



# **TITLE VI – CIVIL RIGHTS ACT OF 1964**

## **COMPREHENSIVE PROGRAM MANUAL**

*City of Redding  
Personnel Department  
777 Cypress Ave  
Redding, CA 96001  
(530) 225-4406*

This program was prepared for the Federal Highway Administration and the California Department of Transportation

*Adopted 9/19/2017*

**Table of Contents**

City of Redding Equal Employment Opportunity Non-Discrimination Policy. . . . . 2

City of Redding Nondiscrimination Statement. . . . . 3

I. Introduction. . . . . 4

II. Policies and Regulations. . . . . 4

III. City of Redding Overview. . . . . 4

IV. Demographics. . . . . 5

V. Title VI Program. . . . . 5

    Title VI Coordinator. . . . . 5

    Title VI Requirements. . . . . 5

    Notice of Rights. . . . . 6

    Complaint Procedures. . . . . 6

    Public Participation Plan. . . . . 8

        a. Goals & Objectives. . . . . 8

        b. Environmental Justice. . . . . 9

        c. Limited English Proficiency Populations. . . . . 9

        d. Low-Income Populations. . . . . 9

        e. Public Comment Process Offered by the City Council. . . . . 9

        f. Outreach Efforts. . . . . 9

    Limited English Proficiency Plan. . . . . 10

    Training. . . . . 10

    Title VI Construction Contract Provisions. . . . . 11

    Data Collection. . . . . 11

    Goals and Accomplishments. . . . . 12

    Appendices. . . . .

**Appendix A1** - Notice to the Public

**Appendix A2** - Public Notice Federal Aviation Administration

**Appendix B** - Example of Complaint Form

## **City of Redding - City Council**

### **Equal Employment Opportunity Non-Discrimination Policy**

It is the policy of the City of Redding to provide equal employment opportunity for all qualified persons, regardless of sex, race, color, ancestry, religion, national origin, ethnicity, age, disability, sexual orientation, marital status, medical condition, or any other category protected by state or federal employment law. Our commitment includes ensuring a nondiscriminatory workplace where individuals are valued for their differences, as well as their similarities.

Every City employee, and every person engaged in business with the City, have an ongoing responsibility to create a nondiscriminatory work environment through their personal conduct.

Responsibility for the implementation of the City of Redding's Equal Employment Opportunity Non-Discrimination Policy rest with the Director of Personnel. However, all department heads are responsible for carrying out this policy within their departments. The City Council expects each department head, manager, and supervisor to ensure compliance with this policy.

## **City of Redding**

### **Nondiscrimination Statement**

The City of Redding, will ensure that no person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its projects, activities, or services, and business opportunities on the basis of race, color, national origin, age, sex, or disability as afforded by Title VI of the Civil Rights Act of 1964 and related statutes, as amended. All persons, regardless of their citizenship status, are covered under this regulation.

## **I. Introduction**

The City of Redding's (City) mission is to provide public infrastructure and municipal services to protect and enrich the daily lives of residents in the City.

The City receives a wide array of federal funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Aviation Administration (FAA). As a recipient for such federal aid, the City is required to comply with Title VI of the Civil Rights Act of 1964 (Title VI).

Title VI states that:

"No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, or gender identity be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance."

The City is committed to complying with Title VI requirements for all programs and services delivered to the public. The Title VI Program (Program) serves as a guide and reflection of the City's commitment to preserving the civil rights for all individual and group benefactors of City programs and services.

The Program includes a general overview of how the City will:

- Handle a Title VI Complaint.
- Engage public participation.
- Provide services to Limited English Proficiency populations.
- Train employees and managers in recognizing Title VI situations.
- Increase local and small business partnerships, and more.

## **II. Policies and Regulations**

In accordance with Title VI and City Council Policy No. 221, the City will ensure that no person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its projects, activities, or services, and business opportunities on the basis of race, color, national origin, age, sex, or disability as afforded by Title VI of the Civil Rights Act of 1964 and related statutes, as amended. All persons, regardless of their citizenship status, are covered under this regulation.

## **III. City Overview**

The City is governed by an elected Council of five members. The City is a full service city with over 1,100 employees and 13 departments.

#### IV. Demographics

The following table details the primary languages spoken at home among the residents that reside in the City with a population of 85,666.

