

HARRY S. TRUMAN COORDINATING COUNCIL

Approved by the Harry S Truman Coordinating Council Board of
Directors Date Approved: _____

**2025-2027
TITLE VI
PROGRAM
(DRAFT)**

Prepared for compliance with:

- Title VI of the Civil Rights Act of 1964
- Federal Transit Administration Circular 4702.1B
- Federal Highway Administration Title VI Requirements
- U.S. Department of Transportation Civil Rights Regulations
- Missouri Department of Transportation Planning Program Requirements

Service Area:

Barton County, Missouri

Jasper County, Missouri

Newton County, Missouri

McDonald County, Missouri

HARRY S TRUMAN COORDINATING COUNCIL

107 North Jefferson

Neosho, Missouri 64850

www.hstcc.org

Contents

A. TITLE VI ASSURANCES.....	3
B. AGENCY INFORMATION.....	5
C. NOTICE TO THE PUBLIC.....	7
D. PROCEDURE FOR FILING A TITLE VI COMPLAINT.....	8
E. TITLE VI COMPLAINTS, INVESTIGATIONS, LAWSUITS AND DOCUMENTING EVIDENCE OF AGENCY STAFF TITLE VI TRAINING.....	9
F. PUBLIC PARTICIPATION PLAN.....	11
G. LANGUAGE ASSISTANCE PLAN.....	15
H. ADVISORY BODIES.....	19
I. SUBRECIPIENT ASSISTANCE.....	20
J. SUBRECIPIENT MONITORING.....	20
K. EQUITY ANALYSIS OF FACILITIES.....	20
L. TITLE VI/ADA COMPLAINT FORM.....	21

A. TITLE VI ASSURANCES

The Harry S Truman Coordinating Council (HSTCC) assures that no person shall, on the grounds of race, color, national origin, sex, age, disability, income status, or Limited English Proficiency, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program, service, or activity receiving Federal financial assistance.

HSTCC agrees to comply with all provisions of Title VI of the Civil Rights Act of 1964, as amended, and all related statutes, regulations, executive orders, policies, and directives, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)
- Civil Rights Restoration Act of 1987
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
- Americans with Disabilities Act of 1990 (ADA)
- Section 504 of the Rehabilitation Act of 1973
- Federal Transit Administration (FTA) Circular 4702.1B
- Federal Highway Administration (FHWA) Title VI Program Requirements
- U.S. Department of Transportation Title VI Regulations (49 CFR Part 21)

As the designated Regional Planning Commission serving Barton, Jasper, Newton, and McDonald Counties, HSTCC is committed to ensuring equitable access to all transportation planning, community development, environmental planning, hazard mitigation, and regional planning programs and services.

HSTCC shall:

1. Ensure that the level and quality of transportation planning services, programs, and activities are provided without regard to race, color, national origin, sex, age, disability, income status, or Limited English Proficiency.
2. Identify and address disproportionately high and adverse human health, environmental, social, and economic impacts of plans, programs, and projects on minority and low-income populations.

3. Promote meaningful public involvement and full and fair participation by all affected populations throughout transportation and regional planning decision-making processes.
4. Prevent the denial, reduction, or delay of benefits and services that benefit minority, low-income, elderly, disabled, rural, and transportation-disadvantaged populations.
5. Ensure meaningful access to programs, services, and activities by individuals with Limited English Proficiency through reasonable language assistance measures.
6. Conduct public outreach and engagement activities that encourage participation from traditionally underserved and underrepresented populations.
7. Incorporate Environmental Justice and equity considerations into transportation planning activities, including the Regional Transportation Plan, Human Services Coordinated Transit Plan, Vision Zero Action Plan, Active Transportation Plans, and other federally funded planning efforts.
8. Monitor compliance with Title VI requirements and promptly investigate any complaints alleging discrimination in programs, services, or activities administered by HSTCC.

The Harry S Truman Coordinating Council affirms its commitment to providing fair, equitable, and nondiscriminatory access to all federally assisted programs and activities and to maintaining compliance with all applicable civil rights laws and regulations.

Executive Director: _____

Date: _____

B. AGENCY INFORMATION

The Harry S Truman Coordinating Council (HSTCC) is the designated Regional Planning Commission (RPC) serving Barton, Jasper, Newton, and McDonald Counties in Southwest Missouri.

