

Title VI Complaint Instructions:

This complaint form is designed to assist any individual, group of individuals, or entity interested in filing a discrimination complaint with the Humboldt County Department of Public Works (County). If the complaint is against the Department of Public Works, it will be forwarded to California Department of Transportation (Caltrans) for investigation.

Title VI of the Civil Rights Act of 1964 and related statutes (Title VI), prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in connection with programs or activities receiving federal financial assistance from the United States Department of Transportation, Federal Highway Administration and/or Federal Transit Administration. These prohibitions extend to the County as a direct recipient of federal financial assistance and to its subrecipients, consultants, and contractors, irrespective of tier, whether federally funded or not.

The County is also required to implement measures to ensure that persons with limited English proficiency and persons with disabilities have meaningful access to the services, benefits, and information of all its programs and activities under Executive Order 13166 and the Americans with Disabilities Act of 1990 respectively.

A complaint may be filed by any individual, group of individuals or entity that believes they have been subjected to discrimination or retaliation based on their race, color, national origin, age, sex, or disability. The complaint must be submitted in writing. It must also be signed and dated by the individual or his/her representative for acceptance. As a convenience, you may use the enclosed Title VI Complaint form. Your complaint must be filed no later than 180 calendar days from the most recent date of the alleged act of discrimination unless the time for filing is extended.

Upon request, assistance will be provided if you are limited English proficient or disabled. Complaints may be filed using alternative formats, such as computer disk, audiotape or in Braille. For TTY customers, dial 711 to reach the California Relay Service. You will be asked to give the telephone number you are calling.

You also have the right to file complaints with other State or federal agencies that provide federal financial assistance to the County or to seek private counsel.

Once the complaint is filed, it will be reviewed by Caltrans Equal Employment Opportunity Program, Discrimination Complaint Investigation Unit (DCIU) located in Sacramento, CA, to determine whether it has jurisdiction to investigate the issues raised in the complaint. DCIU will provide written acknowledgement to the complainant within five days of receiving the complaint by registered mail. If the complaint is determined to be jurisdictional by Caltrans then DCIU will contact the complainant to conduct an immediate clarification interview. Every effort will be made to obtain early resolution of complaints at the lowest level possible.

Caltrans and its subrecipients, consultants, and contractors, irrespective of tier, are prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, or made charges, testified, or participated in any complaint action under Title VI, the Restoration Act of 1987 and other nondiscrimination authorities.

Submit the original signed form or letter in person or by mail to:

California Department of Transportation
Civil Rights, Equal Employment Opportunity Program
Discrimination Complaint Investigation Unit
1823 14th Street, MS-79
Sacramento, CA 95811
Telephone Number: (916) 324-0988
Toll Free Number: (916) 810-6346
Fax Number: (916) 324-8430
TTY: 711

For more information, please visit Civil Rights web page: <http://www.dot.ca.gov/hq/bep>.