

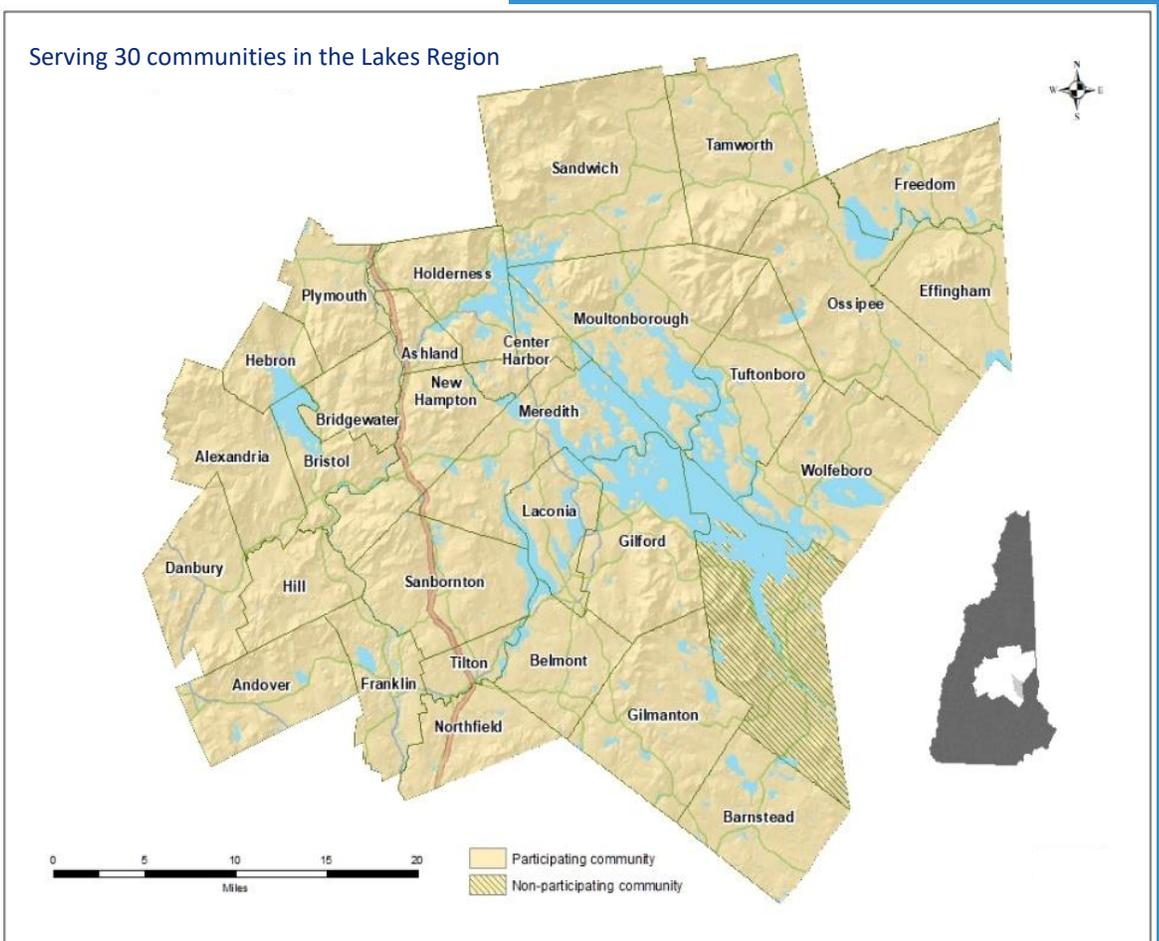
# Lakes Region Planning Commission

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## Title VI Policy

To Ensure Nondiscrimination in  
all Programs and Activities



Approved October 12, 2022

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## Civil Rights Policy

The Lakes Region Planning Commission's (LRPC) Title VI Program ensures that the level and quality of the LRPC's services are provided in a nondiscriminatory manner, and that the opportunity for full and fair participation is offered to the region's citizens.

The LRPC'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.

No person shall, on the grounds of race, color, national origin, sex, disability or age, religion or income status be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity carried out by LRPC. The LRPC will also monitor and enforce statutory requirements imposed on its sub-recipients and participants of federally assisted programs and projects. The LRPC further assures that every effort will be made to ensure nondiscrimination in all of its programs and operations, regardless of funding source.

LRPC operates without regard to race, color, national origin, sex, disability or age, religion or income status. LRPC's meetings are held in accessible locations, and reasonable accommodations are made for individuals with disabilities upon request (with reasonable advanced notice). In addition, minutes of all public meetings are posted to LRPC's website, and any documents utilized are available for review upon request if unable to attend a public meeting. If accessibility or language accommodation are required for any LRPC meeting, please contact the LRPC Administrative Assistant at 603-279-5334 or by email at [admin3@lakesrpc.org](mailto:admin3@lakesrpc.org).

## LRPC's Goals

- Complete LRPC's Public Participation Plan that includes Title VI information.
- Continue to allow virtual opportunities to join public meetings.
- Continue to post minutes of public meetings to LRPC's website and make hard copies available upon request.
- Update *and adopt* LRPC's Title VI Policy and post to website.

