

**THE CLARKSVILLE MONTGOMERY COUNTY  
REGIONAL PLANNING COMMISSION  
(CMCRPC)**

**TITLE VI PROGRAM  
FY2024-FY2025**

**Prepared By:  
Clarksville Montgomery County Regional Planning Commission (CMCRPC)**

## Glossary/Definitions:

**Affirmative Action:** Refers to a set of policies and practices within a government or organization seeking to include particular groups based on their gender, race, creed or nationality in areas in which they were excluded in the past such as education and employment.

**African American (Black):** A person having origins in any of the black racial groups of Africa.

**American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

**Applicant:** an eligible public entity or organization that submits an application for financial assistance under a program administered on behalf of the State.

**Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**Assurance:** a written “policy statement” or “contractual agreement” signed by the agency head in which a recipient agrees to administer federally assisted programs in accordance with civil rights laws and regulations.

**Beneficiary:** any person or group of people (other than states) entitled to receive benefits, directly or indirectly, from any federally assisted program (*i.e.*, relocated persons, impacted citizens, communities, etc.).

**Complaint:** a verbal or written allegation of discrimination that indicates that a federally assisted program is operated in such a manner that it results in disparity of treatment to persons or groups of persons because of race, color or national origin.

**Compliance:** a satisfactory condition wherein an applicant, recipient, or sub recipient has effectively implemented all of the Title VI requirements or can demonstrate that every good-faith effort toward achieving this end has been made.

**Contract:** a mutually binding legal relationship or any modification thereof obligating the seller to furnish supplies or services, including construction, and obligating the buyer to pay for them. Throughout this document, a lease is considered a contract.

**Contractor:** any person, corporation, partnership, organization, or incorporated association that participates, through a contract or subcontract, in any program or activity covered by this plan including lessees.

**Discrimination:** involves any act or inaction, whether intentional or unintentional in any program or activity of a federal aid recipient, sub recipient, or contractor, which results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, sex, national origin, age, disability or in the case of disability, failing to make a reasonable accommodation.

### **Federal Assistance:**

- Grants and loans of federal funds
- The grant or donation of federal property and interests in property
- The detail of federal personnel
- The sale and lease of, and the permission to use (on other than a casual or transient basis), federal property or any interest in such property without
- Consideration or with nominal consideration, or with consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient
- Any federal agreement, arrangement, or other contract that has, as one of its purposes, the provision of assistance

**Grantee:** any public or private agency, institution or organization to whom federal financial assistance is intended for any program.

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

**Interpretation:** The process of listening to something in one language and orally interpreting it in another. The mix of LEP services under the Oral Languages Services is as follows:

- Hiring bilingual staff;
- Hiring staff interpreters;
- Using telephone interpreter lines;
- Using community volunteers;
- Use of family members, friends, and other customers/passengers as interpreters

**Limited English Proficiency or LEP:** Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient.

**Minority:** A person or groups of persons differing from others in some characteristics who may be subjected to differential treatment based on race, color or national origin. Includes *African Americans, Hispanics or Latinos, American Indian or Alaska Native, Asians and Native Hawaiian or Other Pacific Islander.*

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Non-compliance:** the condition wherein a recipient has failed to meet prescribed requirements and has shown a lack of good-faith effort in implementing all of the Title VI requirements.

**Non-minority or non-minority group people:** Caucasians

**Persons:** Where designation of persons by race, color or national origin is required, the following designations ordinarily may be used: "White not of Hispanic origin," "Black not of Hispanic origin," "Hispanic," "Asian or Pacific Islander," "American Indian or Alaskan Native." Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

**Primary recipient:** Clarksville Montgomery County Regional Planning Commission, and state division, or agency authorized to request federal assistance on behalf of sub-recipients and to distribute financial assistance to sub-recipients' contracts for carrying out a program.

**Program:** includes any highway, project, or activity that provides services, financial aid or other benefits to individuals, including education or training, work opportunities, health, welfare, rehabilitation, housing or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient

**Program area officials:** the officials who are responsible for carrying out technical program responsibilities.

**Public participation:** an open process in which the rights of the community to be informed to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals.

**Recipient:** Tennessee or any political subdivision or instrumentality thereof or any public or private agency, institution, or organization or other entity; or any individual in Tennessee to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term "**recipient**" does not include any ultimate beneficiary under any such program. Examples of recipients include Planning Commissions, Council of Governments (COG), towns, cities, counties, school districts or any sub recipient.

**Safe Harbor Provision:** means that the recipient has undertaken efforts to comply with respect to the needed

translation of vital written materials. If a recipient conducts the four-factor analysis, determines that translated documents are needed by LEP applicants or beneficiaries, adopts an LAP that specifies the translation of vital materials, and makes the necessary translations, then the recipient provides strong evidence, in its records or in reports to the agency providing federal financial assistance, that it has made reasonable efforts to provide written language assistance.

**Sub-grantee:** Any public or private agency, institution, or organization to whom federal financial assistance is intended (through another recipient) for any program.

**Title VI Officer, Coordinator or Liaison:** refers to the responsible CMCRPC official in matters relating to Title VI and in carrying out the Title VI responsibilities.

**Title VI Program:** the system of requirements developed to implement Title VI of the Civil Rights Act of 1964. When appropriate, the phrase "Title VI Program" also refers to the civil rights provisions of other federal non-discrimination authorities to the extent that they prohibit discrimination on the grounds of race, color, national origin, sex, age and disability, including income level and Limited English Proficiency in programs or activities receiving federal financial assistance.

**Translation:** Translation is the replacement of a written text from one language into an equivalent written text in another language.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## **Title VI Program - Clarksville Montgomery County Regional Planning Commission (CMCRPC)**

### **Introduction:**

The Clarksville Montgomery County Regional Planning Commission (CMCRPC) is federally mandated to carry out the planning, growth and future development within the city of Clarksville, TN and Montgomery County, TN. The Clarksville Montgomery County Regional Planning Commission is located at 329 Main Street, Clarksville, TN 37040. The CMCRPC is led by the Planning Commission Board.