Established in 1991 pursuant to Missouri Revised Statute 251.250, HSTCC is one of Missouri's nineteen Regional Planning Commissions and serves as a regional forum for intergovernmental cooperation, planning, and economic development. HSTCC works collaboratively with local governments, state and federal agencies, nonprofit organizations, educational institutions, transportation providers, businesses, and residents to improve the quality of life throughout the region.

HSTCC provides services in the areas of:

- Transportation Planning
- Community Development
- Economic Development
- Environmental Planning
- Hazard Mitigation Planning
- Grant Development and Administration
- Public Outreach and Engagement
- Regional Coordination
- Geographic Information Systems (GIS) and Mapping

As the regional transportation planning agency for the four-county region, HSTCC coordinates transportation planning activities in partnership with the Missouri Department of Transportation (MoDOT), local governments, transportation providers, and community stakeholders.

Transportation planning activities conducted by HSTCC include:

- Administration of the Regional Transportation Planning Program
- Coordination of the Transportation Advisory Committee (TAC)
- Development and maintenance of the Regional Transportation Plan (RTP)
- Development and implementation of the Southwest Missouri Vision Zero Action Plan
- Human Services Coordinated Transit Planning
- Active Transportation Planning
- Safe Routes to School planning initiatives
- Transportation project prioritization
- Transportation Alternatives Program (TAP) coordination
- Bridge and unfunded needs prioritization activities



- Transportation safety planning
- Public participation and transportation outreach
- Multimodal transportation planning

During the 2022–2025 Title VI reporting period, HSTCC completed or advanced several major transportation initiatives, including:

- Adoption of the Southwest Missouri Vision Zero Action Plan
- Completion and adoption of the Noel Active Transportation Plan
- Development of the Anderson Active Transportation Plan
- Completion and adoption of the 2025–2030 Human Services Coordinated Transit Plan
- Update of the Regional Transportation Plan
- Expansion of the Transportation Advisory Committee to include multimodal transportation representatives
- Annual regional transportation prioritization activities
- Bridge prioritization surveys and project ranking
- Transportation Alternatives Program outreach and technical assistance
- Public engagement activities supporting transportation safety, active transportation, and transit planning

Current Staff

Executive Director / Hazard Mitigation Planner Dr. Carrie Campbell

Deputy Director / Fiscal Officer Olivia Spencer

Transportation Planner William Cline

Environmental Planner Anna Swearengen

The Harry S Truman Coordinating Council is governed by a Board of Directors and Executive Board comprised of representatives from member governments and organizations throughout the region. Through collaborative planning, technical assistance, and public engagement, HSTCC works to ensure that transportation investments, community development activities, and regional initiatives reflect the needs and priorities of all residents, including minority, low-income, elderly, disabled, and transportation-disadvantaged populations.

C. NOTICE TO THE PUBLIC

The Harry S Truman Coordinating Council operates its programs, services, and activities without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964.

Any person who believes they have been subjected to discrimination under a federally funded program administered by HSTCC may file a Title VI complaint.

For information regarding HSTCC's Title VI Program or to obtain a complaint form, contact:

William Cline

Transportation Planner / Title VI Coordinator

Harry S Truman Coordinating Council

107 North Jefferson

Neosho, Missouri 64850

Phone: (417) 456-4014

Email: wcline@hstcc.org

Website: www.hstcc.org

Information regarding Title VI rights is available:

- On the HSTCC website
- At the HSTCC administrative office
- Through public meeting notices
- Through planning documents available for public review
- Through outreach materials and public engagement activities

If information is needed in another language, reasonable accommodations and translation assistance will be provided upon request.

D. PROCEDURE FOR FILING A TITLE VI COMPLAINT

Any person who believes that he or she has been discriminated against on the basis of race, color, or national origin by HSTCC may file a Title VI complaint within 180 days of the alleged discriminatory act.

Complaints shall include:

- Name and contact information of complainant
- Description of alleged discriminatory action
- Date of occurrence
- Location of occurrence
- Names of individuals involved (if known)
- Any supporting documentation

Complaints may be submitted:

By Mail:

Harry S Truman Coordinating Council
Attention: Title VI Coordinator
107 North Jefferson
Neosho, Missouri 64850

By Email:

wcline@hstcc.org

By Phone:

(417) 456-4014

HSTCC will acknowledge receipt of a complaint and determine whether jurisdiction exists. Investigations will generally be completed within ninety (90) days.

