



Title VI Complaint Procedure

Title VI of the Civil Rights Act of 1964 provides that:

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

Applicability

Title VI applies to all programs and activities of agencies receiving federal financial assistance. Coverage applies agency-wide and is not limited only to programs directly receiving federal funds.

Equitable Treatment for All

The Metropolitan Human Relations Commission aims to ensure that all residents and employees in Nashville and Davidson County are treated fairly and equitably. One service the Commission offers towards this end is compliance enforcement—a process in which staff monitors, investigates and works to resolve complaints of discrimination within this jurisdiction.

To ensure the best outcomes for people experiencing real or perceived discrimination, we also believe it necessary to recognize the intersection between our compliance program and the Human Relations Commission's other service area: multicultural education and policy advocacy. Ideally, the compliance process becomes a learning experience for complainants, respondents, and others affected by the situation. It promotes the opportunity for real, honest dialogue between the parties, formal mediation, diversity training and coaching for individuals and groups, and viable strategies for resolving the conflict, ensuring that rights are protected and upheld and eliminating discrimination in our midst.

Your Rights and Responsibilities as a Complainant

The Metro Human Relations Commission receives inquiries and complaints of discrimination on the basis of race, color, religion, national origin, sex, disability, sexual orientation, age, marital status, or ancestry of birth in the areas of:

- Employment
- Housing
- Financial Services & Commercial Transactions
- Public Accommodations

Anyone who believes he or she has been subjected to discriminatory acts or practices may phone or visit the office or fill out our online form to register an inquiry or complaint. Complaints should be filed within 180 days of the date in which the discriminatory act occurred. Upon receipt, the MHRC will determine whether our department has jurisdiction to move forward. If we do not, the Commission will refer you to other offices, departments or organizations that can provide the assistance you need.

Title VII and some other federal anti-discrimination laws give you a limited amount of time to file a charge of discrimination with the Equal Employment Opportunity Commission (EEOC) or the Tennessee Human Rights Commission (THRC). Filing an inquiry or complaint with the Metro Human Relations Commission does not stay or stop that time period from running or expiring. If you believe that you have a claim under Title VII or some other federal anti-discrimination law, you should discuss the issue when you contact the Metro Human Relations Commission or consider consulting an attorney, the EEOC, or the THRC.

How to File a Complaint

Individuals who believe they have experienced discrimination may file a complaint using any of the options below:

➤ **Metro Human Relations Commission**

- calling the Human Relations Commission office at 615-880-3370
- visiting our office at 150 2nd Ave N, Suite 217, Nashville, TN 37201
- email us at title6@nashville.gov

When you contact our office personally, it is important to have as much detailed information about the situation as possible. While our staff will assist you in preparing the required forms, you need to be prepared with full names, dates, places, addresses, payroll slips, rent receipts, and any other documents that support your claim. If you have witnesses to the aggrieving action, it is important to provide their full names and methods by which the Commission staff can contact them.

If you wish to initiate filing a complaint online, [please complete the online inquiry form via hubNashville](#) and our office will contact you promptly. Please note that completing the online inquiry does not constitute filing a formal complaint with the Human Relations Commission.

You will be notified promptly if the commission determines that your Inquiry should become a formal complaint. Otherwise, our staff may refer you to another organization that is more appropriate for the type of complaint you have.

➤ **Nashville Department of Transportation and Multimodal Infrastructure**

NDOT Title VI Coordinator

Charles Boddie

HR Assistant Director

Charles.Boddie@Nashville.gov

(615) 862-5000

➤ **Tennessee Civil Rights Enforcement Division**

Office of the Attorney General and Reporter

P.O. Box 20207

Nashville, TN 37202-0207

Telephone: 615-741-3491

➤ **U.S. Department of Justice**

Civil Rights Division

950 Pennsylvania Avenue, NW

Washington, D.C. 20530-0001

202-514-3847

➤ **Federal Funding Agency**

A complaint may also be filed with the federal agency that provides funding for the program or activity involved.