Primary Language	Speaks English				
	Very Well	Well	Not Well	Not at All	%*
English	77,758	0	0	0	0.00%
Spanish	3,032	590	367	61	0.50%
Indo-European	1,133	249	51	41	0.11%
Asian & Pacific Island	945	519	670	83	0.88%
Other	130	37	0	0	0.00%

*Resource: United States Census American Community Survey (5-year estimates, 2011-2015)*

\*% based on those that speak English not well and not at all.

#### V. Title VI Program

##### Title VI Coordinator

The City has four Title VI Coordinators that are responsible for the overall Title VI Program. They perform lead roles in the development and implementation of Title VI Program and coordinating compliance across each division within the City. The Title VI Coordinators provide guidance and technical assistance on Title VI matters and have overall program responsibility for preparing reports and developing program procedures, which include:

- Promptly processing and resolving Title VI complaints.
- Collecting demographic data (race, color, national origin, sex, age, and disability) of participants in the beneficiaries of the City's Federal-aid programs, activities, and services.
- Promptly resolving areas of deficiency.
- Conducting periodic Title VI audits.
- Ensuring that Title VI requirements are included in policy directives and that the procedures used have built-in safeguards to prevent discrimination.
- Providing an annual report of City Title VI accomplishments and goals.
- Coordinating Title VI information for public dissemination.

##### Title VI Requirements

The City developed a wide range of procedures to meet the general requirements of Title VI. They include the following:

- Posting Title VI notifications at public counters, Internet, etc.
- Publishing brochures.
- Address and filing Title VI discrimination complaints.
- Training staff on Title VI law and requirements.
- Providing access to LEP populations.
- Providing information and outreach to ensure Disadvantaged Business Enterprise (DBE) involvement.

- Providing contract opportunities to minority businesses.
- Meeting environmental justice regulations.
- Adhering to service standards.

This Title VI Program includes guidelines for meeting FAA, FHWA, and FTA requirements.

### **Notice of Rights**

City of Redding will display the "Notice of Rights" for public view at all locations within City facilities with customer counters, and on the public website. The notice states that the City will comply with Title VI and ensures that no person on the grounds of race, color, age, sex, disability, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs, activities, or services.

Examples of City of Redding's Notice to the Public are in Appendices A1, A2 and C.

### **Complaint Procedures**

Any person who believes that he or she or a specific class of individuals has been subjected to unlawful discriminatory practice under Title VI by the City may, on his/her own behalf or by an authorized representative, file a complaint under this procedure.

No person who files a complaint, nor any person who cooperates in the investigation of the complaint, shall be subjected to retaliation, and the City shall take reasonable steps to protect such persons from retaliatory actions.

Persons having a complaint are encouraged to first contact, by telephone or in person, the Title VI Coordinator to attempt to informally resolve the complaint. If this does not yield a satisfactory resolution, a complaint form may be filed.

Complaint forms are available at Public Works public counters, City Administrative Offices, and online. Examples of the complaint form are included under Appendix B. Complaints must be filed in writing and should be directed to:

City of Redding Personnel Department -Title IV Coordinator  
777 Cypress Avenue, Redding, CA 96001  
Website: [www.cityofredding.org/TitleVI](http://www.cityofredding.org/TitleVI)

Complainants may submit their complaint form to the City or to an external federal agency, such as FAA, FHWA, or FTA. However, should a complaint be filed with the City and one the federal agency simultaneously, the federal complaint will supersede City's complaint and the City's complaint procedures will be suspended pending the federal agency's findings. Every effort will be made to obtain a timely resolution of complaints.

The following procedures will be followed to investigate formal Title VI Complaints:

1. The complaint must meet the following requirements:
  - a. Complaint shall be in writing and signed by the complainant(s). In cases where complainant is unable or incapable of providing written statement, a verbal complaint may be made. The investigator assigned to the case will interview the complainant and

assist the person in converting verbal complaints to writing. All complaints must; however, be signed by the complainant or his/her representative.

