

NOTICE

Discrimination Process--City of Vernon Center

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.

Complaints: If someone believes they have suffered from discrimination under a City of Vernon Center program or service:

1. Compliant must be filed within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Nondiscrimination Program Coordinator (City Clerk) and please include:
 - a. Complainant's name and contact information
 - b. Nature of the complaint
 - c. Dates of the alleged discrimination
 - d. Requested action
2. Procedure for filing a complaint:
 - a. Mail request to: City of Vernon Center, PO Box 385, Vernon Center, MN 56090
 - b. In-person request at: City Hall, Clerk's office located in the north end of the Fire Department building addressed at 101 Oak St. N., Vernon Center, MN
 - c. City Website <https://vernoncentermn.com>
 - d. Complainant has the option to file a complaint directly with Civil Rights and Civil Liberties (CRCL), email: CRCLCompliance@hq.dhs.gov, Fax 202-401-4708, or U.S. Main: US Dept. of Homeland Security, Office for Civil Rights and Civil Liberties Compliance Branch, 245 Murray Lane, SW, Building 410, Mail Stop #0190, Washington, D.C. 20528
 - e. A Discrimination Complaint Form will be provided upon request
3. Persons with disabilities or with limited English proficiency:
 - a. The nondiscrimination program coordinator at City Hall, 101 Oak St. N, Vernon Center, MN will use "I Speak" cards, current and future programs online to communicate with persons with disabilities and limited English proficiency during the discrimination complaint process.
 - b. In some cases, the program coordinator at the City Clerk's office may consult with you in an interactive process to be determined on a case-by-case basis for persons with disabilities and limited English proficiency.
4. City of Vernon Center Nondiscrimination Policy
 - a. Nondiscrimination Program Coordinator will provide complainant with a copy of the City of Vernon Center Nondiscrimination Policy in appropriate language for complete details of processing the compliant.
 - b. If the complaint is within the jurisdiction of the City of Vernon Center, or informal resolution was not possible, it will be promptly investigated. The City of Vernon Center's goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.
 - c. The City of Vernon Center will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation.
 - d. If the preliminary inquiry by the City of Vernon Center indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled.
 - e. If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.