### **Overview & Policy Statement:**

Title VI of the Civil Rights Act of 1964 is a non-discrimination statute. Specifically, Title VI provides that "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" (42 U.S.C. Section 2000d). Each federal department and agency, which is empowered to extend Federal financial assistance to any program or activity, by way of grant, loan, federal personnel or any federal agreement contract, is authorized, and directed to make the provisions of Section 2000d of this title.

Although race, color, and national origin are the only protected classes explicitly covered by Title VI of the Civil Rights Act of 1964, sex as a protected class is covered by Section 162(a) of the Federal-Aid Highway Act of 1973 (Section 324, Title 23 U.S.C.). It is now required that the protected classes covered in the Title VI Program are updated to include race, color, sex, and national origin.

The CMCRPC continues commitment to a workplace compliant with Title VI of the Civil Rights Act of 1964. The CMCRPC assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether these programs or activities are federally funded or not. The CMCRPC will include Title VI language in all written agreements and will monitor for compliance any governmental entity or contractor that the CMCRPC contracts with and/or distributes federal assistance funds to.

### **Non-Discrimination Authorities:**

- o Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.)
- o Section 162 (a) of the Federal Aid Highway Act of 1973 (23 USC 324)
- o Age Discrimination Act of 1975
- o Section 504 of the Rehabilitation Act of 1973
- o Americans with Disabilities Act of 1990
- o Civil Rights Restoration Act of 1987
- o 49 CFR Part 21
- o 23 CFR Part 200
- o U.S. DOT Order 1050.2
- o Executive Order #12898 (Environmental Justice)
- o Executive Order #13166 (Limited-English-Proficiency)

**Clarksville Montgomery County Regional Planning  
Commission Title VI Policy Statement**

It is the policy of the Clarksville Montgomery County Regional Planning Commission (CMCRPC) to afford equal opportunity to all persons that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 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

The CMCRPC further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether these programs or activities are federally funded or not. The CMCRPC will include Title VI language in all written agreements and will monitor for compliance any governmental entity or contractor that the CMCRPC contracts with and/or distributes federal assistance funds to.

This policy shall be prominently posted in the CMCRPC office and on the CMCRPC's website.



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Jeff Tyndall, CMCRPC Director

Signed and Approved on July 1, 2024

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**Title VI Notice to the Public: Appendix F.**

Locations of Notice: CMCRPC website, CTS offices/facilities, and CMCRPC office in Spanish and English.

**CMCRPC Director's Responsibility:**

The CMCRPC Director is responsible for the oversight and coordination of all functions of the MPO, along with the agency's compliance with the programs related to regulations and directives set forth in the Title VI Plan. The CMCRPC Director reviews and may assist the CMCRPC Title VI Coordinator with the updates to the Title VI Plan.

**CMCRPC Title VI Coordinator's Responsibility for Title VI:**

The CMCRPC Title VI Coordinator, Ronnie Gray, is responsible for the CMCRPC's adherence and compliance with Title VI of the Civil Rights Act via grant application process and program implementation. Title VI coordinator reviews, investigates, and reports all complaints of discrimination based on race, color, national origin or sex.

**Title VI Training:**

The Title VI Coordinator and CMCRPC staff is required to have annual Title VI training. The CMCRPC currently consist of nine staff members, Jeff Tyndall, CMCRPC Director and Ronnie Gray, Title VI Coordinator. Any and all new hires to the CMCRPC will receive Title VI training during their initial training and then will receive it annually with the Director and Title VI Coordinator. If for any reason the office is closed due to an emergency or pandemic, then Title VI training will be completed through webinars/training on Microsoft Teams or Zoom. The Title VI Coordinator and CMCRPC staff completed the Tennessee Department of Environment and Conservation on August 1, 2024.

**Title VI Complaint Form: Appendix G.**

The Title VI Complaint Forms are in English and in Spanish, and The Record of Complaint is provided with the forms.

## **Title VI Complaint Process: Appendix H**

### **1. Complaint Submittal:**

Any person who believes that he/she or any specific class of persons has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities, based upon race, color, sex, age, national origin, sexual orientation, income, LEP status or disability may file a written complaint with the CMCRPC. This complaint may be submitted through the mail, the website, email and/or delivered in person at the CMCRPC office. The complaint should include the name, address, phone number and signature of the complainant. A formal complaint should describe the alleged discriminatory act that violates Title VI in detail. The complaint must be filed within 180 calendar days of the alleged incident. (The Title VI Complaint Form is in Appendix G and is available in the CMCRPC office or on the CMCRPC website under the Title VI heading [www.cmcrpc.com](http://www.cmcrpc.com) (in English and Spanish).

### **2. Complaint Processing:**

When a complaint is received, the Title VI Coordinator will assign a case number, construct a case file and maintain a log of the complaint and any appeals. The CMCRPC will notify the complainant by mail that their complaint has been received and an investigation will be conducted. The initial report will be forwarded to associated State Agency, within seven (7) working days.

The Title VI Coordinator will review the complaint information, ask for any additional information if necessary. If the complaint is filed against a sub-recipient of the CMCRPC, then a copy of the complaint will be forwarded to associated State agency's Title VI / Civil Rights Office.

### **3. Investigation:**

The Title VI Coordinator will initiate the investigation by first contacting the complainant by telephone within three (3) workdays of receiving the assignment to set up an interview. The complainant will be informed that they have a right to have a witness or representative present during the interview and may submit additional documentation he/she perceives as relevant to proving his/her complaint. The Title VI Coordinator will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned. The Title VI Coordinator will contact the complainant at the conclusion of the investigation, but prior to writing the final report and give the complainant an opportunity to give a rebuttal statement only at the end of the investigation process.