- b. Include the date of the alleged act of discrimination, date when the complainant became aware of the alleged discrimination, date on which the conduct was discontinued, or the latest instance of conduct.
  - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complaint.
  - d. Federal and State law requires complaints to be filed within 180 calendar days of the alleged incident.
2. Within 14 business days of receiving the complaint, the Title VI Coordinator will determine its jurisdiction, sufficiency, need for additional information, and investigate the merit of the complaint. The complainant will receive an acknowledgment letter informing him/her whether the City's Title VI Coordinator has accepted or rejected the complaint.
  3. Once the Title VI Coordinator approves the complaint for investigation, the complaint will receive a complaint number and the complaint will be logged identifying: complainant's name; factual allegations; and alleged harm, race, color, and national origin.
  4. If more information is needed to evaluate the claim, the Title VI Coordinator may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the Title VI Coordinator. If the Title VI Coordinator is not contacted by the complainant or does not receive additional information within 10 business days, the Title VI Coordinator may terminate the investigation and close the complaint.
  5. In cases where the City investigates the complaint, within 90 calendar days of the complaint, the investigator will issue either: 1) a closure letter or 2) a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the complaint will be closed. A LOF summarizes the allegations, and informs the complainant that the Title VI Coordinator found the complaint to have merit and it will take appropriate corrective action to remedy the matter.
  6. If the complainant is unsatisfied with the decision, he/she may file an appeal with one of the following appropriate federal agency for their decision.

California Department of Transportation (CalTrans) Compliance/Title VI Program Branch 1823 14 <sup>th</sup> Street, MS-79 Sacramento, CA 95811
---

U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8 <sup>th</sup> Floor E81-105 Washington, DC 20590
--

Federal Aviation Administration Office of Civil Rights 800 Independence Ave. SW Washington, D.C. 20591
Federal Transit Administration Office of Civil Rights, Region IX 201 Mission St., Suite 1650 San Francisco, CA 94105-1839
U.S. Equal Employment Opportunity Commission P.O. Box 36025 San Francisco, CA 94102-3661
U.S. Department of Justice Civil Rights Division 950 Pennsylvania Avenue, NW Washington, DC 20530

7. The Title VI Coordinator will maintain a list of Title VI Complaints it receives.

Examples of Title VI Complaint Form are in Appendix B.

**Public Participation Plan**

The City is committed to ensuring that projects, programs, and services delivered by the City are sensitive to the various demographic backgrounds within the City. The City Public Participation Plan (PPP) for use by any division to promote public involvement in the planning and decision-making process of projects, programs, and services.

As a recipient of Federal funding, the City is required to adhere to Title VI of the Civil Rights Act of 1964 and to integrate the PPP into its Title VI Program. This plan provides guidelines for involving the public to ensure that all groups are represented and their needs considered. The City is committed to ensuring it serves the residents and businesses of the City fairly, consistently, and in the most cost-efficient and appropriate manner within available resources.

**a. Goals and Objectives**

The goal of the City’s PPP is to offer a variety of opportunities for the public to engage in planning and decision-making activities.

The objectives of the PPP are as follows:

- To determine what non-English languages and/or other barriers may exist to public participation within the City service area.
- To provide a general notification of meetings for public input, in a manner that is understandable to all populations in the unincorporated service area.
- To hold meetings in locations that are accessible and reasonably welcoming to all area residents, including, but not limited to minority, Limited English Proficiency (LEP), and low-income members of the public.
- To utilize a variety of communication methods to capture public input from populations that are not likely to attend or engage in public meetings.

**b. Environmental Justice**

In accordance with Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), the City will identify and address the environmental effects of programs, policies, and activities on minority and low-income populations. The City will consider demographic data into their project design and involve the public in the planning and development process to assess the environmental impacts of projects on the community. The public's input and data analysis enable the City to develop measures to mitigate any potential adverse effects on minority and low-income populations. The City is not required to conduct environmental justice analyses of projects where NEPA documentation is not required.

**c. Limited English Proficiency Populations**

A LEP individual is someone with limited ability to read, write, speak, or comprehend English. Reasonable efforts will be made to engage LEP populations utilizing techniques, such as the development of public notices in appropriate non-English Languages that will provide contact information where individuals can be informed of the affected project or services to provide input and comments. Other efforts may include conducting focus groups in areas with high concentrations of LEP populations for the purpose of gaining input from a particular defined portion of the community. In addition, non-profit organizations and other advocacy groups can be utilized to disseminate and provide insight into the needs of LEP populations.

**d. Low-Income Populations**

The City will identify low-income populations within the service area. The low-income threshold will be defined as households with a per capita income of 80 percent or less of the national average. Low-income populations in the City will be given reasonable opportunity to provide input on plans and programs to avoid disproportionate harm or lack of benefit.

