

Title VI Complaint Procedures

Discrimination Complaint Procedure for Douglas County Public Works

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities that receive Federal financial assistance (See 23 CFR Part 200 and 49 CFR Part 21).

Este procedimiento de quejas y el formulario de quejas por discriminación están disponibles en español en [Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964 - Douglas County](#) o llamando al 303.660.7490.

Who is eligible to file an FHWA Title complaint?

The Federal Highway Administration (FHWA) requires that Douglas County Department of Public Works report Title VI discrimination complaints. Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Douglas County Department of Public Works program or activity because of their race, color, or national origin, may file an FHWA Title VI 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?

Title VI complaints must be filed within 180 days from the last date of the alleged discrimination, unless the time for filing is extended by the processing agency. Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact Carol Konecny, the Public Works Title VI Coordinator for Douglas County Department of Public Works.

While not required, complaints are encouraged to use the Discrimination Complaint Form which can be found at [Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964 - Douglas County](#)

Complaints should be filed in writing and signed, and may be submitted via mail, email, fax or in person to:

Carol Konecny

Phone

303.660.7490

FAX

303.379.4198

Email

engineering@douglas.co.us

Address

100 Third Street
Castle Rock, CO 80104

Hours

Monday – Friday
8:00 a.m. – 5:00 p.m.

Complaints may also be filed directly with the following agencies:

**Colorado Department of Transportation
Civil Rights & Business Resource Center**

2829 West Howard Place, Suite 139

Denver, CO 80204

dot_civilrights@state.co.us

Phone: (800) 925-3427

Fax: (303) 952-7088

dot_civilrights@state.co.us

Federal Highway Administration, Colorado Division

12300 West Dakota Avenue, Suite 180

Lakewood, Colorado 80228

Phone: (720) 963-3000

Fax: (720) 963-3001

Federal Highway Administration

US Department of Transportation Office of Civil Rights

1200 New Jersey Avenue, SE

8th Floor E81-105

Washington, DC 20590

Civilrights.fhwa@dot.gov

Phone: (202) 366-0693

Fax: (202) 366-1599

What happens after a complaint is filed?

The Douglas County Department of Public Works must forward any Title VI complaint to a Federal-aid highway program to the Colorado Department of Transportation (CDOT) within three (3) business days. CDOT will then forward the Title VI complaint to the appropriate FHWA Division Office for further processing.

Once an FHWA Title VI complaint is received, Douglas County Department of Public Works will log the complaint information in its records. After forwarding the complaint to CDOT, Douglas County Department of Public Works will provide the complainant with the name and contact information of the CDOT employee responsible for coordinating the complaint.

FHWA Headquarters Office of Civil Rights (HCR) will determine whether a Title VI complaint is accepted or dismissed, as well as whether FHWA or CDOT will investigate the complaint. FHWA HCR will notify the complainant, as well as appropriate agencies, on its decision. For more information, please visit the FHWA website at [Title VI of The Civil Rights Act of 1964 and Additional Nondiscrimination Requirements | Federal Highway Administration \(dot.gov\)](#)

Complainants are encouraged, but not required, to use the following complaint form when filing a complaint with Douglas County Department of Public Works or CDOT. At a minimum, each

complaint should contain a written explanation of the alleged discrimination, complainant's contact information, the basis of the complaint (e.g., race, color, national origin), the names of specific individuals or agencies involved, sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance, and date(s) of the alleged discrimination.