

COMPLAINTS OF DISCRIMINATION

The following steps should be taken to file a Title VI complaint:

- It should be written and include your name, address and telephone number. **Your complaint must be signed and filed within 180 calendar days of the alleged discriminatory act.** If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- The name and address of the agency, institution or department you believe discriminated against you.
- How, why and when you believe you were discriminated against. As much background information as possible should be included about the alleged acts of discrimination. Include names of individuals who you allege discriminated against you, if you know them, as well as any other relevant information.
- The names of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.
- All complaints must be signed by the complainant.
- The complaint should be sent to the TDEC Title VI Complaint Officer, Jerome Franklin, William R. Snodgrass TN Tower, 312 Rosa L. Parks Blvd., 10th Floor, Nashville, TN 37243.
- The Tennessee Human Rights Commission's (THRC) Title VI Compliance Program will be notified of any complaints within ten (10) business days of receipt.

Upon receipt of the complaint, the Title VI staff will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. If the complaint is filed by an internal party, TDEC does not have jurisdiction to hear such a complaint. Therefore, TDEC will forward internal complaints to the appropriate agency having jurisdiction to review the complaint. If TDEC has jurisdiction to investigate the issues raised, TDEC's Complaint Officer will investigate and adjudicate the complaint and notify parties of the final decision in writing. If the investigation indicates that a violation did not occur, the department will notify the parties of the final decision in writing.

If complainant is not satisfied with the results of the investigation of the alleged discrimination and practices the complainant will be advised of the right to appeal to EPA (or appropriate federal agency).

Complainants have the option to file a complaint with the appropriate Federal agency no later than 180 calendar days after the alleged discrimination occurred.

PLEASE NOTE: Title VI complaints alleging discrimination on the basis of race, color or national origin against any State of Tennessee department or agency (recipient) or sub-recipient receiving federal financial assistance may also be filed with the Tennessee Human Rights Commission (“THRC”). For more information, please contact THRC via U.S. Postal Mail at William R. Snodgrass Tennessee Tower, 312 Rosa L Parks Ave, 23rd Floor, Nashville, TN 37243 or by phone at (615)741-5825 or toll free at 1(800) 251-3589.

For more information, please contact Title VI Complaint Officer Jerome Franklin at (615) 532-0517 or jerome.franklin@tn.gov or Title VI/Environmental Justice Manager Costin Shamble at (615) 253-8337 or costin.d.shamble@tn.gov.