4. Final Report and Resolution:

The investigation will be completed and a final report will be sent to the associated State Agency, the alleged discriminatory sub-recipient, and the complainant within sixty (60) calendar days of the date the complaint was received. The final report will include the following:

- a. The written complaint containing the allegation, basis, and date of filing;
- b. Summarized statements taken from witnesses;
- c. Finding of facts;
- d. Opinion (based on all evidence in the record) that the incident is substantiated or unsubstantiated;
- e. Remedial actions for substantiated cases.

After the investigation has been completed, the Title VI Coordinator will prepare and submit a report of the findings of fact and a recommended action to the associated State Agency of the grant. The Title VI Coordinator will send to the complainant a letter based on the investigation's findings. The letter will either explain the steps to be taken to come into compliance with Title VI or state that the complaint is unfounded and that the CMCRPC is in compliance with Title VI. This letter will include a detailed explanation and also include notification of the complainant's appeal rights.

If corrective actions are recommended for an alleged discriminatory sub-recipient, he/she will be given thirty calendar days to inform the Title VI Coordinator of the actions taken for compliance. All corrective actions must be made within thirty days from the date of the actual recommendation. If the recommended corrective actions have not been taken within 30-day time period allowed, the sub-recipient will be found to be in noncompliance with Title VI and a referral will be made to the associated State Agency for enforcement action.

5. Appeals Procedures:

The letter of finding will offer the complainant the opportunity to provide additional information that would lead the CMCRPC to reconsider its conclusions. This additional information is to be mailed to the CMCRPC office at 329 Main Street, Clarksville, TN 37040. After reviewing this information, the CMCRPC will respond either by issuing a revised letter of finding to the complainant or by informing the complainant that the original letter of finding remains in force.

**Title VI Investigations, Complaints and Lawsuits:**

During this current plan year, there are no current or past investigations, lawsuits or complaints against the CMCRPC with respect to Title VI.

**Title VI Record of Complaints: Appendix I.**

**Program Review Procedures:**

The CMCRPC and its Sub-Recipient are responsible for the following under Title VI:

- Collecting and analyzing data on minority and low-income populations to determine the potential impact of proposed plans, programs and projects;
- Ensuring all contract documents contain the appropriate Title VI provisions;
- Consulting with the Title VI Officer and CMCRPC Director when complaints are received or issues arise during a public hearing/meeting;
- Ensuring that all people are treated equitably regardless of race, color or national origin;
- Monitoring Title VI accomplishments, notifying the Title VI Officer and CMCRPC Director of problem areas and summarizing activities for inclusion in the Title VI Plan Update;
- Developing and updating internal policies and procedures to ensure Title VI compliance during all phases of projects and activities;
- Ensuring that all business pertaining to the selection, negotiation, and administration of consultant contracts and agreements is accomplished without discrimination based on race, color or national origin;
- Ensuring that efforts are made to include minority and women owned businesses in consideration for contracts;
- Ensuring that internal and external publications and all other relevant communications disseminated to the public include the Title VI policy reference;
- Providing reasonable accommodations, information in the appropriate language or interpreters as needed for individuals with disabilities and LEP persons.

**Sub-Recipient Review Procedures:**

The CMCRPC Title VI Coordinator will review and conduct periodic pre-grant and post-grant reviews of sub-recipients receiving federal funds for programs or consultant work to ensure adherence to Title VI requirements. The CMCRPC Title VI Coordinator will routinely confirm that guidelines provided to consultants and sub-recipients include Title VI language, provisions and related requirement, where applicable.

**Public Outreach:**

Public Outreach is performed to ensure the under-served populations have the opportunity to participate in the planning process through advertisement, which includes a Hispanic paper and a regional paper in EJ areas; website, mailing list and public meetings requesting input. The CMCRPC identifies the outreach efforts and techniques to ensure that the officials, agencies, local government, the public and interested parties are provided an opportunity to provide their input into the planning process and plans. **Participation Comment Sheet: Appendix K.**

**Limited English Proficiency (LEP) Plan:**

Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be limited English proficient, or “LEP”. This language barrier may prevent individuals from accessing services and benefits. The legislations that provide the foundation for the development of an LEP plan are Title VI of the Civil Rights Act of 1964 and Executive Order 13166. In order to comply with Title VI, agencies should take reasonable actions for competent language assistance.

Executive Order 13166 clarifies requirements for LEP persons under Title VI. The Executive Order (EO) requires the agency to examine the services it provides, and develop and implement a system by which LEP persons can meaningfully access those services. For purposes of Title VI, EO and the LEP Guidance, persons may be entitled to language assistance with respect to a particular service, benefit or encounter. Recipients of federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by LEP persons to important government services. The CMCRPC has an on-going commitment to ensure effective communication by developing and implementing policies and procedures for identifying and assessing the language needs of its LEP constituents; and provide for a range of language assistance options, which include, but are not limited to the following: conduct needs assessment, through review of racial census data on potential LEP persons; State Relay Service-TDD/Voice Users; “I Speak” cards; written language service; access to qualified interpreters; community-based organizations/ volunteers; and monitor and evaluate access to language assistance.

The following LEP plan is to ensure that all meetings, programs and activities conducted by the CMCRPC do not leave individuals behind simply because they face challenges communicating in English. There are two main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. In order to determine if written or oral communication must be translated and what languages they must be translated to a four-factor analysis is used. The four-factor analysis considers the following:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
  - a. Census Tables below
2. The frequency with which LEP individuals come in contact with the program.
  - a. From previous meetings and those visiting the office the CMCRPC has not encountered an LEP person that needed assistance through an interpreter.
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives.
  - a. The CMCRPC meetings directly affect the growth and future development and has an important role in the lives of the LEP population and the citizens. LEP individuals and minority communities are typically the populations that experience the greatest impact when transportation decisions are made. The CMCRPC is dedicated to providing safe and dependable services to the LEP populations it serves as well as all individuals in the Clarksville, Montgomery County area.
4. The resources available to the recipient and costs.
  - a. The use of professional translation and interpreter services will be utilized should a situation occur in which the CMCRPC staff are unable to communicate with the LEP person. All necessary services for LEP individuals to participate in the CMCRPC will be provided at no cost to the LEP. The CMCRPC has access to translators through the police department and is under contract with Language Line Services for phone interpretation services through the use of LEP flash cards for language identification and a phone interpreter.

