

AMERICA'S CENTRAL PORT
NOTICE OF NONDISCRIMINATION

America's Central Port District (the "Port") complies with Federal civil rights laws and is committed to providing its services and programs without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on race, color, or national origin (including language)
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on disability.
- *Title IX of the Educations Amendments Act of 1972*, which prohibits discrimination based on sex in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on age.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on religion in social service programs.

To File a Complaint

If you think that the Port has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax, or email with:

Salina Alfaro
1635 W. First Street
Granite City, IL 62040

Email: salfaro@americascentralport.com
Phone: (618) 452-8433
Fax: (618) 452-3402

- The complaint should include your contact information, a written description of the circumstances, the date of the occurrence, any relevant documents, and summary of other steps taken, if any, to resolve this complaint.
- Information about this complaint process can be made available in alternative formats or languages through a request under the "Information and Services for Persons with Disabilities and Persons with Limited English Proficiency" section on Page 2 of this document.
- Complaints must be filed no later than 180 days after the date of the alleged discrimination.
- The Port will provide the filing party with written acknowledgement of the complaint within ten days of receipt.
- The complaint will be referred to the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL) and the Port will notify the filing party of the referral within two weeks of the complaint.
- America's Central Port will maintain record of all complaints received and the status of the complaints in a secure spreadsheet.

You can also file a civil rights complaint directly with the U.S. Department of Homeland Security (DHS) Office for Civil Rights and Civil Liberties (CRCL):

U.S. Department 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

Email: CRCLCompliance@hq.dhs.gov
Fax: (202) 401-4708

If you choose to file directly with CRCL in addition to filing with the Port, please notify the Port of this dual filing.

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Retaliation

It is impermissible for an agent of the Port or other person to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title VI, or because the individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the DHS regulation implementing Title VI (6 CFR § 21.11(e)). Any individual alleging such harassment or intimidation may file a separate complaint with DHS.

Information and Services for Persons with Disabilities and Persons with Limited English Proficiency

Based on the 2013 American Community Survey (ACS), 1.05% (2,645) of the Madison County, IL population (252,221) are persons with limited English proficiency. Upon request, the Port provides the following free aids and services:

- Aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.) to communicate effectively with persons with disabilities.
- Language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

Robbie Williams
1635 W. First Street
Granite City, IL 62040

Email: rwilliams@americascentralport.com
Phone: (618) 452-8440
Fax: (618) 452-3402

- The Port's primary method for providing language services is by live video/phone conference, recording, or written translation from a contracted interpreter service or automated computer software.
- The Port will take reasonable efforts to correspond with the requesting party in a format or language that is accessible to both them and Port staff.
- The Port will contact the requesting party within two weeks of receipt to acknowledge the request and consult with them regarding what, if any, accommodation can be reasonably provided.
- If the accommodation cannot be provided immediately, the Port will consult with the requesting party to determine what, if any, interim accommodations may be reasonably provided.
- If the request has not been fulfilled or denied within two weeks of the initial consultation, the Port will contact the requesting party and provide a timeframe for fulfilling or denying the request.
- America's Central Port will maintain record of all requests received and their status in a secure spreadsheet.

This notice is to be posted on the America's Central Port District website.