**e. Public Comment Process Offered by the City Council**

The public has a right to express their opinion during the regular Council meetings held the first and third Tuesday of every month at 6 p.m. The meetings are held in the Council chambers at 777 Cypress Avenue, Redding. Information about City Council is available on the City website at:

[www.cityofredding.org/city-council/city-council-information](http://www.cityofredding.org/city-council/city-council-information)

**f. Outreach Efforts**

The City will also provide the public an opportunity to comment to community meetings via online platforms. The City will engage the community through the City's website, social media, and brochures placed at the library, community centers, public parks, and recreation areas within the communities. The City staff and/or a contracted non-English interpreter for LEP will attend community meetings to inform residents of the City's services and provide them an opportunity to express their input in a language they are comfortable communicating in upon request.

Appropriate techniques among the following will be used to inform, educate, and gain input from the public about the City's projects, services, or activities:

- Surveys or questionnaires - mail-in, online, telephone, personal interview and/or door-to-door
- Comment cards at all public meetings, presentations, workshops, etc.
- Articles or press releases in the appropriate publications
- Timely consultation with advisory committees and councils
- Distribution of informal reports, flyers, or brochures
- Informal presentation at regional sites, open houses, or other community forums
- Formal presentations to various service clubs and civic and professional groups
- Information about meetings, public hearings, and special events on the City's website
- Direct mailings to those expressing interest in or commenting about certain topics
- General mailings with posters and flyers to area post offices and appropriate agencies, offices, and organizations for distribution to citizens

### **Limited English Proficiency Plan**

To comply with Title VI, it is important to identify the demographics and specific language needs of the City's residents and businesses. This information is set forth in the demographics table on page 5.

The City developed a general LEP Plan for use by any division to address the public's language needs. The LEP Plan outlines how to identify reasonable steps for providing language assistance to LEP persons who wish to access services provided by the City of Redding. The LEP Plan also identifies language assistance needs, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

To prepare the LEP Plan the City referenced the U.S. Department of Transportation's four-factor LEP analysis, which considers the following factors:

1. Number and proportion of LEP person served or encountered in the eligible service population.
2. Frequency with which LEP persons come in contact with City of Redding programs, activities, or services.
3. Nature and importance of services provided by the City of Redding to the LEP population.
4. Resources available to the City of Redding and overall cost to provide LEP assistance.

The figures on page 5 under Demographics detailed the breakdown of English fluency for people who speak another language and what the top primary languages are in the City.

### **Training**

The City will provide Title VI training to employees of the City. These trainings are offered at minimum every two years. Trainings will be offered online or through an instructor-led class. Additional resources are provided on the City's website to enhance the learning objectives. The following components will be covered to ensure compliance.

1. Review of the City's Title VI Policy, PPP and LEP Plans.
2. Types of language assistance services offered to the public.
3. How to handle a potential complaint.
4. Where to seek assistance for Title VI questions and concerns.
5. Some employees will be provided training on DBE and Americans with Disabilities Act compliance, as necessary.

### **Title VI Construction Contract Provisions**

The City Public Works Department will include the provisions indicated in the "Administering Agency-State Agreement for Federal-Aid Projects Master Agreement" (Appendix A of Exhibit B) in the Local Assistance Program Manual (LAPM) in contracts and agreements, where applicable, between the City and contractors.

Federal-aid construction contracts currently include provisions, which require compliance with Title VI. The specific contract provision language is included in the FHWA Form 1273 that is physically inserted in the federal-aid construction contract.

The "Local Agency Construction Contract Administration Checklist" (Exhibit 15A of the LAPM), confirms that DBE and labor/Equal Employment Opportunity (EEO) compliance requirements are performed and documented in the project files. Exhibit 15 A of the LAPM documents that the local agency will meet all the requirements prior to the award of a construction contract.

The "Resident Engineer's Construction Contract Administration Checklist" (Exhibit 15-B of the LAPM) is completed by the Resident Engineer. The checklist assists in administering federal-aid highway construction projects. It also provides a record that the EEO/Wage Rate/False Statements posters are being posted at specific locations that employee interviews will be conducted in accordance with the Labor Compliance/EEO interview form, and that DBE requirements are met. Public Works will continue to submit Exhibit 15-B, along with the Award Package shortly after award of the construction contract (See Chapter 15, " Advertise and Award Project," of the LAPM).