If a complainant disagrees with HSTCC's findings, they may also file directly with:

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590

E. TITLE VI COMPLAINTS, INVESTIGATIONS, LAWSUITS AND DOCUMENTING EVIDENCE OF AGENCY STAFF TITLE VI TRAINING

Documenting Title VI Complaints/Investigations

All Title VI complaints will be entered and tracked in the Harry S Truman Coordinating Council's complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency's Title VI Coordinator shall maintain the log.

During the reporting period, Harry S Truman Coordinating Council had:

- 0 Title VI Complaints
- 0 Title VI Investigations
- 0 Lawsuits Alleging Discrimination
- 0 Findings of Discrimination

Agency Title VI Complaint Log

Date Complaint Filed	Complainant	Basis of Complaint (Race, Color, National Origin)	Summary of Allegation	Pending Status	Actions Taken	Closure Letter (CL)	Letter of Finding (LOF)	Date of CL or LOF
None Reported	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Documenting Evidence of Agency Staff Title VI Training

Harry S Truman Coordinating Council staff receive ongoing training regarding Title VI requirements and related federal civil rights obligations.

The agency can answer affirmatively to the following questions:

1. Are new employees made aware of Title VI responsibilities pertaining to their specific duties?
YES
2. Do new employees receive this information through employee orientation?
YES
3. Is Title VI information provided to all employees and program applicants?
YES

4. Is Title VI information prominently displayed in the agency and on program materials distributed to the public?

YES

Staff Training and Professional Development Activities Conducted During the 2022–2025 Reporting Period Included:

- Understanding the Uniform Guidance Requirements (2 CFR 200)
- Highway Safety Conference
- Safe Streets and Roads for All (SS4A) Office Hours
- Road Safety Audit training activities
- Statewide Planning Partners Meetings
- Missouri Department of Transportation Partner Collaboration Meetings
- ESRI GIS Training Modules
- Equity in Transportation Summit participation
- National Association of Development Organizations (NADO) transportation activities
- Vision Zero planning and implementation training
- Active transportation planning training
- Transportation planning compliance and reporting requirements

These training activities support HSTCC's commitment to equitable transportation planning, public engagement, environmental justice, and compliance with federal civil rights requirements.

F. PUBLIC PARTICIPATION PLAN

Goal

The goal of the Public Participation Plan is to ensure meaningful, continuous, and inclusive public involvement in all transportation planning, community development, environmental planning, hazard mitigation, and regional planning activities conducted by the Harry S Truman Coordinating Council.

Objectives

- Understand the demographics of the service area and identify barriers to participation.
- Provide notification of meetings, hearings, workshops, surveys, and planning activities in a manner understandable to all populations.
- Hold meetings and outreach events in accessible locations.
- Utilize multiple communication methods to encourage participation.
- Encourage participation from minority populations, low-income populations, elderly individuals, persons with disabilities, transportation-disadvantaged individuals, and Limited English Proficiency populations.
- Provide opportunities for meaningful participation throughout the planning process.

Identification of Stakeholders

Stakeholders include, but are not limited to:

- HSTCC Board of Directors
- Executive Board
- Transportation Advisory Committee (TAC)
- Local elected officials
- Missouri Department of Transportation
- Federal Highway Administration
- Federal Transit Administration
- Public transportation providers
- Minority populations
- Low-income populations
- Persons with disabilities
- Limited English Proficiency populations
- Public health organizations
- Economic development organizations
- Emergency services agencies

- Freight and logistics interests
- Bicycle and pedestrian advocates
- Airport representatives
- Human service agencies
- Community organizations
- Businesses and industries
- Educational institutions
- Residents of Barton, Jasper, Newton, and McDonald Counties

Harry S Truman Coordinating Council Public Participation Process

I. Public Notice

HSTCC provides public notice of planning activities through:

- HSTCC website
- Social media platforms
- Email distribution lists
- Transportation Advisory Committee meetings
- Board meetings
- Public hearings
- Community meetings
- Local government meetings
- News releases when appropriate

2. Public Participation Methods

HSTCC utilizes a variety of methods to engage the public including:

- Public meetings
- Open houses
- Public hearings
- Stakeholder meetings
- Workshops
- Focus groups
- Online engagement
- Surveys
- Transportation Advisory Committee meetings
- Public review periods
- Social media engagement
- Website comment opportunities
- One-on-one meetings with community leaders

3. Public Comment

Public comments may be submitted through:

- Email
- Telephone
- Written correspondence
- Social media
- Online surveys
- Public meetings
- Public hearings
- In-person comments

All comments received are reviewed and considered prior to adoption of plans, programs, and policies.