The CMCRPC reviews and monitors the LEP Plan throughout the year in an effort to make sure the LEP population is being served and can be an active participant in the CMCRPC process. The CMCRPC works with a Hispanic interpreter within the police department to ensure access for LEP individuals. The staff reviews the LEP Plan and trains on the Language Line Services for phone interpretation through directions provided by the server.

**U.S. Census Data 2020:**

The CMCRPC has the following 2020 Census Data available. The City of Clarksville, TN grew by 33,793 additional people to increase the population to 166,722. Montgomery County, TN grew by 47,738 increasing the total population to 220,069.

2020 Census Data	Total Population	% Minority Population
Montgomery Co	220,069	30.6%
Clarksville	166,722	34.9%

**The 2010 Census Data for the percentage of Minority Population within the Montgomery County, Christian County, Oak Grove and Clarksville:**

2010 Census Data	Total Population	Minority Population	% Minority Population
Montgomery Co	172,331	56,778	32.9%
Clarksville	132,929	45,993	34.6%

**The 2020 and 2010 Census Data based on race**

(<http://quickfacts.census.gov>)

	2020 White Person	2010 White person	2020 Black Person	2010 Black Person	2020 American Indian/ Alaska Native	2010 American Indian/ Alaska Native	2020 Asian Person	2010 Asian Person	2020 Native Hawaiian/ Other Pacific Islander	2010 Native Hawaiian/ Other Pacific Islander	2020 Hispanic /Latino Origin	2010 Hispanic /Latino Origin
Montgomery Co	69.4%	71.0%	22.1%	19.1%	0.8%	0.6%	2.3%	2.1%	0.4%	0.4%	11.0%	8.0%
Clarksville	65.1%	65.6%	22.9%	23.2%	0.6%	0.6%	2.6%	2.3%	0.4%	0.5%	11.6%	9.3%

**Safe Harbor Provision:**

The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals) recommends the sub-recipient provide written translation of vital documents for the non-English users.

The Hispanic population is the primary LEP persons in Clarksville, Montgomery County. Based on national and state growth trends, the Hispanic population will continue to increase. The CMCRPC currently provides Spanish translations for public notices and through advertisements in the Hispanic newspaper, *Azul 615*, for public outreach efforts. The Hispanic population is higher than the 5% standard of the Safe Harbor Threshold. Information with respect to Title VI and public notices are currently translated into Spanish.

After review of the four-factor analysis, the following plan was developed by the CMCRPC to insure there are no barriers for LEP persons wanting access to information.

1. The Title VI Public Notice of Protections against Discrimination is posted at the receptionist desk at the CMCRPC offices in English and Spanish.
2. If anyone enters the office that is LEP, then “I speak cards” from the 2020 Census will be shown to determine their primary language.
3. The CMCRPC has contracted with a telephone language interpreter service, Language Line Services (LLS). The LEP’s primary language interpreter will be contacted through the telephone language service at 866-874-3972. This language line translates for the CMCRPC staff and the LEP.
4. If notified in advanced that the LEP person plans to attend a CMCRPC meeting or is coming to the CMCRPC offices, an interpreter will be made available for the meeting or visit at no cost to the LEP person. The CMCRPC can acquire the interpreters from the Clarksville Police Department and signers through First Baptist Church.
5. At all times the LEP person will be informed and aware that there is no cost for these services to them.

**Data Collection/Reporting/Analysis:**

Statistical data on race, color, national origin, sex, age, disability, and LEP of participants in and beneficiaries of the CMCRPC’s plans and programs will be gathered, analyzed, and maintained by the CMCRPC to determine the investment benefits and burdens to the population, including minority and low-income populations. The CMCRPC hired a consultant for the development of the Comprehensive Plan. The consultants assisted by staff with data collection, performs statistical analysis on the data collected from the US Census, Woods and Poole Economics, Inc. to ensure sufficiency of the data in meeting the requirements of the Title VI program. Analysis of the data collected by the program emphasis areas may include:

- The race, color, national origin, sex, age, disability, income and LEP of the population eligible to be served;
- Socioeconomic Assessment to evaluate project’s potential impacts to the human environment;
- Persons to include in the decision-making process;
- Percent of benefits allocated to persons below the poverty line;
- Percent of benefits allocated to persons below the poverty line vs. persons above the poverty line;

- Distribution of benefits (dollars, facilities, systems, projects) to groups and communities;
- Projected population increases versus planned facilities and types of facilities;
- Language needs assessment;
- Transportation needs of all persons within boundaries of plans or projects;
- Strategies to address impacts;
- The manner in which services are or will be provided and the related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination;
- The location of existing or proposed facilities connected with the program and related information for determining whether the location has or will have the effect of unnecessarily denying access to any persons on the basis of prohibited discrimination;
- The present or proposed membership, by race, color, national origin, sex, disability and age, in any planning or advisory body which is an integral part of the program;
- Strategies to disseminate information.

### **Environmental Justice (EJ):**

Executive Order (E.O. 12898) was issued to focus federal attention on the environmental and human health conditions in minority and low-income communities to promote non-discrimination in federal programs substantially affecting 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. Further, each agency must work to prevent the denial, reduction or delay of benefits received by minority and low-income populations. Most importantly, each agency must develop policies and strategies to ensure full and fair participation by affected populations in transportation decisions.

