

## CITY OF HARLINGEN

### External Title VI Discrimination Complaint Form

This form may be used to file a complaint with the City of Harlingen based on violations of Title VI of the Civil Rights Act of 1964. Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day, you have 60 days after you became aware to file a complaint. Return the signed form to:

ATTN: Title VI/Nondiscrimination Coordinator  
 118 East Tyler, Harlingen, Texas 78550  
 (956) 216-5862

If you need assistance completing this form, please call the Title VI/Nondiscrimination Coordinator at the phone number listed above.

Last Name		First Name	
Mailing Address		City	State
Zip			
Telephone	Alternate Telephone	E-mail Address	
Please state the basis of your complaint			
<input type="checkbox"/> Race _____	<input type="checkbox"/> Age _____	<input type="checkbox"/> National Origin _____	
<input type="checkbox"/> Color _____	<input type="checkbox"/> Gender _____	<input type="checkbox"/> Disability _____	
Date and place of alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date of discrimination.			
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional pages, if necessary).			
The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.			

Names of individuals responsible for the discriminatory action(s):

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint. (Attach additional pages, if necessary).

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- U.S. Department of Transportation (DOT) \_\_\_\_\_
- Federal Highway Administration (FHWA) \_\_\_\_\_
- Federal Transit Administration (FTA) \_\_\_\_\_
- Office of Federal Contract Compliance Programs (OFCCP) \_\_\_\_\_
- U.S. Equal Employment Opportunity Commission (EEOC) \_\_\_\_\_
- U.S. Department of Justice (DOJ) \_\_\_\_\_
- Other \_\_\_\_\_

Have you discussed the complaint with any City of Harlingen representative? If yes, provide the name, position, and date of discussion.

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation.

We cannot accept an unsigned complaint. Please sign and date the complaint form below.

Complainant's Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY

Date Complaint Received: \_\_\_\_\_

Case #: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date Referred: \_\_\_\_\_

Referred to:    USDOT    FHWA    FTA    OFCCP    EEOC    Other \_\_\_\_\_