



Grant County Fiscal Court Title VI Complaint Procedures

Synopsis

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by the Grant County Fiscal Court (GCFC) may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form found at [Grant County Fiscal Court | Welcome to Grant County \(ky.gov\)](http://Grant County Fiscal Court | Welcome to Grant County (ky.gov)). The FHWA investigates complaints received no more than 180 calendar days after the alleged incident. Complaints must be submitted in writing and signed and may be filed via mail, fax, in person, or email at the addresses listed on the complaint form.

Once the complaint is received, the complaint will be forwarded through KYTC to FHWA Kentucky Division, then to the FHWA Headquarters Office of Civil Rights. The FHWA reviews complaints for Title VI relevance if it constitutes a Title VI complaint and who determines jurisdiction. The complainant will then receive an acknowledgement letter informing him or her whether the complaint will be investigated by our office.

After fully reviewing the complete complaint, FHWA may recommend dismissal of a complaint for any of the following reasons:

1. The complaint has been filed in an untimely manner.
2. The complaint does not allege a basis covered by the statutes for which the GCFC is responsible
3. The complaint does not allege any harm with regard to covered programs or statutes
4. The complainant requests the withdrawal of the complaint (see below)
5. The complainant fails to respond to repeated requests for additional information needed to process the complaint
6. The complainant cannot be located after reasonable attempts
7. The complainant has filed a legal action in Federal District Court with the same basis and issue(s) involved in the complaint
8. The same complaint's allegations have been filed with another federal, state, or local agency

Acceptance of a complaint will be determined by the following:

1. Timely filing of the complaint
2. If the allegations involve a covered basis such as race, color, and national origin.
3. If the allegations involve a program or activity of a sub - recipient, or contractor



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After the investigator reviews the complaint, he or she will issue one of two letters to the complainant:

- A closure letter: a closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed; or
- A letter of finding (LOF): a LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

Withdrawal of a Complaint:

- The complainant may withdraw his or her complaint at any time after filing and prior to the issuance of a determination or resolution by the GCFC. The complainant must submit a written withdrawal to the following:

Title VI Coordinator:

Chuck Dills
Grant County Judge Executive
859-823-7561
101 N. Main St, Suite 3
Williamstown, KY 41097

- Discrimination complaints may be filed with the FHWA before, during or after the complaint has been filed with the GCFC.
- This procedure does not deprive the complainant of his or her right to file a complaint:
 - The U.S. Department of Transportation: www.dot.gov
 - The U.S. Department of Justice: www.usdoj.gov
 - Federal Highway Administration: www.fhwa.dot.gov