

**MIFFLIN COUNTY**  
**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**  
**COMPLAINT PROCEDURE**

**Purpose:**

The Mifflin County Board of Commissioners (hereinafter referred to as “Grantee”) Title VI Complaint Procedure is written to specify the process employed by the Grantee to investigate complaints while ensuring due process for Complainants and Respondents. The process does not preclude the Grantee from attempting to informally resolve complaints.

This procedure applies to all external complaints relating to any program or activity administered by the Grantee and/or its subrecipients, consultants and contractors, filed under Title VI of the Civil Rights Act of 1964, as amended (including Disadvantaged Business Enterprise and Equal Employment Opportunity components), as well as other related laws that prohibit discrimination on the basis of race, color, disability, sex, age, low income, nationality or limited English proficiency. Additional statutes include, but are not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990.

These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the Complainant. Intimidation or retaliation of any kind is prohibited by law.

**Process:**

An individual, or his representative, who believes that he or she has been subject to discrimination or retaliation prohibited by Title VI and other nondiscrimination provisions, has the right to file a complaint. Complaints need to be filed within 180 calendar days of alleged occurrence when the alleged discrimination became known to the Complainant, or when there has been continuing course of conduct, the date on which the conduct was discontinued or latest instance of the conduct.

**Complaints May Be Made To:**

Lonnie Griffith  
Mifflin County  
20 North Wayne Street  
Lewistown, PA 17044  
717-242-0893

PA Department of Economic & Community Development  
Center for Community Development  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120

Title VI Coordinator  
Bureau of Equal Opportunity  
Pennsylvania Department of Transportation  
P.O. Box 3251  
Harrisburg, PA 17105-1720

Equal Opportunity Specialist  
US Department of Transportation  
Federal Highway Administration  
228 Walnut Street, Room 508  
Harrisburg, PA 17105-1720

Title VI Coordinator  
Office of Civil Rights  
Federal Aviation Administration  
800 Independence Avenue SW  
Washington, DC 20591

Equal Opportunity Specialist  
PA Human Relations Commission  
Harrisburg Regional Office Riverfront  
Office Center, 5<sup>th</sup> Floor  
1101-1125 South Front Street  
Harrisburg, PA 17104-2515

U.S. Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue NW  
Office of the Assistant Attorney General, Main  
Washington, DC 20530

Complaints shall be in writing and signed by the Complainant(s). If complaints are received by telephone or in person, the Grantee Compliance Officer or other authorized representative shall formally interview the person to provide the basis for the written complaints. If necessary, the authorized person will assist the Complainant in writing the complaint. The written complaint must include the following information:

- Name, address, and telephone number of Complainant;
- Basis of the complaint (e.g. Race, Color, National Origin, Sex, Age, Disability or Retaliation);
- A detailed description of the circumstances of the incident that led the Complainant to believe discrimination occurred;
- Other agencies where the complaint was filed.


As an investigation moves forward, additional information may be required.

If Mifflin County receives a complaint, Mifflin County shall acknowledge receipt of the complaint by notifying the Complainant and immediately transmitting the complaint to the proper state and/or federal agency for investigation and disposition, pursuant to that agency's Title VI complaint procedures.

Mifflin County shall maintain a log of all complaints received.

Adopted by the Mifflin County Commissioners, during its regular public meeting on September 19, 2024.

**ATTEST**

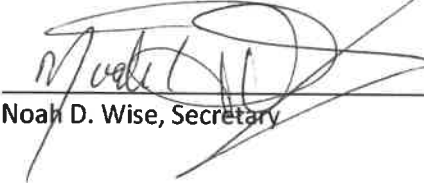
  
Cathy Romig, Chief Clerk

(SEAL)

**MIFFLIN COUNTY**

  
Robert P. Postal, Chairman

  
Kevin P. Kodish, Vice-Chairman

  
Noah D. Wise, Secretary