 prohibits the discrimination in, or the denial of benefits under, any program or activity receiving federal financial assistance on grounds of race, color or national origin.

**The Civil Rights Restoration Act of 1987, [Pub. L. 100-259, Sec. 6 (1988), cODIFIED AS 42 U.S.C. §2000D-4A]:** The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of federal aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

**Federal Aid Highway Act of 1973, [Pub. L. 93-87 (1973), codified as 23 U.S.C. §324]:** The Federal Aid Highway Act of 1973 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

**Age Discrimination Act of 1975, [Pub. L. 94-135 (1975), codified as 42 U.S.C. §6102]:** The Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

**Americans with Disabilities Act of 1990, Subchapter 2, Part A [Pub. L. 101-336 (1990); codified as 42 U.S.C. §§12131-12134]:** The Americans with Disabilities Act of 1990 provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

**Section 504 of the Rehabilitation Act of 1973 [Pub. L. 93-112 (1973), codified as 29 U.S.C. §794]:** Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person, shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

**23 CFR Part 200:** 23 CFR 200 are administration regulations promulgated by the Federal Highway Authority that specify the Title VI implementation requirements for state departments of transportation at state and local levels.

**49 CFR Part 21:** 49 CFR 21 are administration regulations promulgated by the US Department of Transportation that specify the Title VI implementation requirements for state departments of transportation at state and local levels.

**Executive Order No. 12898:** Executive Order 12898 regards federal actions to address Environmental Justice in minority populations and low income populations. (Environmental justice seeks equal protection from environmental and public health hazards for all people regardless of race, income, culture and social class. Additionally, environmental justice means that no group of people including racial, ethnic or socioeconomic groups should bear a disproportionate share of the negative environmental consequences resulting from industrial, land-use planning and zoning, municipal and commercial operations or the execution of federal, state, local and municipal program and policies).

**Executive Order No. 13166:** Executive Order 13166 regards the improvement of access to services for persons with Limited English Proficiency.

## **DEFINITIONS**

As used in this Title VI Plan, the following mean:

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

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

**Locating and siting actions:** a recommendation by Town staff or decision by the Town staff or the Town 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 Town 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 Town to be used by the entity to further the objectives of the federal grant. The Town 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 subrecipient.

**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.

## **AREAS OF PRACTICE**

**Policy and Public Notice:** The Town will create, publish and post a Public Notice of non-discrimination. The Town Council will adopt within this plan a Non-Discrimination Policy.

**Elimination of Discrimination:** The Town will continue its practice of identifying discrimination based on race, color, religion, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, and where such discrimination is found to exist, implementing programs or practices to eliminate the discrimination.

**Public Dissemination of Information:** The Planning Director shall assist Town staff in the creation and dissemination of Title VI Program information to Town employees, subrecipients, contractors, Affected Parties, and the general public. Public dissemination efforts may include: posting public statements setting forth the Town's non-discrimination policy; inclusion of Title VI Assurances in Town contracts and grants; and publishing a Title VI Policy Statement on the Town'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 Town contain Title VI Assurances. In the event that the Town 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 Planning Director 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 Planning Director. The data compilation process will be reviewed regularly by the Planning Director to ensure the data is sufficient to meet the requirements of this Title VI Plan.

**Site and Facility Location:** The Town shall not make selection of a site or location of a facility for participants in and beneficiaries of the Town'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 non-discrimination 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 Town 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 non-

discrimination 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 1.4% of residents in the Town primarily speak a language other than English. The Town 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.

## **STAFFING AND ORGANIZATION FOR IMPLEMENTATION**

**Town Manager:** The Town Manager is ultimately responsible for ensuring the Town's compliance with Title VI Requirements, including, but not limited to, monitoring Town programs, preparing required reports and undertaking such other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21. To ensure compliance the Town Manager has appointed the Planning Director to serve as the Title VI Plan and Program Coordinator until such time additional staff is hired to support compliance efforts or another department head is appointed instead. Other department heads will collaborate with the Planning Director as needed to ensure required compliance.

