



ARAPAHOE COUNTY
PUBLIC WORKS AND DEVELOPMENT

**Arapahoe County Public Works and Development Department
 Title VI Complaint Form**

The Arapahoe County Public Works and Development Department (ACPWD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its transportation projects on the basis of race, color, national origin, age, gender, or disability as protected by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs, services, and activities.

Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with ACPWD. All complaints received are documented and assigned to the Title VI Coordinator for investigation in accordance with federal standards (28 CFR, Part 35 and FTA Circular 4702.1A) and in consultation with legal counsel. After the complaint is processed, a response will be sent to the customer filing the complaint.

To file a complaint, please complete this form to the best of your ability. If you need translation services or other assistance, contact the Title VI Coordinator at 720-874-6590 or by email at PWDTitleVICoordinator@arapahoegov.com. You may attach additional documentation to this Complaint Form as needed. Please also review pages 5-6 of this document which provide additional information regarding your rights under Title VI of the Civil Rights Act of 1964.

Name _____
Address _____ **City** _____ **Zip** _____
Phone (best number to contact you) _____
Email _____

Basis of Complaint (check all that apply):

- Race
- Color
- National Origin
- Gender
- Age
- Disability
- Retaliation
- Other: _____

Please provide the following information about the person(s) you believe discriminated against you:

Name _____

Organization _____

Address _____ **City** _____

Telephone _____

How were you discriminated against?

Where did the discrimination occur?

Dates and times discrimination occurred?

Were there any other witnesses to the discrimination?

Name	Organization/Title	Work Telephone	Home Telephone

How would you like to see this situation resolved?

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who _____ **When** _____
Status (pending, resolved, etc.) _____ **Result, if known** _____
Complaint number, if known _____

Do you have an attorney in this matter?

Name _____ **Phone** _____
Address _____ **City** _____ **Zip** _____

You may attach any written materials or other information relevant to your complaint.

By signing below, you acknowledge that the information provided in this complaint is true and correct to the best of your knowledge and belief:

Your Signature _____ **Date** _____

Complaints may be submitted via mail, email, fax, or in-person to:

PWD Title VI Coordinator
Arapahoe County Public Works and Development Department
6924 South Lima Street
Centennial, Colorado 80112

Ph No: (720) 874-6590
Fax No: (720) 874-6611
PWDTitleVICoordinator@arapahoegov.com

Your Rights under Title VI of the Civil Rights Act of 1964

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any ACPWD program or activity because of their race, color, national origin, age, gender, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact the PWD Title VI Coordinator if you believe your complaint may fall outside this deadline.

Complaints may be submitted via mail, email, fax, or in-person to:

PWD Title VI Coordinator/Support Services Division Manager
Arapahoe County Public Works and Development Department
6924 South Lima Street
Centennial, Colorado 80112

Ph No: (720) 874-6590

Fax No: (720) 874-6611

PWDTitleVICoordinator@arapahoegov.com

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint.

Complaints may also be filed directly with the following agencies:

Colorado Department of Transportation
Civil Rights & Business Resource Center
4201 East Arkansas Ave., Room 150
Denver, CO 80222
Phone: (800) 925-3427
Fax: (303) 952-7088
dot_civilrights@state.co.us

or

Federal Highway Administration, Colorado Division
12300 West Dakota Avenue, Suite 180
Lakewood, Colorado 80228
Phone: (720) 963-3000
Fax: (720) 963-3001

What happens after a complaint is filed?

Title VI complaints must be investigated within sixty (60) days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, complaints will be forwarded to either the Colorado Department of Transportation or the Federal Highway Administration for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.