

Title VI Complaint Form

Harrisonburg Department of Public Transportation (HDPT) Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- ✓ Agency website, either as a reference in the Notice to Public or in its entirety
 - ✓ Hard copy in HDPT's Administrative Office
 - ✓ Available in appropriate languages for LEP populations.
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This form is designed to assist you in filing a Title VI complaint with HDPT. You are not required to use this form, your complaint may be filed in any manner, such as a letter, that contains the same information. However, for HDPT to perform a complete investigation, it is important to include all of the information that this form asks for.

SECTION I:

Name: _____

Address: _____

Home Telephone: _____ Cell or Alternate Telephone: _____

SECTION II:

Are you filing this complaint on your own behalf? Yes No

If you answered "Yes" go to Section III.

Name of person discriminated against if other than yourself:

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

Please confirm that you have obtained permission to file on this person's behalf: Yes No

SECTION III:

Have you filed this complaint with any other agency : Yes No

If you answered "Yes" please provide the following:

Name of agency: _____

Address: _____

Contact Person: _____

Telephone Number: _____

SECTION VIII:

Were there any other witnesses to this incident? Yes No

Name: _____

Address: _____

Telephone: _____

SECTION IX:

Is there any other information that you would like to provide to assist us in our investigation of this incident:

SECTION X:

What remedy would you like HDPT to consider?

Signature

Date

NOTE: COMPLAINT WILL NOT BE ACCEPTED WITHOUT A SIGNATURE.

HDPT's Title VI Officer will investigate all complaints. At the conclusion of our investigation we will send a letter of finding to the complainant. If our investigation determines that we were not in violation of Title VI, our letter will explain why we were in compliance. If it is determined that there was a violation of Title VI, our letter will document the violation and the action that HDPT will take to become compliant.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because he or she has filed a complaint to secure rights protected by the nondiscrimination statutes we enforce. Any individual alleging such harassment or intimidation may file a complaint with HDPT or the Federal Transit Administration.

Please submit this form in person at the address below, or mail this form to:

Harrisonburg Department of Public Transportation
Grants Program Manager
475 E. Washington Street
Harrisonburg, Va 22802