### **Data Collection**

Demographic and related data collected and used by the City comes from governmental sources responsible for collecting and vetting the information for consistency and accuracy. These sources include, but are not limited to, the U.S. Bureau of Labor Statics, U.S. Census Bureau, U.S. Bureau of Economic Analysis, California Department of Finance, California Department of Labor, and the California Employment Development Department.

The City may also collect project specific demographic data utilizing data collection forums as appropriate in conjunction with the PPP.

## **Goals and Accomplishments**

Public Works will annually establish and monitor program goals and accomplishments. The Title VI Coordinator will ensure that employee training is conducted, language translation services continue to be available, public participation is optimal, and appropriate Title VI signage is posted. This also includes updating community statistic and corresponding with the federal agency as necessary.

## **APPENDICES**

**Appendix A1** Notice to the Public

**Appendix A2** Notice to the Public - Federal Aviation Administration

**Appendix B** Complaint Form

## **APPENDIX A1**

### **Your Rights Under Title VI of the Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 requiring that, "No person in the United States shall on the grounds of race, color, age, disability, gender, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination against discrimination under any program or activity receiving Federal financial assistance.' In addition, related statues provided protection against discrimination on the grounds of age, sex, or disability.

Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, national origin, age, sex, or disability has been excluded from or denied the benefits of, or subjected to discrimination caused by a City of Redding employee may file written complaint with the City's Title VI Coordinator. Federal and State law requires complaints be filed within 180 calendar days of the alleged discrimination.

To request addition information regarding the City's non-discrimination obligations or to file a Title VI complaint, please submit your request to:

City of Redding Title VI Coordinator  
Personnel Department  
777 Cypress Avenue, Redding, CA 96001  
(530) 225-4065  
Website: [www.cityofredding.org/TitleVI](http://www.cityofredding.org/TitleVI)

If information is needed in another language, contract (530) 225-4065

## APPENDIX A2

---

---

### **Federal Aviation Administration Unlawful Discrimination**

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or handicap in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, SW.  
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

---

---

Se prohíbe a los empresarios de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, origen nacional, sexo, creencias religiosas o impedimentos, en lo que respecta a servicios público y oportunidades de empleo. Las alegaciones de discriminación deberán dirigirse inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration  
Office of Civil Rights, SW.  
800 Independence Avenue, SW.  
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

---

---

NOTE: The reference to handicap in this notice stems from the Rehabilitation Act of 1973, as amended (PL 93-112) and 49 CFR Part 27. Both require nondiscrimination based on disability in the participation or denial of benefits. Although not discussed in this tool kit, FAA placed the handicap reference in this notice for ease of posting all nondiscrimination requirements in one location.

# APPENDIX B

U.S. Department of Justice

Civil Rights Division



Federal Coordination and Compliance Section - NWB  
950 Pennsylvania Ave, NW  
Washington, DC 20530

## COMPLAINT FORM

The purpose of this form is to assist you in filing a complaint with the Federal Coordination and Compliance Section. You are not required to use this form; a letter with the same information is sufficient. However, the information requested in the items marked with a star (\*) must be provided, whether or not this form is used.

1.\* State your name and address.

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

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

\_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home: (\_\_\_\_) \_\_\_\_\_ Work or Cell: (\_\_\_\_) \_\_\_\_\_

2.\* Person(s) discriminated against, if different from above:

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

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

\_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home: (\_\_\_\_) \_\_\_\_\_ Work or Cell: (\_\_\_\_) \_\_\_\_\_

Please explain your relationship to this person(s).

3.\* Agency and department or program that discriminated:

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

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

\_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home: (\_\_\_\_) \_\_\_\_\_ Work or Cell: (\_\_\_\_) \_\_\_\_\_

4A.\* Non-employment: Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the department or agency in its treatment of you or others? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken.

\_\_\_\_ Race/Ethnicity: \_\_\_\_\_

\_\_\_\_ National origin: \_\_\_\_\_

\_\_\_\_ Sex: \_\_\_\_\_

\_\_\_\_ Religion: \_\_\_\_\_

\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_ Disability: \_\_\_\_\_

OMB No. 1190-0008  
Expires: 04/30/2014





12. Please list below any persons (witnesses, fellow employees, supervisors, or others), if known, whom we may contact for additional information to support or clarify your complaint.

Name	Address	Area Code/Telephone
------	---------	---------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Do you have any other information that you think is relevant to our investigation of your allegations?