## LRPC's Accomplishments

- Regularly posting minutes of LRPC's public meetings to our website.

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## Notice to the Public

To make the public aware of its commitment to Title VI compliance and their right to file a civil rights complaint, **LRPC has posted the following information in English on its website and in the LRPC office.**

*“The LRPC operates its programs and activities without regard to race, color, national origin, sex, disability or age, religion or income status 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 IV may file a complaint with the LRPC. For more information on LRPC’s civil rights program and procedures to file a complaint, please contact LRPC’s Office Administrator at (603) 279-5334, via email at [admin3@lakesrpc.org](mailto:admin3@lakesrpc.org), or by visiting our administrative office located at 103 Main Street, Suite #3, Meredith, NH from 8:00am – 4:30pm Monday thru Friday. For more about LRPC’s programs and services, visit [www.lakesrpc.org](http://www.lakesrpc.org). If information is needed in another language, please contact LRPC at (603) 279-5334.”*

## Discrimination Complaint Procedures

LRPC has established a process for anyone to file a complaint under Title VI. Any person who believes that she or he has been discriminated against on the basis of race, color, national origin, sex, disability or age, religion or income status by LRPC may file a Title IV Complaint by completing and submitting the agency’s Title VI Complaint Form below, also available at our office or on our website at [www.lakesrpc.org](http://www.lakesrpc.org), along with a written narrative describing the complaint. You have the right to file a complaint with the LRPC Administrative Assistant, NHDOT Title VI Coordinator, ***or another federal or state agency.***

Methods of filing a complaint: Complete the complaint form along with a written narrative, and send it to:

LRPC  
103 Main Street, Suite #3  
Meredith, NH 03253  
***Attention: Personnel Manager***

The written narrative should include the basis of discrimination (i.e. race, disability, age, etc.), 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.

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Once a complaint is received, the LRPC will review it and the complainant will receive an acknowledgement letter. LRPC will assign an investigator to the case and begin any investigation within sixty (60) days of receiving the complaint. The investigator has up to thirty (30) days to complete the investigation. If more information is needed to resolve the case, the LRPC investigator may contact the complainant in writing. The complainant then has thirty (30) days from the date of the letter to forward any requested information to the investigator. If LRPC's investigator is not contacted by the complainant or does not receive the additional information within thirty (30) days, the LRPC can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case. Once the LRPC investigator completes the investigation, one of two letters will be issued to the complainant: a closure letter or a letter of finding (LOF).

A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

A LOF 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, they have ten (10) days after the date of the closure letter or the LOF to do so.

A person may also file a complaint directly with the federal government.

## Active Lawsuits, Complaints, or Inquiries Alleging Discrimination

LRPC is responsible for maintaining a list of active investigations conducted by federal entities, including lawsuits and complaints naming LRPC that allege discrimination on the basis of race, color, national origin, sex, disability or age, religion or income status. This list includes the date the Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by LRPC in response, or final findings related to the investigation, lawsuit, or complaint.

As of the writing of this program, there are **zero (0)** complaints pending which allege discrimination on the grounds of race, color, national origin, sex, disability or age, religion or income status, or any other form of discrimination.

## Public Participation and Decision-Making Body

The Commissioners for the LRPC are appointed by each of the thirty municipalities in the region. The Commissioners meet multiple times a year and make decisions related the operation of the LRPC. The Executive Board, a twelve-person subcommittee, meets monthly to deal with administrative issues. The full Commission and Executive Board meetings are open to the public. Please see the LRPC's website for the date, time, and location of the next scheduled meetings.

The LRPC encourages members of the public to attend and provide input.

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## Appendix A

### TITLE VI COMPLAINT FORM: Lakes Region Planning Commission

#### SECTION I

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Accessible Format Requirements?

Large Print \_\_\_\_\_ Audio \_\_\_\_\_ TDD \_\_\_\_\_ Other \_\_\_\_\_

In the Lakes Region Planning Commission (LRPC) complaint investigation process, we analyze the complaint's allegations for possible Title VI violations. Assistance is offered to correct the inadequacies within a predetermined timeframe.

#### SECTION II

Are you filing this complaint on your own behalf? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "yes" to this question, go to Section III.

If the answer was "no," please supply the name of the person for whom you are complaining:

\_\_\_\_\_

Please explain why you have filed for a third party: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please confirm that you have obtained permission of the aggrieved party if you are filing on behalf of a third party? Yes \_\_\_\_\_ No \_\_\_\_\_

#### SECTION III

Have you previously filed a Title VI complaint with LRPC? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," what was the date of your complaint? \_\_\_\_\_

Have you ever filed with any of the following agencies?

Any federal agency \_\_\_\_\_ NHDOT \_\_\_\_\_ Department of Justice \_\_\_\_\_

Equal Opportunity Commission \_\_\_\_\_ Other \_\_\_\_\_

Have you filed a lawsuit regarding this complaint? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please provide a copy of the complaint form.

(Note: The above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court.)

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**SECTION IV**

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route number, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

**SECTION V**

May we release a copy of your complaint?      Yes \_\_\_\_\_ No \_\_\_\_\_

May we release your identity?      Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_  
(Note: We cannot accept your complaint without a signature.)

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_