4. Response to Public Input

Public comments are documented and presented to decision-makers before final action is taken. Public input is incorporated whenever feasible and appropriate.

Title VI Outreach Best Practices

HSTCC ensures all outreach efforts comply with Title VI requirements and actively seeks participation from traditionally underserved populations.

Strategies include:

- Website Title VI information
- Translation assistance upon request
- ADA-accessible meeting locations
- Public notices through multiple communication channels
- Online participation opportunities
- Outreach through community organizations
- Accommodations for persons with disabilities

2025–2027 Title VI Program Public Engagement Process

The Harry S Truman Coordinating Council conducted a public engagement process for the development of the 2025–2027 Title VI Program.

The draft Title VI Program was made available for public review for a minimum thirty (30) day comment period.

Public notice was provided through:

- HSTCC website
- HSTCC social media platforms
- Email notifications
- Transportation Advisory Committee meetings
- Board meetings
- Public outreach activities

Comments regarding the Title VI Program were accepted through:

- a. Email
- b. Mail
- c. Telephone
- d. In Person

Summary of 2022–2025 Public Outreach Efforts

During the reporting period, HSTCC conducted extensive outreach activities including:

- Transportation Advisory Committee meetings
- Regional Transportation Plan updates
- Southwest Missouri Vision Zero Action Plan development and adoption
- Human Services Coordinated Transit Plan update
- Noel Active Transportation Plan development and adoption
- Anderson Active Transportation Plan development
- Transportation Alternatives Program outreach
- Transportation prioritization surveys
- Bridge prioritization surveys
- Unfunded needs surveys
- Public hearings
- Online surveys
- Social media outreach
- Website-based public engagement
- Coordination with local governments
- Community stakeholder meetings

These activities provided meaningful opportunities for public participation and ensured transportation planning decisions reflected community needs and priorities.

G. LANGUAGE ASSISTANCE PLAN

Harry S Truman Coordinating Council Limited English Proficiency Plan

This Limited English Proficiency (LEP) Plan has been prepared to address the Harry S Truman Coordinating Council's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency. This plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B, and Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.

Executive Order 13166 states that differing treatment based upon a person's inability to speak, read, write, or understand English is a form of national origin discrimination. Federal agencies and recipients of federal funding must take reasonable steps to ensure meaningful access to programs and services for individuals with Limited English Proficiency (LEP).

Service Area Description

The Harry S Truman Coordinating Council serves Barton, Jasper, Newton, and McDonald Counties in Southwest Missouri.

HSTCC has developed this LEP Plan to identify reasonable steps for providing language assistance to individuals who wish to participate in transportation planning, community development, environmental planning, hazard mitigation planning, grant programs, and other activities administered by the agency.

As defined by Executive Order 13166, LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

To prepare this plan, HSTCC conducted the Four-Factor Analysis recommended by the U.S. Department of Transportation and Federal Transit Administration.

Four-Factor Analysis

1. The Number and Proportion of LEP Persons Eligible to be Served or Likely to be Encountered

A review of the 2024 American Community Survey (ACS) 5-Year Estimates indicates that the majority of households within the HSTCC service area speak English proficiently. However, limited English-speaking households are present throughout the region, particularly within Jasper, Newton, and McDonald Counties.

2024 ACS Limited English-Speaking Households

County	Total Households	Limited English-Speaking Households	Percent of Households
Barton County	4,454	0	0.0%
Jasper County	49,489	611	1.2%
Newton County	22,129	229	1.0%
McDonald County	8,558	316	3.7%
Total Region	84,630	1,156	1.4%

Primary Languages Spoken in Limited English-Speaking Households

County	Spanish	Other Indo-European	Asian/Pacific Island	Other Languages
Barton County	0	0	0	0
Jasper County	537	7	26	41
Newton County	139	60	30	0
McDonald County	141	0	67	108
Total Region	817	67	123	149

Spanish-speaking households represent the largest LEP population within the HSTCC service area, accounting for approximately 71 percent of all limited English-speaking households in the region.