The CMCRPC utilized the US Census Bureau data, Woods & Poole data, and the following checklist to identify targeted populations:

- Make a list of potential demographic groups to consider for the region or start with the required EJ populations defined by the Executive Order and supportive guidance;
- Consider groups that are underrepresented in typical public involvement and transportation decision making processes, have limited access to the full benefits of the transportation system or have encountered disproportionate impacts from past transportation decisions;
- Decide on the level of detail required for identifying groups spatially and identifying data sources to use to conduct a spatial demographic profile;
- Engage leaders and representatives of demographic groups to help identify target populations, spatially and non-spatially.

Public notification of the meetings, actions on documents, and public input is critical to the success of the public involvement efforts. The CMCRPC has developed an outreach participation process in order to reach the EJ population.

Community leaders or representatives of these groups receive direct mail outs on the opportunity to participate. The notices are in English and Spanish and state upcoming meetings and the availability to comment on packets/documents. A translation service can be provided at the CMCRPC office if needed to accommodate non- English speaking

populations. Public meetings are held at the CMCRPC office, library, or community centers which are convenient to these populations in terms of walk/bike availability and along transit routes. Anyone can be added to the direct mailing list by simple request. The CMCRPC staff will meet and make presentations to organizations that represent these segments of the population as requested.

**Dissemination of Title VI information:**

All documents and Title VI forms are available at the CMCRPC office and on the CMCRPC website, [www.cmcrrpc.com](http://www.cmcrrpc.com). The CMCRPC has taken extra measures by posting flyers to seek the participation of the Environmental Justice populations. These locations were identified to reach the minority, low-income, disabled, and limited English proficiency populations. The notices include the ADA Act and Title VI Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 USC 324) and are written in English and Spanish. Public notifications are in the form of flyers posted on the CTS buses and transfer center, library, Clarksville Chamber of Commerce, and Montgomery County Court House. The local news media outreach may include press conferences, as well as briefings of local newspaper editorial boards, legal notices and participation in broadcast news or talk programs. The media outreach will include paid advertisements in two newspapers.

**Regional Planning Commission Board:**

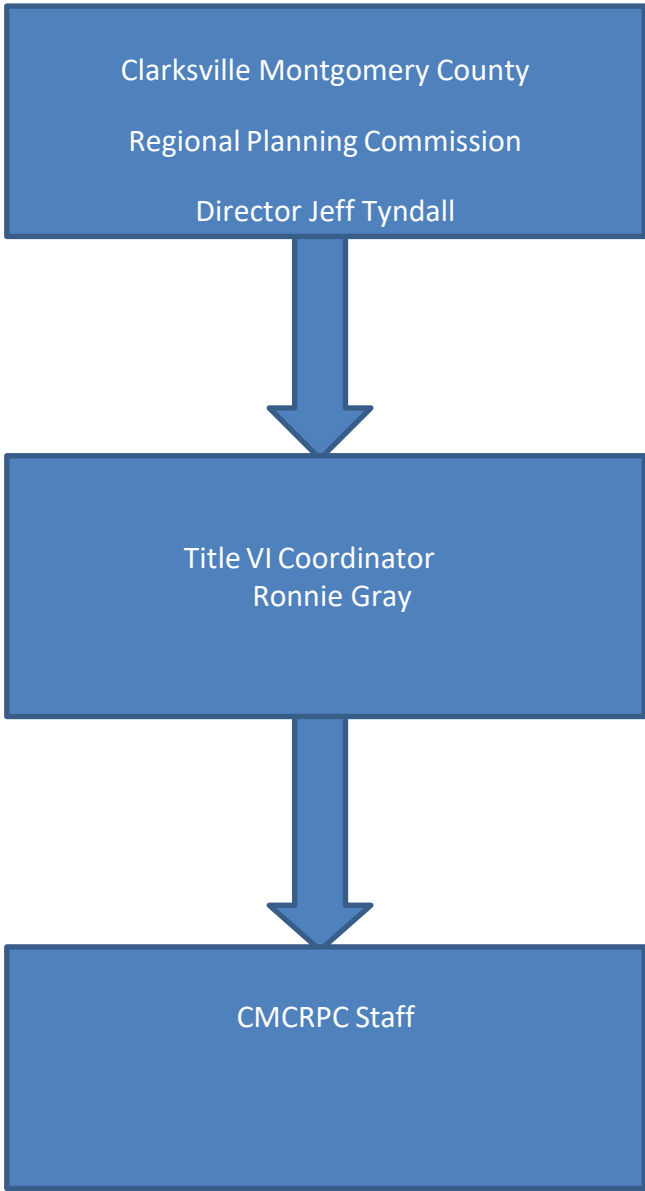
The CMCRPC is led by the Regional Planning Commission Board. The CMCRPC encourages minority participation for their Regional Planning Commission Board along with community participation through the use of advertisement, surveys, announcements and relationships. Although the composition for the Board is based on the job title not the individual, the CMCRPC has a welcoming position and encouraging input from all within government departments and the community. The current composition of the Planning Commission Board consists of the following:

- City of Clarksville Mayor or Appointee
- Montgomery County Mayor or Appointee
- One City Councilmember
- One County Commissioner
- 5 Citizen Appointees
  - 3 Chosen by the City Mayor
  - 2 Chosen by the County Mayor

**CMCRPC Organizational Chart:**

The Title VI Coordinator is Ronnie Gray for the CMCRPC, who reports directly to the to the CMC Director to discuss any Title VI issues.





### **Identify the Mobility Needs of Minority Populations:**

The mobility needs of minority populations are identified and considered during the planning process of the Comprehensive Plan by the CMCRPC and the Strategic Transit Plan developed by CTS. CTS ridership is primarily a captive rider. Most areas with the highest minority population are well-served by current transit routes.

The Comprehensive Plan is of both long-range and short-range strategies/actions that were compiled by community, department, and elected official input to guide development for the future.