**Planning Director, Serving as Title VI Plan and Program Coordinator:** The Planning Director is responsible for the overall management of the Title VI Program, under the direct supervision of the Town Manager to include the following responsibilities as the Title VI Coordinator:

- Process and research complaints regarding compliance with this Title VI Plan that are received by the Town and coordinate with relevant and appropriate staff and the Town Attorney, to compile statistical data related to race, color, national origin, sex, age, disability, and income of participants in, and beneficiaries of, federally funded programs to ensure compliance with the Title VI Requirements.
- Review Town programs or projects receiving federal funding for matters regarding Title VI compliance and reporting.
- Conduct training programs related to Title VI Requirements for Town staff who are responsible for Title VI compliance, and for contractors or subrecipients who are subject to Title VI Requirements.
- Make recommendations to the Town Manager on ways to achieve compliance with Title VI Requirements.
- Develop information regarding this Title VI Plan for dissemination to the general public
- Ensure that individuals who will be affected by locating and siting actions obtain meaningful access to the public awareness/involvement process.
- Identify deficiencies in compliance with the Title VI Requirements, and make recommendations to the Town Manager for remedial actions to be taken to promptly resolve such deficiencies.
- Annually prepare a Title VI Plan Report that documents progress, accomplishments, impediments and goals in fulfilling this Title VI Plan.

**Departmental Responsibility:** Each Department Head 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.

## **COMPLAINT PROCESS**

Any person who believes that he or she or any other program beneficiaries have been subjected to unequal treatment or discrimination in his or her receipt of benefits and/or services from the Town, or by a contractor or subrecipient on the grounds of race, color, national origin, sex, age, disability, or income, may file a Title VI Complaint with the Title VI Coordinator.

Any person who believes that he or she or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services, or on the grounds of race, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, may file a complaint. The complaint form is included as an appendix of this document.

Every effort will be made to obtain early resolution of complaints. The option of information mediation meeting(s) between the Planning Director, town staff, contractors, subrecipients and Affected Parties may be utilized for resolution.

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 act or occurrence.
2. Upon receipt of the complaint, the Title VI Coordinator will determine whether the Town has jurisdiction over the complaint, whether the complaint contains the necessary information, what additional information is needed, and whether further investigation is needed. Within five working days of receipt of the complaint, the Title VI Coordinator will determine whether the Town has jurisdiction, if the complaint is complete, and if it requires additional investigation.
3. The Title VI Coordinator will provide the respondent the opportunity to respond in writing to the allegations of the complaint. The respondent shall have fifteen days from receipt of notification to provide a response to the allegation in the complaint.

4. If the complaint is against a contractor or subrecipient, the Town shall have fifteen days from receipt of the complaint to advise the appropriate state or federal agency of the receipt of complaint and statutes of the investigation.
5. Within sixty days of the receipt of the complaint the Title VI Coordinator shall prepare a written investigative report. The report shall include narrative description of the incident, identification of persons interviewed, findings, and recommendations for resolution and corrective action. The written report will be sent to the Town Attorney.
6. The Town attorney will review the report and meet with the Title VI Coordinator and the Town Manager to determine the appropriate action.
7. When the investigative report is complete and appropriate action has been determined, the complainant and respondent shall receive a copy of the report, statement of appropriate action, and notification of appeal rights.
8. Within fifteen days of the complainant and respondent receiving a copy of the report and determination of appropriate action, the Title VI Coordinator will meet with each party to discuss the determination of appropriate action as well as the findings made in the investigative report.
9. Within sixty days of receipt of the original complaint, a copy of the complaint and the Town's investigative report and determination of appropriate action will be provided to the appropriate federal or state agency for comments.
10. Within fifteen 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. After receiving comments from the federal or state agency, the Town Manager shall review the comments and adopt a final decision that includes taking appropriate actions to address any comments provided by a federal or state agency. The final decision shall be provided to all parties of the proceedings and shall include a statement that a party has a right to appeal the decision if the party produces evidence of new facts that were not previously considered and could not have been reasonably discovered during the investigation.
12. If a party is not satisfied with the results of the investigation or the resolution of the complaint, the party may appeal the Town 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 Town Manager's final decision.
13. All complaint records and investigative working files will be maintained electronically or in a confidential area within the Town. Records will be considered working for as long as the related incident, project, or issue is considered open or unresolved. When the case is closed, non-transitory records will be placed in a closed case file and kept for at least 12 years, after which they may be destroyed, or deleted if electronic.

## APPENDIX A: TOWN COUNCIL'S RESOLUTION



### **RESOLUTION TO ADOPT A TITLE VI POLICY 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 Town of Atlantic Beach 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 Town, Town Departments and private persons and companies doing business with the Town and receiving federal financial assistance.

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

**IT IS FURTHER RESOLVED** that the Title VI Coordinator is authorized to approve this policy on a yearly basis if no changes are made to it.