Based upon current demographic information, Spanish remains the primary language for which language assistance may be necessary during public meetings, outreach activities, transportation planning efforts, and public engagement processes.

2. Frequency of Contact with LEP Persons

HSTCC staff reviewed the frequency with which employees interact with individuals with limited English proficiency during public meetings, transportation planning activities, grant administration activities, community outreach efforts, public hearings, surveys, and stakeholder engagement activities.

Historically, requests for language assistance have been infrequent. However, due to the presence of Spanish-speaking populations throughout the region and the agency's commitment to inclusive public participation, HSTCC remains prepared to provide reasonable language assistance when requested.

Based on staff observations and public engagement activities, Spanish is the language most likely to be encountered among LEP individuals within the service area.

Frequency of Contact with LEP Persons

Frequency	Language Most Frequently Encountered
Daily	None
Weekly	None
Monthly	None
Less Frequently Than Monthly	Spanish

Although requests for language assistance remain infrequent, HSTCC recognizes the importance of maintaining procedures to ensure meaningful access to agency programs and services.

3. The Importance of Programs, Activities, and Services to LEP Persons

The programs and services administered by HSTCC affect transportation, safety, economic development, environmental quality, housing, hazard mitigation, and community development throughout the four-county region.

Examples include:

- Regional Transportation Planning
- Southwest Missouri Vision Zero Action Plan
- Human Services Coordinated Transit Planning
- Active Transportation Planning
- Safe Routes to School initiatives
- Hazard Mitigation Planning
- Community Development Block Grant assistance
- Transportation project prioritization
- Transportation Alternatives Program outreach
- Public meetings and hearings
- Transportation Advisory Committee activities

Because these activities can directly affect residents' quality of life, mobility, safety, and economic opportunities, HSTCC considers meaningful participation by LEP populations to be important.

Outreach efforts are designed to provide opportunities for all residents, including LEP individuals, to participate in planning and decision-making activities.

4. The Resources Available to HSTCC and the Cost of Providing LEP Assistance

As a small regional planning commission, HSTCC has limited staffing and financial resources available for language assistance services. Nevertheless, HSTCC is committed to providing reasonable accommodations and language assistance when requested.

Available language assistance resources include:

1. Translation assistance upon request.
2. Language identification tools and language cards.
3. One-on-one assistance from agency staff.
4. Website information and contact resources.
5. Referral to community organizations and partner agencies.
6. Telephone interpretation services when available.
7. Translation of vital documents when necessary.
8. Bilingual assistance when available.

Based upon current demographic data, no language group within the service area currently meets the Safe Harbor threshold requiring automatic translation of all vital documents. However, HSTCC will evaluate requests for translated materials on a case-by-case basis and provide reasonable accommodations whenever feasible.

Staff LEP Training

The following training will be provided to HSTCC staff:

1. Information regarding Title VI and LEP requirements.
2. Procedures for responding to language assistance requests.
3. Use of language identification tools.
4. Documentation of language assistance requests.
5. Available interpretation and translation resources.
6. Public participation requirements related to LEP populations.

Monitoring and Updating the LEP Plan

The LEP Plan is a component of the Harry S Truman Coordinating Council's Title VI Program and will be reviewed periodically to ensure continued compliance with federal requirements.

The review process will include:

1. Evaluating how the needs of LEP persons have been addressed.
2. Reviewing updated demographic and Census data.
3. Determining whether the need for language assistance has changed.
4. Evaluating the effectiveness of language assistance measures.
5. Assessing available resources and funding.
6. Reviewing any complaints related to language access.
7. Determining whether additional translation or interpretation services are necessary.
8. Updating procedures and outreach methods as appropriate.

Harry S Truman Coordinating Council remains committed to ensuring meaningful access to all programs, services, activities, and public participation opportunities regardless of English proficiency.

H. ADVISORY BODIES

Transportation Advisory Committee

The Transportation Advisory Committee was expanded during the 2024–2025 reporting period to improve multimodal representation and public participation.

