

Appendix C

Heart of Texas Council of Governments / Rural Transit District

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall on the grounds 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 you have been discriminated against in transportation services, please provide the following information in order to assist us in processing your complaint and send it to:

Donnis Cowan
Director of Health and Human Services
Heart of Texas Council of Governments/Rural Transit District
1514 S. New Road
Waco, Texas 76711

Please print clearly:

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: Home: _____ Cell: _____

E-Mail: _____

Person discriminated against: _____

Address of person discriminated against: _____

City, State, Zip Code: _____

Please indicate why you believe the discrimination occurred:

- Race
- Color
- National Origin
- Income
- Other Please identify: _____

What was the date of the alleged discrimination? _____

Please note that allegations which occurred more than 180 days in the past are beyond the statute of limitations for investigation.

What type of corrective action would you like to see taken?

Have you filed this complaint with any other federal, state or local agency; or with any federal or state court?

Yes No

If yes, please check all that apply:

Federal Agency State Agency Local Agency

Federal Court State Court

Please provide information about a contact person at the agency and/or court where the complaint was filed. If the complaint has been filed with multiple agencies / courts, please identify contact on additional sheets.

Name: _____

Agency or Court: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

E-mail: _____

Please attach any documents you have which support the allegation. Then date and sign the form and mail it to:

Rep Pledger
Transportation Manager
Heart of Texas Council of Governments / Rural Transit District
1514 S. New Road
Waco, Texas 76711

If information is needed in another language, contact (254) 292-1800.
Si se necesita información en otro idioma, comuníquese con (254) 292-1800

Your Signature

Print Your Name

Date

Within 7 days of receipt of the complaint the Heart of Texas Council of Governments / Rural Transit District will notify you acknowledging receipt and that we have initiated an investigation. Every effort will be made to complete our investigation and to notify you of the results within 60 days of receipt, if not sooner. Should additional time or information be required to complete the investigation, the staff will contact you within 60 days upon receipt of the complaint.

