



## Title VI Complaint Form

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Please provide the following information necessary in order to process your complaint. Assistance is available upon request. Title VI Complaints must be filed within 180 days from the date of the alleged discrimination. Complete this form and mail or deliver to:

Transfort/Dial-A-Ride, Title VI, 6570 Portner Road, Fort Collins, CO 80525

Contact us Monday – Friday, 8 a.m.- 5 p.m. at 970-224-6620 or email [TransfortInfo@fcgov.com](mailto:TransfortInfo@fcgov.com).

1) Complainant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. (Home/Cell): \_\_\_\_\_ (Business): \_\_\_\_\_

2) Person who has discrimination complaint (if other than complainant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. (Home/Cell): \_\_\_\_\_ (Business): \_\_\_\_\_

3) What was the discrimination based on? (Check all that apply)

Race  Color  Low Income  National Origin  Limited English Proficiency

4) Government, or organization, or institution complaint is about:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

5) Date of incident resulting in complaint: \_\_\_\_\_

6) Describe the circumstances leading to this complaint. What happened and who was responsible? (provide names if possible of the individuals involved ). For additional space, attach additional sheets of paper as necessary.

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7) Where did the incident take place? Please provide location, bus number, etc.

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8) Witnesses? Please provide their contact information.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. (Home/Cell): \_\_\_\_\_ (Business): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. (Home/Cell): \_\_\_\_\_ (Business): \_\_\_\_\_

9) Have efforts been made to resolve this complaint through the internal grievance procedure of the government, organization, or institution?

Yes  No

If yes, what is the status of the grievance?

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10) Did you file this complaint with another federal, state, or local agency; or with a federal or state court?

Yes  No

If the answer is yes, check each agency the complaint was filed with:

Federal Agency  Federal Court  State Agency

State Court  Local Agency  Other

Please provide contact person information for the agency/court/other:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Date filed: \_\_\_\_\_

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**Sign the complaint in the space below. Attach any documents you believe support your complaint.**

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Complainant's Signature

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Signature Date