Membership categories include:

- County elected officials
- Municipal officials
- Public transportation representatives
- Bicycle and pedestrian advocates
- Public health representatives
- Emergency services
- Road districts
- Airport interests
- Freight interests
- MPO representation
- Minority representatives
- Disability representatives

Executive Board

The Executive Board remains representative of communities throughout the four-county region and continues to encourage participation from all populations.

Description of Efforts Made to Encourage Minority Participation on Committees

- Open membership opportunities
- Outreach to underserved communities
- Public notices distributed throughout the region
- ADA-accessible meeting locations
- Transportation Advisory Committee expansion
- Encouragement of participation by minority, disabled, elderly, and transportation-disadvantaged populations
- Equal opportunity participation in committee activities

Table Depicting Membership of Committees, Councils, By Race

Committee	Caucasian	Latino	African American	Asian American	Native American	Total
Transportation Advisory Committee	10		1		1	100%
Executive Board	8		1		1	100%

I. SUBRECIPIENT ASSISTANCE

Subrecipient Assistance

At this time, Harry S Truman Coordinating Council does not administer any programs involving Title VI subrecipients.

Should subrecipients be utilized in the future, HSTCC will ensure compliance with all Title VI requirements and provide technical assistance as necessary.

J. SUBRECIPIENT MONITORING

Subrecipient Monitoring

At this time, Harry S Truman Coordinating Council does not have any Title VI subrecipients.

If subrecipients are established during the program period, HSTCC will develop monitoring procedures to ensure compliance with Title VI requirements.

K. EQUITY ANALYSIS OF FACILITIES

Harry S Truman Coordinating Council has not constructed any transportation maintenance facilities, operations centers, vehicle storage facilities, or other transportation facilities requiring a Title VI Equity Analysis during the reporting period.

The agency's administrative office is located at:

107 North Jefferson
Neosho, Missouri 64850

The facility is open to the public and accessible in accordance with applicable ADA requirements.

Should future transportation-related facilities be proposed utilizing federal funding, HSTCC will conduct any required Title VI Equity Analysis in accordance with applicable federal guidance.

L. TITLE VI/ADA COMPLAINT FORM

HARRY S TRUMAN COORDINATING COUNCIL TITLE VI/ADA COMPLAINT FORM

“No person in the United States shall, on the basis 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.”

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return this form to:

Executive Director
Harry S Truman Coordinating Council
407 S Pennsylvania, Suite 204
Joplin, MO 64801

PLEASE PRINT

1. Complainant's Name:
a. Address:
b. City: State: Zip Code:
c. Telephone (include area code): Home () or Cell () Work () - () -
d. Electronic mail (e-mail) address: Do you prefer to be contacted by this e-mail address? () YES () NO
2. Accessible Format of Form Needed? () YES specify: _____ () NO
3. Are you filing this complaint on your own behalf? () YES If YES, please go to question 7. () NO If no, please go to question 4
4. If you answered NO to question 3 above, please provide your name and address.
a. Name of Person Filing Complaint:
b. Address:
c. City: State: Zipcode:
d. Telephone (include area code): Home () or Cell () Work () - () -
e. Electronic mail (e-mail) address: Do you prefer to be contacted by this e-mail address? () YES () NO
5. What is your relationship to the person for whom you are filing the complaint?
6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. () YES, I have permission. () NO, I do not have permission.
7. I believe that the discrimination I experienced was based on (check all that apply): () Race () Color () National Origin (classes protected by Title VI) () Disability (class protected by ADA) () Other (please specify)

8. Date of Alleged Discrimination (Month, Day, Year):
9. Where did the Alleged Discrimination take place?
10. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of this form or separate pages if additional space is required.</i>
11. Please list any and all witnesses' names and phone numbers/contact information. <i>Use the back of this form or separate pages if additional space is required.</i>
12. What type of corrective action would you like to see taken?
13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? () YES If yes, check all that apply. () NO a. () Federal Agency (List agency's name) b. () Federal Court (Please provide location) c. () State Court d. () State Agency (Specify Agency) e. () County Court (Specify Court and County) f. () Local Agency (Specify Agency)
14. If YES to question 14 above, please provide information about a contact person at the agency/court where the complaint was filed.
Name: _____ Title: _____
Agency: _____ Telephone: () _____ - _____
Address: _____
City: _____ State: _____ Zip Code: _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date is required:

Signature

Date

If you completed Questions 4, 5 and 6, your signature and date is required:

Signature

Date