_____
_____
_____
_____
_____
_____
_____
_____

14. What remedy are you seeking for the alleged discrimination?

_____
_____
_____

15. Have you (or the person discriminated against) filed the same or any other complaints with other offices of the Department of Justice (including the Office of Justice Programs, Federal Bureau of Investigation, etc.) or other Federal agencies?

Yes \_\_\_\_ No \_\_\_\_

If so, do you remember the Complaint Number?

_____
-------

What agency and department or program was it filed with?

_____
-------

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

\_\_\_\_\_ Zip \_\_\_\_\_

Telephone No: (\_\_\_\_) \_\_\_\_\_

Date of Filing: \_\_\_\_\_ Filed Against: \_\_\_\_\_

Briefly, what was the complaint about?

---

---

---

What was the result?

---

---

---

16. Have you filed a charge or complaint concerning the matters raised in this complaint with any of the following?

- U.S. Equal Employment Opportunity Commission  
 Federal or State Court  
 Your State or local Human Relations/Rights Commission  
 Grievance or complaint office  
 Other \_\_\_\_\_

17. If you have already filed a charge or complaint with an agency indicated in #16, above, please provide the following information (attach additional pages if necessary):

Agency: \_\_\_\_\_  
Date filed: \_\_\_\_\_  
Case or Docket Number: \_\_\_\_\_  
Date of Trial/Hearing: \_\_\_\_\_  
Location of Agency/Court: \_\_\_\_\_  
Name of Investigator: \_\_\_\_\_  
Status of Case: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. While it is not necessary for you to know about aid that the agency or institution you are filing against receives from the Federal government, if you know of any Department of Justice funds or assistance received by the program or department in which the alleged discrimination occurred, please provide that information below.

---

---

---

19.\* We cannot accept a complaint if it has not been signed. Please sign and date this Complaint Form below.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please feel free to add additional sheets to explain the present situation to us.

We will need your consent to disclose your name, if necessary, in the course of any investigation. Therefore, we will need a signed Consent Form from you. (If you are filing this complaint for a person whom you allege has been discriminated against, we will in most instances need a signed Consent Form from that person.) See the "Notice about Investigatory Uses of Personal Information" for information about the Consent Form. Please mail the completed, signed Discrimination Complaint Form and the signed Consent Form (please make one copy of each for your records) to:

United States Department of Justice  
Civil Rights Division  
Federal Coordination and Compliance Section - NWB  
950 Pennsylvania Avenue, NW  
Washington, D.C. 20530

Toll-free Voice and TDD: (888) 848-5306  
Voice: (202) 307-2222  
TDD: (202) 307-2678

20. How did you learn that you could file this complaint?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. If your complaint has already been assigned a DOJ complaint number, please list it here:

\_\_\_\_\_

Note: If a currently valid OMB control number is not displayed on the first page, you are not required to fill out this complaint form unless the Department of Justice has begun an administrative investigation into this complaint.

OMB No. 1190-0008  
Expires: 2/6/2019



**U.S. Department of Justice**

**Civil Rights Division**

*Federal Coordination and Compliance Section  
950 Pennsylvania Ave, NW  
Washington, DC 20530*

COMPLAINANT CONSENT/RELEASE FORM

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

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

\_\_\_\_\_

Complaint number(s): (if known) \_\_\_\_\_

*Please read the information below, check the appropriate box, and sign this form.*

I have read the Notice of Investigatory Uses of Personal Information by the Department of Justice (DOJ). As a complainant, I understand that in the course of an investigation it may become necessary for DOJ to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of DOJ to honor requests under the Freedom of Information Act. I understand that it may be necessary for DOJ to disclose information, including personally identifying details, that it has gathered as a part of its investigation of my complaint. In addition, I understand that as a complainant I am protected by DOJ's regulations from intimidation or retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statutes enforced by DOJ.

CONSENT/RELEASE

CONSENT - I have read and understand the above information and authorize DOJ to reveal my identity to persons at the organization or institution under investigation. I hereby authorize the Department of Justice (DOJ) to receive material and information about me pertinent to the investigation of my complaint. This release includes, but is not limited to, personal records and medical records. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release, and do so voluntarily.

CONSENT DENIED - I have read and understand the above information and do not want DOJ to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and information about me, pertinent to the investigation of my complaint. I understand this is likely to impede the investigation of my complaint and may result in the closure of the investigation.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

OMB No. 1190-0008  
Expires: 2/6/2019