

TITLE VI COMPLAINT FORM

SECTION I. I believe that I have been (or someone else has been) discriminated against on the basis of: _____ Race _____ Color _____ National Origin

SECTION II.

First Name: _____

State: _____

Email address: _____

SECTION III.

Are you filing this complaint on your own behalf? _____ yes _____ no

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you are filing for a third party: _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party: _____ yes _____ no

Are you represented by legal counsel for this matter? _____ yes _____ no

If yes, please provide the name and contact information of legal counsel:

Have you previously filed a civil rights complaint with FHWA?

_____ yes _____ no

SECTION IV Name of Public Entity complaint is against: _____

SECTION V

Have you filed this complaint with any of the following agencies?

_____ US Department of Justice

_____ US Department of Transportation

_____ Virginia Department of Transportation

_____ Town of Wise

_____ US Equal Employment Opportunity Commission

Other: _____

Have you filed a lawsuit regarding this complaint? _____ yes _____ no

If yes, please provide the case number: _____

SECTION VI

Please include details of your complaint below. FHWA will contact you to request any additional documentation you may want to submit on behalf of your complaint.

Important: We cannot accept your complaint without a signature, so please sign your first name:

Signature

- All complaints will be routed to the FHWA Headquarters Office of Civil Rights (HCR) for processing. HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against the Town of Wise (a Subrecipient of Federal financial assistance).
- Complaints should be forwarded from the initial receiving agency through the Federal-aid highway oversight hierarchy until the complaint reaches HCR. For example, if a complaint is filed with the Town of Wise, The Town of Wise will forward the complaint to VDOT, which will forward the complaint to the VDOT's FHWA Division Office, which will forward the complaint to HCR. If a complaint is filed with VDOT, VDOT will forward the complaint to the VDOT's FHWA Division Office, which should forward the complaint to HCR.
- VDOT and the Town of Wise will log all complaints received.
- When HCR decides on whether to accept, dismiss, or transfer the complaint, HCR will notify the Complainant, the FHWA Division Office, VDOT, and the Town of Wise.

Complaints may also be sent to HCR directly at:

Postal Mail	Federal Highway Administration U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8 th Floor E81-105 Washington, DC 20590
Email	CivilRights.FHWA@dot.gov
Fax	202-366-1599
Questions?	202-366-0693