



GRAFTON COUNTY COMMISSIONERS

603-787-6941
603-787-2656 Fax

3855 Dartmouth College Highway Box 1
North Haverhill, NH 03774

I. CIVIL RIGHTS POLICY

The County of Grafton's Title VI Program ensures that the level and quality of the County's services are provided in a nondiscriminatory manner and that the opportunity for full and fair participation is offered to the County's citizens. Additionally, the County has a separate Language Assistance Plan, which, in accordance with Executive Order 13116 (Improving Access to Services for Persons with Limited English Proficiency), examines the need for services and materials for people with whom English is not their primary language and who have a limited ability to read, write, speak, or understand English.

The County of Grafton's policy is to ensure compliance with Title VI of the Civil Rights Act of 1964 (pub. L. 88-352), as amended, and other statutes and authorities that prohibit discrimination in any federally assisted program or service, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80). No person shall, on the ground of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, disability, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County provided program, activity, or service.

II. NOTICE TO THE PUBLIC

To make Grafton County citizens aware of the County's commitment to Title VI compliance, and their right to file a civil rights complaint, The County of Grafton has presented the following information on its website.

Your Civil Rights

The County of Grafton operates its programs and services without regard to actual or perceived race, color, religion, national origin, sex gender identity, sexual orientation, disability, or age in accordance with Title VI of the Civil Rights Act and other statutes and authorities that prohibit discrimination in federally assisted programs and activities. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the County of Grafton. For more information on Grafton County's civil rights program, the procedures to file a complaint, and/or if information is needed in another language, please contact the County Administrator at (603) 787-6941, jlibby@co.grafton.nh.us, or visit our administrative office at 3855 Dartmouth College Hwy #1, North Haverhill, NH. The office is open Monday through Friday (excluding holidays) between 8:00 am and 4:00 pm.

III. DISCRIMINATION COMPLAINT PROCEDURES

The County of Grafton has a process for citizens to file a complaint under Title VI Civil Rights. Any person who believes that she or he has been discriminated against on the basis of actual or perceived race, color, religion, national origin, sex, gender orientation, disability, or age by Grafton



COMMISSIONERS

Wendy A. Piper
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★ 104 Hobart Hill • Hebron, NH 03241 • (603) 254-5090

County may file a complaint form with a brief written narrative describing the complaint with the compliance coordinator or the Board of Commissioners. The written narrative should include the basis of discrimination (i.e. race, disability, age), the program or service the discrimination relates to, names and/or titles of individuals involved, the nature of relationship to the person for whom the complaint is being filed about, a description of the incident including date and location, and the complainant's (and their third party representative, if applicable) contact information.

The County investigates complaints received no more than 180 days after the alleged incident. The County will process complaints with complete information. Once the complaint is received, the County will review it and the complainant will receive an acknowledgement informing them whether the complaint will be investigated by the County. The County will assign an investigator to investigate the complaint within 30 days. The compliance coordinator will investigate all complaints unless the complaint involves the compliance coordinator or the complainant requests a different investigator. If more information is needed to resolve the case the County may contact the complainant.

The complainant has 30 days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 days, the County can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, one of two letters will be issued to the complainant: a closure letter or a letter of finding. A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter of finding summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter of finding 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. If the complainant wishes to appeal the decision, she/he has ten days after the date of the closure letter or letter of finding to do so.

Should this process not result in a satisfactory resolution, or if the complainant prefers for any reason, a formal complaint may be filed with the Federal Office of Civil Rights at 810 7th Street NW, Washington, DC 20531 or askoip@ncirs.gov. Visit www.ojp.gov for instructions and more information. If you believe that you have been the target of discrimination, you should file a complaint with the Office of Civil Rights as soon as possible. In most circumstances, you may have no longer than one year from the date of discriminatory incident to file a complaint.

IV. TITLE VI COMPLIANCE COORDINATOR

The County Administrator is the designated Civil Rights compliance coordinator for Grafton County. The human resources director is the designated Equal Employment Opportunity compliance coordinator. The coordinator is responsible for implementing and maintaining adherence to the Title VI Civil Rights or Equal Employment Opportunity Program, including maintaining statistics on complaints filed, promoting the County as an equal opportunity service provider and employer, and receiving and resolving complaints. The compliance coordinators will investigate all complaints unless the complaint involves the compliance coordinator or the complainant requests a different investigator. The coordinators maintain a log of complaints and a list of active investigations. As applicable, the

coordinators will notify the federal agency providing full or partial funding of the program involved in the complaint within 5 business days of receiving a formal Title VI Complaint.

V. ACTIVE LAWSUITS, COMPLAINTS OR INQUIRIES

The coordinators maintain a log of complaints and a list of active investigations conducted by the County, and entities other than the County, including lawsuits and complaints naming Grafton County, that allege discrimination on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, disability, or age. As applicable, the coordinators will notify the federal agency providing full or partial funding of the program involved in the complaint within 5 business days of receiving a formal Title VI Complaint.

The log of complaints includes the name and address of the person filing the complaint, the date of the complaint, the basis of the complaint, the disposition of the complaint, and the status of the complaint.

The list of active investigations includes the date the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit or complaint, and actions taken by the County in response, or final findings related to the investigation, lawsuit, or complaint.

As of the effective date or revision date of this policy, there are no complaints pending which allege discrimination on the grounds of actual or perceived race, color religion, national origin, sex gender identity, sexual orientation, disability, age or any other form of discrimination.

VI. PUBLIC PARTICIPATION AND DECISION MAKING BODIES

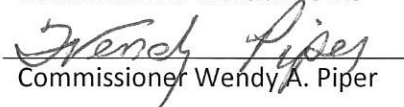
The County of Grafton Board of Commissioners make policy, serve change, capital programming, facility and maintenance, and other decisions related to the operations of Grafton County and the programs and services it provides. The Board of Commissioners is composed of 3 members that represent the citizens of the County. Meetings of the Board of Commissioners are always open to the public and are held every Tuesday at 9:00 in the Administrative Conference Room. All meeting dates and times can be found on the County home page www.co.grafton.nh.us. The County encourages members of the public to attend and provide input.



Commissioner Linda D. Lauer



Commissioner Marcia Morris



Commissioner Wendy A. Piper

Adopted July 9, 2019