

## TITLE VI COMPLAINT PROCEDURE

The Henry County has a Title VI Complaint Procedure in place which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Addendum 2 of the Georgia Department of Transportation Title VI Program Plan, dated October 2007. If you believe that Henry County's federally funded program, project or activity have discriminated your civil rights on the basis of race, color, or national origin you may file a written complaint by following the procedure outlined below.

- 1. Submission of Complaint.** Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, or national origin has been excluded from or denied the benefits of, or subjected to discrimination caused by the Henry County may file a written complaint with the Henry County Department Director. A sample complaint form may be downloaded at the County's web site or is available in hard copy from the Henry County Title VI Coordinator. Complaints must be filed within 180 calendar days after the date the discrimination occurred. *Note: Upon request, assistance in the preparation of any necessary written material will be provided to a person or persons who are unable to read or write.* Complaints should be mailed to:

Cheri Hobson-Matthews

Henry County Title VI Coordinator

140 Henry Parkway

McDonough, GA 30253

770-288-6420

- 2. Referral to Review Officer** Upon receipt of the complaint, Henry County's Title VI Coordinator shall forward the complaint to the Georgia Department of Transportation Title VI Environmental Justice Department within ten (10) days of receipt.

For questions on Henry County's Title VI Plan and Procedures, please contact the Title VI Coordinator at 770-288-6427 or by email at [www.co.henry.ga.us](http://www.co.henry.ga.us).