



(Notice of Non-Discrimination)

The City of Ravenswood does not discriminate on the basis of race, color, national origin, disability, age, or sex in the administration of its programs or activities, and, the City of Ravenswood does not intimidate or retaliate against any individual or group because they have exercised their right to participate in actions protected, or opposed action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

Kimberly Benson, Non-Discrimination Coordinator is responsible for coordination of compliance efforts and receipt of inquiries concerning the non-discrimination requirements of 40 C.F.R. Parts 5 and 7 (Non-discrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency), including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and Section 13 of the Federal Water Pollution Control Act Amendments of 1972.

If you have any questions about this notice or any of the City's nondiscrimination programs, policies, or procedures, you may contact:

Kimberly Benson
Non-Discrimination Coordinator
1 Wall Street
Ravenswood, WV 26164
Phone Number: (304) 273-2621
E-mail Address: kdbensonr@cityofravenswood.com

If you believe that you have been discriminated against with respect to a City program or activity, you may contact the Non-Discrimination Coordinator identified above or visit our website at <http://www.cityofravenswood.com> to learn how and where to file a complaint of discrimination.

Nondiscrimination Policy and Grievance Procedure

Purpose

The City of Ravenswood, West Virginia is committed to creating and maintaining a community that is free from all forms of discrimination, including harassment, failure to accommodate, intimidation, and retaliation for participation in civil rights protected activity. The City of Ravenswood, West Virginia prohibits all forms of discrimination and retaliation and is committed to providing equal access to educational and employment opportunities for all individuals.

For language assistance or disability accommodation in reviewing this policy, please contact Kim Benson, Non-Discrimination Coordinator, kdbenson@cityofravenswood.com.

- In accordance with federal policy for funding recipients, The City of Ravenswood, West Virginia has established an official grievance procedure to ensure prompt and fair resolution of complaints alleging violations of Title VI, Section 601 of the 1964 Civil Rights Act (prohibits discrimination based on race, color, or national origin including language), Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination based on disability), Title IX of the Educations Amendments of 1975 (prohibits discrimination based on sex in education program or activities), Age Discrimination Act of 1975 (prohibits discrimination based on age), and Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Pub. L. 92-500 § 13, 86 Stat. 903 (codified as amended at 33 U.S.C. § 1251 *et seq.* (1972)), 40 C.F.R. Part 7. Under Section 13 of the Federal Water Pollution Control Act Amendments, OECRC has jurisdiction to investigate complaints alleging discrimination based on **sex** involving a program or activity receiving financial assistance under the Clean Water Act.

in the administration of The City of Ravenswood, West Virginia's programs and activities.

The grievance procedure is intended to address allegations of discrimination, in which the individual(s) feel like they have been excluded from The City of Ravenswood, West Virginia's activities, benefits, services or programs on the basis of:

- Age
- Ancestry
- Color
- Disability
- Ethnicity
- Gender
- Income
- Medical condition
- National origin
- Pregnancy
- Sex
- Sexual orientation
- Race
- Religion

The grievance procedure provides a process for filing a timely complaint to the proper authority and describes the process that will be used to investigate and resolve the complaint. However, the procedures do not apply to administrative actions that are being pursued in another forum.

Point of Contact

The Point of Contact for The City of Ravenswood, West Virginia is:

Kim Benson, Non-Discrimination Coordinator

The City of Ravenswood, West Virginia

1 Wall Street, Ravenswood, WV 26164

Email: kdbenson@cityofravenswood.com

Office: (304) 273-2621

The Point of Contact is the initial point of contact for all grievances. They are responsible for overseeing and guiding the complainant through the grievance process. The Point of Contact manages files and records of complaints pertaining to The City of Ravenswood, West Virginia. In addition, they are responsible for coordinating the correct person(s) from The City of Ravenswood, West Virginia to ensure the grievance is addressed efficiently and correctly. The Non-Discrimination Coordinator may reach out for additional information to work towards informal resolution of the complaint through direct communication with the complainant or their representative. Informal resolution may include open dialogue, discussion using a staff member as an intermediary, or other process that results in an acceptable solution within ten (10) business days from the acceptance of the complaint. Any such informal resolution agreement must be signed by both the Non-Discrimination Coordinator and the complainant

Who Can File a Discrimination Complaint?

Anyone who believes that they or a class of persons have been discriminated against may file a complaint with The City of Ravenswood, West Virginia. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group. A complainant filing on behalf of or pertaining to another person(s) is responsible for securing any necessary written consent from that individual. Complaints shall be in writing and signed by the complainant or the complainant's representative and shall include contact information for the complainant or their representative.

