

LaunchTN will comply with the Title VI Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. We will utilize our best efforts in maintaining compliance in all programs subject to the requirements of Title VI and all other federal regulations applicable to the administration of such programs.

LaunchTN will not on the basis of race, color, or national origin:

- Deny any person service, assistance or other benefits for which the person is qualified;
- Provide any person with a service different from that provided to others under the same program;
- Subject any person to separate treatment in any manner related to services, aid or other benefits;
- Limit any person in any way in the use of services, facilities, or any other advantages, privileges or benefits provided to others under any program;
- Treat any person differently from others in deciding whether the person meets requirements to receive aid, care, service or other benefits;
- Deny any person or offer an opportunity different from that offered others in any program or service;
- Adopt methods that limit participation by any group of recipients or subject them to discrimination; and
- Refer any person to agencies that do not obey civil rights law.

All agencies receiving financial assistance through LaunchTN must sign a statement of compliance with Title VI of the Civil Rights Act of 1964.

Complaints of Discrimination

A complaint alleging discrimination may be filed here or via the download below and emailed to margaret@launchtn.org.

[Download a Title VI Complaint Form](#)

All entities receiving assistance from LaunchTN will be required to have information available for public review on the procedures for filing a complaint.

LaunchTN's CEO serves as the Title VI Coordinator and has the responsibility for receiving, logging, acknowledging, investigating complaints and reporting the findings. The coordinator will notify the appropriate program director and/or partner agency when a complaint is received.

After receiving a complaint or identifying potential discriminating activity, LaunchTN will take the following steps:

- Within 30 calendar days of receiving the complaint, the Title VI coordinator will conduct a fact finding investigation. The coordinator will meet with the complainant or the staff

member who identified the alleged discriminatory activity to determine the nature of the complaint and whether Title VI requirements were violated. The coordinator will meet with the director in whose area the alleged violation occurred to ascertain the director's perspective on the complaint. The coordinator will notify the members of the Audit Committee, who will serve as the Title VI Review Committee.

- If the coordinator determines that discrimination has not occurred, the complainant, program director, and/or partner agency will be informed. The complainant will then have a right to appeal the decision.
- If the investigation indicates that discrimination did in fact occur, it will be discussed with the program director. The Title VI Coordinator will discuss ways in which to resolve the complaint and seek voluntary corrective action.
- The complainant, applicant, or program director may appeal any rulings made by the coordinator to the Title VI Review Committee within 10 calendar days of the receipt of the written findings. The request can include relevant documentation and sworn testimony, if any, from appealing party, together with any testimony by witnesses having first-hand knowledge of the Title VI violations. The testimony may be in the form of an affidavit and shall describe in detail the circumstances and events that would lead a reasonable person to believe that a Title VI violation has occurred. The Title VI Review Committee will have broad latitude to review an appealed case and make a finding. The committee may discuss the complaint with the complainant, the alleged offender, the Title VI Coordinator or other parties to determine the facts. The committee will make a finding on the appeal within 15 calendar days of receipt of the request for appeal.
- If the discriminatory activity cannot be resolved by the committee, a written report on the situation will be prepared and forwarded to the Tennessee Human Rights Commission. If a complaint involves one of the department's federally funded programs, the federal agency sponsoring the program will also be notified. Information will also be provided to the parties involved on the procedures for appealing to the federal level.
- If either the Tennessee Human Rights Commission or other federal agency determines that discrimination has in fact occurred, the offending party will be denied further services or benefits of LaunchTN's programs until the discriminatory activities have been terminated.