To identify communities of concern within the Clarksville, Montgomery County area, concentrations of minority and low-income populations were mapped using Census block groups or tracts with percentages greater than the average of the area. The determination of what is disproportionately high and adverse human health or environmental effect is context dependent. The analysis of impacts on minority populations was performed using the CMCRPC wide average of 33.2% (minority pop.) as a threshold; if the minority population of a Census block group is greater than this amount, the level of concern is assumed to be higher than in block groups below the threshold. Using this approach, it was determined that 40 of the 90 census block groups in the Clarksville, Montgomery County area exceed the threshold and should be considered potential communities of concern.

In developing the Comprehensive Plan the CMCRPC provided opportunities for the public and stakeholder input. This was provided through public meetings held at the Regional Planning Commission; the facility is ADA compliant, in an EJ area, and the Regional Planning Commission is in close proximity to the transit transfer station. The meetings were advertised in two papers; the regional paper with distribution in EJ areas and a Hispanic paper. Fliers were mailed to local churches, grocery stores, laundry mats and day cares within the community and EJ areas. The fliers were printed in English and Spanish. The fliers were also displayed in libraries, government offices, community centers and APSU student centers. The CMCRPC strives to reach out to the minority and low-income population and obtain their input in the planning process.

## Review of Requirements, Laws and STA Directives:

Requirements of the CMCRPC planning process include compliance with a number of existing laws and regulations. The CMCRPC Title VI Program Plan is designed to comply with the statues and requirements under the law and as directed by FHWA and TDEC to accomplish the goals of the Title VI Act of 1964.

1. *The Clean Air Act Amendments (CAAA) of 1977 and 1990* require that transportation plans, programs, and projects in non-attainment areas not cause or contribute to violations of National Ambient Air Quality Standards (NAAQS).
2. *The Americans with Disabilities Act (ADA) of 1990* which mandates equal opportunity for, and prohibits discrimination against, individuals with disabilities.
3. Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin. Section 324 of the Federal Aid Highway Act, the enabling legislation of the Federal Highway Administration, which prohibits discrimination based on sex.
4. *The Uniform Relocation Assistance and Real Property Acquisition Act of 1970* which prohibits unfair and inequitable treatment of persons as a result of projects that are undertaken with federal financial assistance.
5. *The Civil Rights Restoration Act of 1987* clarified the intent of Title VI to include all programs and activities of federal aid recipients and contractors whether those programs and activities are federally funded or not. Environmental Justice is a concept founded in the intent of the nondiscrimination prohibitions of the federal legislation.
6. *Executive Order #12898* which reaffirms that each federal agency must make Environmental Justice part of its mission. Each agency must identify and address disproportionately high and/or adverse environmental or human health effects that any of its programs, policies and activities may have on minority and low-income populations. Further, each agency must work to prevent the denial, reduction or delay of benefits received by minority and low-income populations. Most importantly, each agency must develop policies and strategies to ensure full and fair participation by affected populations in transportation decisions.
7. *Executive Order #13166* requires the agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services.
8. *Section 162 (a) of the Federal Aid Highway Act of 1973 (23 USC 324)* requires that there be no discrimination on the ground of sex.

The CMCRPC is an independent government body established in 1963 under State Law. Originally operating as the City of Clarksville Planning Department, Montgomery County then approached the City with their desire to have a Joint Planning Commission. In 1962, Joint Resolutions at the City and County elected bodies were adopted thereby creating what we know today as the RPC

All plans, policies, directives, and guidance manuals developed by the CMCRPC are updated as needed. Some are updated annually; others are updated when changes in State and Federal regulations and guidance require an update. When updates occur, the plans, policies and guidance manuals are reviewed to determine Title VI implications and modified as necessary.

**Compliance and Enforcement Procedures:**

The CMCRPC Title VI Officer will review consultants hired to perform studies/work for the CMCRPC to ensure that the consultant is in compliance with Title VI. In the event of noncompliance through review or a complaint investigation, the CMCRPC make every effort to attain full compliance.

After the investigation has been completed, the Title VI Coordinator will prepare and submit a report of the findings of fact and a recommended action to the appropriate agency Title VI Coordinator will send to the complainant a letter based on the investigation's findings. The letter will either explain the steps to be taken to come into compliance with Title VI or state that the complaint is unfounded and that the CMCRPC is in compliance with Title VI. This letter will include a detailed explanation and also include notification of the complainant's appeal rights.

If corrective actions are recommended for an alleged discriminatory sub-recipient, he/she will be given thirty calendar days to inform the Title VI Coordinator of the actions taken for compliance. All corrective actions must be made within sixty days from the date of the actual recommendation. If the recommended corrective actions have not been taken within 30-day time period allowed, the sub-recipient will be found to be in noncompliance with Title VI and a referral will be made to the appropriate office for enforcement action.

In the event of a consultant's noncompliance with the nondiscrimination provisions of their contract with the CMCRPC, the CMCRPC will impose such contract sanctions as they may determine to be appropriate, including, but not limited to: withholding payments to the consultant under the contract until the consultant complies; and/ or cancelling, terminating, or suspending a contract, in whole or in part.

## **APPENDIX A:**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs , as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor regarding the work performed by it during the contract, will not discriminate on the grounds of race, color or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Recipient or the Federal agency to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal agency, as appropriate and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal agency may determine to be appropriate, including, but not limited to: a. withholding payments to the contractor under the contract until the contractor complies; and/or b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will act with respect to any subcontract or procurement as the Recipient or the Federal agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the

contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter the litigation to protect the interests of the United States.

## APPENDIX B

### ***CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY***

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

**NOW, THEREFORE**, the Department of Transportation as authorized by law and upon the condition that the (*Title of Sub-Recipient*) will accept title to the lands and maintain the project constructed thereon in accordance with (*Name of Appropriate Legislative Authority*), the Regulations for the Administration of (*Naming of Appropriate Program*), and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (*Title of Sub-Recipient*) all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### ***(HABENDUM CLAUSE)***

**TO HAVE AND TO HOLD** said lands and interests therein unto (*Title of Sub-Recipient*) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (*Title of Sub-Recipient*), its successors and assigns.

