

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TITLE VI DISCRIMINATION COMPLAINT FORM

Tennessee Department of Tourist Development

The Tennessee Department of Tourist Development (TDTD) is committed to providing equal access to its programs, services, activities, and benefits without discrimination on the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 and other applicable federal civil rights requirements.

If you believe that you have been discriminated against by TDTD, or by an entity participating in or receiving federal financial assistance through TDTD, you may file a complaint using this form. You are not required to use this form; a written complaint containing the information requested below may also be submitted.

Please provide as much information as possible. If you need assistance completing this form or require the form in an accessible format, please contact TDTD's Title VI Compliance Officer.

1. COMPLAINANT INFORMATION

Name	
Mailing Address	
City / State / ZIP	
Telephone	
Email	

Preferred method of contact: ☐ Email ☐ Telephone ☐ Mail

Do you require the complaint process or communications in an alternative format or language? ☐ Yes ☐ No

If yes, please describe: _____

2. PERSON OR ENTITY YOU BELIEVE DISCRIMINATED AGAINST YOU

Name of person, organization, agency, or entity	
Address	
City / State / ZIP	
Telephone (if known)	
Relationship to TDTD, if known	☐ TDTD employee ☐ Contractor ☐ Grantee/Subrecipient ☐ Other: _____

3. BASIS OF ALLEGED DISCRIMINATION

I believe I was discriminated against because of my: ☐ Race ☐ Color ☐ National Origin

Other applicable civil rights basis, if relevant: _____

Title VI prohibits discrimination based on race, color, or national origin. Other civil rights requirements may apply depending on the program or circumstances.

TITLE VI DISCRIMINATION COMPLAINT FORM — CONTINUED

4. DATE AND LOCATION OF ALLEGED DISCRIMINATION

Date(s) discrimination occurred

Location

TDTD program, service, activity, grant, or other activity involved, if known

5. DESCRIPTION OF COMPLAINT

Please explain what happened and why you believe discrimination occurred. Include the names and contact information of individuals involved, if known. Be as specific as possible. You may attach additional pages or supporting documentation.

Additional pages attached: ☐ Yes ☐ No

6. EFFORTS TO RESOLVE THE COMPLAINT

Have you attempted to resolve this matter with the person, organization, agency, or entity involved? ☐ Yes ☐ No

If yes, please describe what steps were taken and the current status:

7. FILING ON BEHALF OF ANOTHER PERSON

Are you filing this complaint on behalf of someone else? ☐ Yes ☐ No

Name of person on whose behalf you are filing	
Relationship to complainant	
Has the person authorized you to submit this complaint?	☐ Yes ☐ No

8. OTHER COMPLAINTS OR LEGAL PROCEEDINGS

Have you filed this complaint, or a complaint concerning the same allegations, with any other federal, state, or local agency or court? ☐ Yes ☐ No

☐ Federal agency ☐ Federal court ☐ State agency ☐ State court ☐ Local agency

Other: _____

TITLE VI DISCRIMINATION COMPLAINT FORM — CONTINUED

9. AGENCY OR COURT INFORMATION

Name of agency or court

Contact person, if known

Address

City / State / ZIP

Telephone / Email

Case or complaint number, if known

10. DESIRED RESOLUTION

What action or resolution are you requesting from TDTD?

11. SUPPORTING INFORMATION

Please provide copies of any documents, correspondence, photographs, records, or other information that you believe supports your complaint.

Documents attached: ☐ Yes ☐ No

If yes, please describe: _____

12. CERTIFICATION AND SIGNATURE

I certify that the information provided in this complaint is true and correct to the best of my knowledge and belief.

Complainant's Name

Signature

Date

Representative's Name / Signature (if applicable)

SUBMISSION INFORMATION

Submit completed complaint forms to:

Title VI Compliance Officer
Tennessee Department of Tourist Development
312 Rosa L Parks Ave 13th Floor
Nashville, Tennessee 37243
Telephone: 615-351-2334 | Email: MaryKatelyn.Price@tn.gov

NOTICE

Information provided in a Title VI complaint will be used to evaluate and investigate the allegations and determine TDTD's jurisdiction and appropriate response. Information may be shared as necessary to conduct an investigation or as otherwise permitted or required by law.

Retaliation is prohibited. Federal civil rights laws prohibit intimidation, threats, coercion, or retaliation against an individual because they filed a discrimination complaint or otherwise exercised their rights under applicable civil rights laws.