

|  |
| --- |
| *TITLE VI DISCRIMINATION COMPLAINT FORM**City of Grand Island, Nebraska* |
| Complainant: | Phone: |
| Address: (City, State, Zip) | Email: |
| Person discriminated against, if different than above: | Phone: |
| Address: (City, State, Zip) | Email: |
| Type of DiscriminationRace/Color Age Sex National Origin Disability Retaliation | Date of Incident: |
| Date and place of alleged discriminatory action. Include earliest date of discrimination and most recent date of discrimination: |
| Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Attach any additional pages as necessary. |
| Names and contact information of persons (witness, other) whom we may contact for ad complaint. | ditional information to investigate your |
| The complaint will not be accepted if it has not been signed and dated.Signature: Date | : |
| Attachments: Yes No |  |
| **Submit completed form and any additional information to:**Jerry Janulewicz, Title VI Coordinator 100 East First StreetP. O. Box 1968Grand Island, NE 68802-1968 (308) 385-5444, ext. 119 |  |
| OFFICIAL USE ONLYReceived By: Date | : |

**Discrimination Complaint Procedures**

1. Any person who believes that they, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Local Public Agency which will be referred to hereafter as (LPA). A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the City of Grand Island’s LPA’s Title VI Coordinator for review and action.
2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:
	1. The date of alleged act of discrimination; or
	2. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the LPA or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

1. Complaints shall be in writing and shall be signed by the complainant and/or the complainant’s representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the LPA, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the LPA’s investigative procedures.
2. Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of procedures to be followed, and advise the complainant of other avenues of redress available, such as Nebraska Department of Roads, referred to as NDOR, or United States Department of Transportation, referred to as USDOT.
3. The LPA will advise NDOR within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to NDOR:
	1. Name, address, and phone number of the complainant.
	2. Name(s) and address(es) of alleged discriminating official(s).
	3. Basis of complaint (i.e., race, color, national origin or sex).
	4. Date of alleged discriminatory act(s).
	5. Date of complaint received by the LPA.
	6. A statement of the complaint.
	7. Other agencies (state, local or Federal) where the complaint has been filed.
	8. An explanation of the actions the LPA has taken or proposed to resolve the issue raised in the complaint.
4. NDOR will forward the complaint to FHWA. The FHWA Office of Civil Rights will determine the appropriate individual and/or organization to conduct the investigation.
5. Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the LPA. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
6. Within 90 days of receipt of the complaint, the head of the LPA will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with NDOR, USDOT, if they are dissatisfied with the final decision rendered by the LPA. The Title VI Coordinator will also provide NDOR with a copy of this decision and summary of findings upon completion of the investigation.
7. Any complaints received against the LPA should immediately be forwarded to NDOR for investigation. The LPA will not investigate any complaint in which it has been named in the complaint.
8. Questions, complaints or requests for additional information or accommodation regarding Title VI, Section 504 and the ADA may be forwarded to the Title VI/Section 504 ADA Compliance Coordinator as follows:

Name and Title: Marlan Ferguson, City Administrator Phone Number (Voice/TDD): 308-385-5444, ext. 140

Office Address: 100 E 1st Street, Grand Island, Nebraska 68801

Days/Hours Available: Monday through Friday / 8:00 a.m. to 5:00 p.m.