The (*Title of Sub-Recipient*), in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby conveyed [,] [and] (2) that the (*Title of Sub-Recipient*) will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964 and as said Regulations and Acts may be amended [, and] (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].

## APPENDIX C

### ***CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM***

The following clauses will be included in deeds, licenses, leases, permits or similar instruments entered into by the (Title of Sub-Recipient) pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:

1. In the event facilities are constructed, maintained or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color or national origin, will be excluded from participation in, denied the benefits of or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (Title of Sub-Recipient) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the (Title of Sub-Recipient) will have the right to enter or re-enter the lands and facilities thereon and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the (Title of Sub-Recipient) and its assigns.



## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by (*Title of Sub-Recipient*) pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.) in the event of breach of any of the above nondiscrimination covenants, (*Title of Sub-Recipient*) will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.

C. With respect to deeds in the event of breach of any of the above nondiscrimination covenants, (*Title of Sub-Recipient*) will there upon revert to, vest in and become the absolute property of (*Title of Sub-Recipient*) and its assigns.

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to the following:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non- discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps

to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 ET seq).

- **Appendix F:**

**CLARKSVILLE MONTGOMERY COUNTY  
REGIONAL PLANNING COMMISSION**

329 MAIN STREET  
CLARKSVILLE, TN 37040  
PHONE: (931)645-7448

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

**TITLE VI NOTICE OF PROTECTIONS AGAINST DISCRIMINATION**

The Clarksville Montgomery County Regional Planning Commission (CMCRPC) operates its programs without regard to race, color, or national origin.

To request or receive additional information on its discrimination obligations, including its complaint procedures, please contact the person listed below:

**Ronnie Gray, Title VI Coordinator**

**Clarksville Montgomery County Regional Planning Commission  
329 Main Street  
Clarksville, TN 37040**

**Telephone: (931) 645-7448**

**Email Address: [ronnie.gray@cityofclarksville.com](mailto:ronnie.gray@cityofclarksville.com)**

To file a discrimination complaint, the written complaint must be filed to the address above within 180 days of the alleged discrimination. To accommodate limited English proficient individuals, oral complaints to be documented and/or translated may also be given at the above address.

**CLARKSVILLE MONTGOMERY COUNTY  
REGIONAL PLANNING COMMISSION**

329 MAIN STREET  
CLARKSVILLE, TN 37040  
PHONE: (931)645-7448

**TÍTULO VI DE LA LEY DE DERECHOS CIVILES DE  
1964 TÍTULO VI AVISO DE PROTECCIONES CONTRA LA  
DISCRIMINACIÓN**

**El Clarksville Comisión de Planificación Regional del Condado de Montgomery(CMCRPC)  
opera sus programas sin distinción de raza, color, y origen nacional.**

**Para solicitar o recibir información adicional sobre sus obligaciones de discriminación,  
incluyendo sus procedimientos de queja, por favor póngase en contacto con la persona  
indicada a continuación:**

**Ronnie Gray, Coordinador del título**

**VI Clarksville MPO  
329 Main Street  
Clarksville, TN 37040**

**Teléfono: (931) 645-7448**

**Dirección de correo electrónico: [ronnie.gray@cityofclarksville.com](mailto:ronnie.gray@cityofclarksville.com)**

**Para presentar una queja por discriminación, se debe presentar la queja por escrito a la  
dirección arriba dentro de 180 días de la supuesta discriminación. Para dar cabida a  
personas competentes inglés limitadas, quejas orales ser documentado o traducido  
también pueden administrarse en la dirección arriba indicada.**

**APPENDIX G:**

**CLARKSVILLE MONTGOMERY COUNTY  
REGIONAL PLANNING COMMISSION  
(CMCRPC)**

329 MAIN STREET  
CLARKSVILLE, TN 37040  
PHONE: (931)645-7448

**CLARKSVILLE MONTGOMERY COUNTY RPC - TITLE VI COMPLAINT FORM:**

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
E-mail Address:				
Accessible Format	Large Print		Audio Tape	
Requirements?	TDD		Other	
<b>Section II:</b>				
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.				
<b>Section III.</b>				
I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex				
Date of Alleged Discrimination (Month, Day, Year): _____				
Please include the earliest date of discrimination and the most recent date of discrimination. _____				
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 was a factor in the discrimination. (Attach additional pages if necessary)				
_____				
_____				
_____				
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.				

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against separate from the discrimination alleged above, please explain the circumstances. Tell what action you took which you believe was the cause for the alleged retaliation. (Attach additional pages if necessary)

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Name of individuals, agency, or department responsible for the discriminatory action(s):

NAME:	ADDRESS:	PHONE:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Names of persons/witnesses or others whom we may contact for additional information to support or clarify your complaint. (Attach additional pages if necessary)

NAME:	ADDRESS:	PHONE:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation. (Attach additional pages if necessary)

Photographs submitted with complaint?  Yes  No

**Section IV:**

Have you previously filed a Title VI complaint with this agency?	YES	NO
--	-----	----

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 V:
Do you have an attorney regarding this matter? [ ] yes [ ] no If yes, please provide attorney's contact information.
Name of Law Firm:
Name of Representing Attorney:
Mailing Address:
Telephone number:
Briefly explain what remedy or action you are seeking for the alleged discrimination:

You may attach any written materials or other information that you think is relevant to your complaint. We cannot accept an unsigned complaint. Please sign and date the complaint form below:

---

Signature

---

Date

Please submit this form in person at the address below or mail this form to:  
 CMCRPC Title VI  
 Coordinator 329 Main  
 Street  
 Clarksville, TN 37040

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**APÉNDICE G:**

**Clarksville, Comisión de Planificación Regional  
del Condado de Montgomery (CMCRPC)**

329 MAIN STREET  
CLARKSVILLE, TN 37040  
PHONE: (931)645-7448

**FORMULARIO DE QUEJA CMCRPC - TITLE VI:**

<b>Sección I:</b>				
Nombre:				
Dirección:				
Teléfono (Hogar):		Teléfono (Trabajo):		
Dirección de correo electrónico:				
Formato accesible	Letra grande		Cinta de audio	
Requisitos?	TDD		Otro	
<b>Sección II:</b>				
¿Está presentando esta queja en su propio nombre?			SI*	NO
* Si respondió "sí" a esta pregunta, vaya a la Sección III.				
Si no es así, proporcione el nombre y la relación de la persona por la que se queja.				
<b>Sección III.</b>				

Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):

Raza  Color  Origen Nacional  Sexo

Fecha de presunta discriminación (mes, día, año): \_\_\_\_\_

Incluya la fecha más temprana de discriminación y la fecha más reciente de discriminación.