Submission of a Complaint

A. Filing of Complaint

A person (or the authorized representative of a person) who believes that they or a class of persons has been discriminated against may file a complaint with The City of Ravenswood, West Virginia

The complaint should:

1. be in writing via email or mail; (please note that complaints via social media or any form other than email or physical mail may not be received by the Point of Contact, and therefore will not be considered a valid form of written complaint
2. be filed within 60 days of an alleged violation (except as otherwise indicated in the following paragraph);
3. describe with specificity the action(s) by The City of Ravenswood, West Virginia that allegedly result in discrimination in violation of 40 C.F.R. Parts 5 and 7;
4. describe with as much detail as possible the discrimination that allegedly has occurred or will occur as the result of such action(s); and
5. identify the parties impacted or potentially impacted by the alleged discrimination.
6. For language assistance or disability accommodation in reviewing this policy, please contact Kim Benson, Non-Discrimination Coordinator, kdbenson@cityofravenswood.com.

The City of Ravenswood, West Virginia may request additional information from the complainant, if this information is needed to meet the complaint requirements described above. The City of Ravenswood, West Virginia may waive requirement two (2) in its discretion, in order to address allegations of potential discrimination caused by pending actions at the earliest appropriate and feasible juncture; or, for good cause, to address complaints filed more than 60 days after an alleged violation.

Person(s) who believe they or a class of persons have been discriminated against and need more information, assistance with or help with submitting a complaint, or an accommodation if you require an alternate means of submission due to disability or

any other reason, may call or email the Point of Contact, Kim Benson (contact information listed above).

Complaints may be submitted by emailing the information to the Point of Contact. The City of Ravenswood, West Virginia will also accept complaints mailed to the Point of Contact.

Within 10 business days of receiving a written complaint, The City of Ravenswood, West Virginia will provide the complainant with written notice of receipt (please note that this only applies to email or physical mail; messages through social media will not be accepted as formal complaints). At this time, The City of Ravenswood, West Virginia may request any additional information needed to meet the complaint requirements above. Within 15 business days of receiving any additional information, The City of Ravenswood, West Virginia will create a case file containing all information in relation to the complaint and will provide the complainant with written notice that the complaint is complete.

These procedures do not limit or deny the complainant's right to file a formal complaint with an outside enforcement agency. In addition to the procedures above, any person who feels that they have been discriminated against with respect to any City of Ravenswood, West Virginia, program or activity may contact the appropriate federal agency listed below:

U.S. Environmental Protection Agency
The Office of External Civil Rights Compliance
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Title_VI_Complaints@epa.gov

B. Determination of Jurisdiction and Investigative Merit

The City of Ravenswood, West Virginia, based on information in the complaint and other information available, will determine if it has jurisdiction to pursue the matter and

whether the complaint has sufficient merit to warrant an investigation. A complaint shall be regarded as meriting investigation unless:

- a. It clearly appears to be frivolous or trivial;
- b. Within the time allotted for making the determination of jurisdiction and investigative merit, The City of Ravenswood, West Virginia voluntarily concedes noncompliance and agrees to take appropriate remedial action or reaches an informal resolution with the complainant;
- c. Within the time allotted for making the determination of jurisdiction and investigative merit, the complainant withdraws the complaint; or
- d. It is not timely, and good cause does not exist for waiving the timing requirement under section A.2.

If the Point of Contact determines the complaint submittal and warrants further investigation, the Point of Contact shall review the alleged facts to determine the course of the investigation. The investigation may include interviews of the complainant, employees, contractors, subcontractors, subgrantees, those named in the complaint, and witnesses to the alleged discrimination, as well as a review of any physical or written evidence. If more information is needed to resolve the case, the Non-Discrimination Coordinator may contact the complainant. The complainant has [30] days to send requested information to the investigator assigned to the case.

Disposition of Complaints

Within 120 days of accepting a written complaint, The City of Ravenswood, West Virginia will respond in writing to the complainant with resolution including whether discrimination is found and a description of the investigation process. During the investigation, The City of Ravenswood, West Virginia will consider all information that is preponderant of the evidence. After the investigation concludes, the complainant will receive a written notice detailing:

- a. The findings of the investigation
- b. Whether discrimination or retaliation was found

c. A summary of the investigation process

d. Any corrective actions that will be implemented (if applicable)

The City of Ravenswood, West Virginia intends to periodically review this grievance procedure on an annual basis to ensure prompt and fair resolution of discrimination complaints. In evaluating the effectiveness of the procedure and the need for additional measures, The City of Ravenswood, West Virginia will assess the feedback from agency staff and the public.

Non-Retaliation

The City of Ravenswood, West Virginia is committed to fostering an environment where individuals can invoke these grievance procedures without fear of retaliation or reprisal. The City of Ravenswood, West Virginia explicitly prohibits retaliation against any individual for any purpose, including for the purpose of interfering with any right or privilege guaranteed under any state or federal statutes or regulations because that individual has filed a complaint or has testified, assisted, or participated in any way in an investigation, proceeding, or hearing of any kind or has opposed any practice made unlawful under any state or federal statutes or regulations. Prohibited retaliatory acts include intimidation, threats, coercion, or discrimination against any such individual or group. Any concern regarding retaliation should be reported to the Point of Contact and will be handled promptly and fairly pursuant to The City of Ravenswood, West Virginia's Grievance Procedure.