Approved this 18<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
A. B. Cooper, III - Mayor

ATTEST:

\_\_\_\_\_  
Katrina Tyer - Town Clerk

## APPENDIX B: TITLE VI NON-DISCRIMINATION POLICY



### **Title VI Nondiscrimination Policy Statement**

It is the policy of the Town of Atlantic Beach 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 Town of Atlantic Beach program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

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

- Denying to an individual any standard service, financial aid, or other program benefit without good cause;
- Providing any service, financial aid, 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 discrimination against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing;
- Discrimination in any employment resulting from a program, a primary objective of which is to provide employment.

## APPENDIX C: NON-DISCRIMINATION NOTICE AND ACCESSIBILITY RIGHTS

### PLANNING & INSPECTIONS DEPARTMENT



Post Office Box 10, Atlantic Beach, NC 28512

Phone (252) 726-4456

Fax (252) 726-7043

#### Notice of Nondiscrimination and Accessibility Rights

The Town of Atlantic Beach, 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, or disability (or religion, where applicable)**, under any programs or activities conducted or funded by the Town of Atlantic Beach.

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

Town of Atlantic Beach Planning and Inspections Department  
Michelle Eitner, Planning & Development Director  
PO Box 10 – 125 West Fort Macon Road  
Atlantic Beach, North Carolina 28512  
252-726-4456

You may also visit [www.atlanticbeach-nc.com](http://www.atlanticbeach-nc.com)

Anyone with a hearing or speech impairment may use Relay NC, a telecommunications relay service, to call the Town of Atlantic Beach Planning Department. 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. Intérpretes cualificados e información escrita en otros idiomas. Llame al 1-800-522-0453.

## **APPENDIX D: EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Town of Atlantic Beach is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information. The Town of Atlantic Beach is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment opportunities.

## APPENDIX E: TITLE VI DISCRIMINATION COMPLAINT FORM

Town of Atlantic Beach Title VI Discrimination Complaint Form – Page 1 of 2				
<p>Any person who believes that he/she has been subjected to discrimination based upon race, color, sex, age, national origin, disability, income-level, or limited English proficiency, may file a written complaint with the Title VI Coordinator of the Town of Atlantic Beach, within 180 days after the discrimination occurred.</p>				
Complainant Information	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">First &amp; Last Name:</td> <td style="border: none; width: 70%;"></td> <td style="border: none; width: 30%; vertical-align: top;"> <input type="checkbox"/> Male  <input type="checkbox"/> Female                 </td> </tr> </table>	First & Last Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female
	First & Last Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
	Mailing Address:			
	City, State, Zip:			
	Email:			
Phone Number:				
<p>Identify the Category of Discrimination:</p> <p> <input type="checkbox"/> RACE      <input type="checkbox"/> COLOR      <input type="checkbox"/> NATIONAL ORIGIN      <input type="checkbox"/> LIMITED ENGLISH PROFICIENCY  <input type="checkbox"/> DISABILITY    <input type="checkbox"/> SEX      <input type="checkbox"/> INCOME LEVEL      <input type="checkbox"/> AGE                 </p>				
<p>Identify the Race of the Complainant</p> <p> <input type="checkbox"/> BLACK                      <input type="checkbox"/> WHITE                                      <input type="checkbox"/> HISPANIC                                      <input type="checkbox"/> ASIAN AMERICAN  <input type="checkbox"/> AMERICAN INDIAN    <input type="checkbox"/> ALASKAN NATIVE                      <input type="checkbox"/> PACIFIC ISLANDER                      <input type="checkbox"/> OTHER: _____                 </p>				
<p>Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.</p>				
<p>Names of individuals responsible for the discriminatory action(s).</p>				
<p>How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. <b>(Attach additional page(s), if necessary)</b></p>				
<p>The law prohibits intimidation or <b>retaliation</b> against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation. <b>(Attach additional page(s), if necessary)</b></p>				

**Town of Atlantic Beach Title VI Discrimination Complaint Form – Page 2 of 2**

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attach additional page(s), if necessary).

Name	Address	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- Federal Highway Administration \_\_\_\_\_
- Federal Transit Administration \_\_\_\_\_
- Federal Motor Carrier Safety Administration \_\_\_\_\_
- US Department of Transportation \_\_\_\_\_
- Federal or State Court \_\_\_\_\_
- NC Department of Transportation \_\_\_\_\_
- Other \_\_\_\_\_

Have you discussed the complaint with any Town representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

**WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

<b><u>COMPLAINANT'S SIGNATURE</u></b>	<b><u>DATE</u></b>
---------------------------------------	--------------------

Return Grievance Form to ADA Coordinator Michelle Eitner  
via email at [planner2@atlanticbeach-nc.com](mailto:planner2@atlanticbeach-nc.com)  
or via mail to PO Box 10 Atlantic Beach, NC 28512