¿Cómo te discriminaron? Describa la naturaleza de la acción, decisión o condiciones de la supuesta discriminación. Explique lo más claramente posible qué sucedió y por qué cree que su estado de protección fue un factor en la discriminación. (Adjunte páginas adicionales si es necesario)

Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si se conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el reverso de este formulario.

La ley prohíbe la intimidación o la represalia contra cualquier persona porque él o ella ha tomado medidas, o ha participado en acciones, para garantizar los derechos protegidos por estas leyes. Si considera que ha recibido represalias por separado de la discriminación que se alega anteriormente, explique las circunstancias. Indique qué acción tomó y cuál cree que fue la causa de la supuesta represalia. (Adjunte páginas adicionales si es necesario)

Nombre de los individuos, agencia o departamento responsable de la (s) acción (es) discriminatoria (es):

	NOMBRE:	DIRECCIÓN:	TELÉFONO:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Nombres de personas / testigos u otras personas con quienes podamos comunicarnos para obtener información adicional para respaldar o aclarar su queja. (Adjunte páginas adicionales si es necesario)

	NOMBRE:	DIRECCIÓN:	TELÉFONO:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

4. _____ Por favor, proporcione cualquier información adicional y / o fotografías, si corresponde, que considere que ayudarán en la investigación. (Adjunte páginas adicionales si es necesario) Fotografías enviadas con queja? <input type="checkbox"/> Si <input type="checkbox"/> No
<b>Sección IV:</b>
¿Ha presentado anteriormente una queja del Título VI con SI NO esta agencia? ¿Ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal? <input type="checkbox"/> Si <input type="checkbox"/> No En caso afirmativo, marque todo lo que corresponda: <input type="checkbox"/> Agencia Federal: _____ <input type="checkbox"/> Tribunal Federal: _____ <input type="checkbox"/> Agencia Estatal: _____ <input type="checkbox"/> Corte Estatal: _____ <input type="checkbox"/> Agencia Local: _____ Proporcione información sobre una persona de contacto en la agencia / corte donde se presentó la queja.
Nombre: _____
Título: _____
Agencia: _____
Dirección: _____
Teléfono: _____
<b>Sección V:</b>
¿Tiene usted un abogado para este asunto? <input type="checkbox"/> Si <input type="checkbox"/> No
En caso afirmativo, proporcione la información de contacto del abogado.
Nombre de la firma de abogados: _____
Nombre del Abogado Representante: _____
Dirección de envío: _____
Número de teléfono: _____
Explique brevemente qué remedio o acción está buscando por la supuesta discriminación. _____

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

Firma y fecha requerida a continuación:

Firma \_\_\_\_\_ Fecha \_\_\_\_\_

Envíe este formulario en persona a la dirección que figura a continuación o envíe este formulario a:

CMCRPC Título VI  
 Coordinador 329 Main  
 Street  
 Clarksville, TN 37040

**APPENDIX H: Record of Complaints**

**CLARKSVILLE MONTGOMERY COUNTY REGIONAL PLANNING COMMISSION (CMCRPC)**

329  
 MAIN  
 STREET  
 CLARKSVI  
 LLE, TN  
 37040  
 PHONE:  
 (931)645-7448

Case No.	Investigator	Complainant	Respondent	Type of Complaint	Date Open	Preliminary Report Sent	Final Report	Decision

**Appendix I:**

**CLARKSVILLE MONTGOMERY COUNTY REGIONAL PLANNING COMMISSION  
(CMCRPC)**

329 MAIN STREET  
CLARKSVILLE, TN 37040  
PHONE: (931)645-7448

**Public Participation Comment Sheet (<http://www.cmcrpc.com>)**

Your comments and suggestion are an important aspect to the planning process. Please provide suggestions or comments on the \_\_\_\_\_ .

Please send written comments by mail, email, fax or phone until (DATE) \_\_\_\_\_ , and address your comments to:

CMCRPC  
329 Main  
Street  
Clarksville, TN  
37040 Comments:

Ph: 931-645-7448  
Fax: 931-645-7481  
Email:  
[ronnie.gray@cityofclarksville.com](mailto:ronnie.gray@cityofclarksville.com)

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Participant Information: (Optional)

**CLARKSVILLE MONTGOMERY COUNTY REGIONAL PLANNING COMMISSION (CMCRPC)**

329 MAIN STREET  
CLARKSVILLE, TN 37040  
PHONE: (931)645-7448

**Participación Pública Hoja:**

Tus comentarios y sugerencias son un aspecto importante para el proceso de planificación. Sírvanse proporcionar sugerencias o comentarios sobre la \_\_\_\_\_.

Por favor enviar comentarios por escrito por correo, correo electrónico, fax o teléfono hasta (fecha) \_\_\_\_\_ y sus comentarios a la dirección:

Clarksvil  
le MPO  
329  
Main  
Street  
Clarksville, TN 37040  
PH: 931-645-7448  
Fax: 931-645-7481  
Correo electrónico: [ronnie.gray@cityofclarksville.com](mailto:ronnie.gray@cityofclarksville.com)

Comentarios:

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Información de participantes: (Opcional)