

**City of Norfolk, Nebraska
Title VI Policy Statement**

Title VI of the Civil Rights Act of 1964 states:

"No person in the United States shall, on the grounds of race, color, national origin, age, disability /handicap or sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 USC 2000d). The City of Norfolk further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The City of Norfolk is committed to complying with the requirements of Title VI in all of its programs and activities.

If you have a complaint directly against the Nebraska Department of Roads (NDOR), please contact the Title VI Coordinator at:

NE Department of Roads
Human Resources, Title VI Program
1500 Highway 2, P.O. Box 94759
Lincoln, NE 68509-4759
402-479-4870

If you have a complaint directly against the Federal Highway Administration, please contact the Title VI Coordinator at:

Federal Highway Administration
Nebraska Division Office
100 Centennial Mall North
Lincoln, NE 68508
402-437-5765

City of Norfolk’s Title VI Coordinator

Human Resources Director
309 North 5th Street
Norfolk, NE 68701
Phone: 402-844-2010
Fax: 402-844-2001

Website: www.ci.norfolk.ne.us

**CITY OF NORFOLK,
NEBRASKA**

**TITLE VI
NON-DISCRIMINATION
POLICY STATEMENT
and
COMPLAINT FILING
PROCESS**

Discrimination Complaint Procedure

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the City of Norfolk. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the City of Norfolk's Title VI Coordinator for review and action.

In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

- a. The date of alleged act of discrimination; or
- b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the City of Norfolk or designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the decision for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed

discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the City of Norfolk, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint in writing and submit a written version of the complaint to the person for signature. The complaint shall then be handled according to the City of Norfolk's investigative procedures.

Within 10 days the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of procedures to be followed, and advise the complainant of other avenues of redress available, such as NDOR and USDOT.

Information that needs to be included on every complaint submitted is as follows:

- a. Name, address and phone number of complainant
- b. Name(s) and address(es) of alleged discriminating officer(s)
- c. Basis of complaint (i.e., race, color, national origin or sex)
- d. Date of alleged discriminatory act(s)
- e. Date complaint filed with the City of Norfolk
- f. Signature of complainant and/or the complainant's representative

Within 10 days of receiving the complaint the City of Norfolk will forward the complaint on to the Nebraska Department of Roads (NDOR). NDOR will forward the complaint to the Federal Highway Administration (FHWA). The FHWA Office of Civil Rights will determine the

appropriate individual and/or organization to conduct the investigation.

Unless otherwise directed by NDOR or FHWA, or unless the complaint is directly against the City of Norfolk, within 60 days of receiving the allegation, the City of Norfolk Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Mayor of the City of Norfolk. The complaint will be resolved by informal means whenever possible. Such informal attempts and results will be summarized in the report of findings.

Within 90 days of the receipt of the allegation, the Mayor will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with NDOR or USDOT if they are dissatisfied with the final decision rendered by the Mayor. The Title VI Coordinator will also provide NDOR with a copy of the decision and summary of findings upon completion of the investigation.

All written complaints will be filed with NDOR and in addition will be investigated by the City of Norfolk, unless otherwise directed by NDOR. However, if the complaint filed is directly against the City of Norfolk, Nebraska, the complaint will be turned over to NDOR and FHWA for complete investigation.