

**Southeastern Wisconsin Regional Planning Commission
Title VI Complaint Form**

If you would like to submit a Title VI complaint to the Southeastern Wisconsin Regional Planning Commission, please fill out this form and send it to: **SEWRPC, Attn: Elizabeth Larsen, Title VI Officer, PO Box 1607, W239 N1812 Rockwood Drive, Waukesha, WI 53187-1607** or submit via e-mail to **elarsen@sewrpc.org**. You are not required to use this form; a letter with the same information is sufficient.

Name: _____
Address: _____

Phone: Day _____ Evening _____

Person(s) discriminated against if different from above:

| | |
|----------------|----------------|
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| _____ | _____ |
| Phone: _____ | Phone: _____ |
| _____ | _____ |

Please explain your relationship to this person(s):

Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the Commission in its treatment of you or others? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken. Please also explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. (Please use additional sheets if necessary and attach any materials pertaining to your case).

Please indicate which of the following is the basis of your complaint:

Race/Ethnicity National Origin Color

What is the most convenient time and place for us to contact you about this complaint?

If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and/or provide information about your complaint:

Name: _____

Phone: _____

If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name: _____

Address: _____

_____ Zip _____

Phone: _____

To your best recollection, on what date(s) did the alleged discrimination take place?

Earliest date of discrimination: _____

Most recent date of discrimination: _____

Complaints of discrimination should be filed within 180 days of the alleged discrimination. If the most recent date of discrimination, listed above, is more than 180 days ago, you may request a waiver of the filing requirement. If you wish to request a waiver, please explain why you waited until now to file your complaint.

Please list below any persons (witnesses or others), if known, whom we may contact for additional information to support or clarify your complaint.

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Do you have any other information that you think is relevant to our investigation of your allegations?

What remedy are you seeking for the alleged discrimination?

Have you filed a case or complaint with any of the following? (Check the appropriate item)

- | | |
|---|---|
| <input type="checkbox"/> Civil Rights Division, U.S. Dept. of Justice | <input type="checkbox"/> U.S. Environmental Protection Agency |
| <input type="checkbox"/> U.S. Department of Transportation – Federal Highway Administration | <input type="checkbox"/> U.S. Department of Transportation - Federal Transit Administration |
| <input type="checkbox"/> Other Federal Agency | <input type="checkbox"/> State of Wisconsin Department of Justice |
| <input type="checkbox"/> Federal or State Court | <input type="checkbox"/> Attorney (note the name and address above) |
| <input type="checkbox"/> Other (specify) _____ | |

For any item checked above, please provide the following information:

Name of agency: _____

Date filed: _____

Case or docket number: _____

Date or trial or hearing: _____

Location of agency or court: _____

Name of investigator: _____

Status of case: _____

Additional comments: _____

We cannot accept a complaint if it has not been signed. Please sign and date this complaint form below:

Signature

Date

Southeastern Wisconsin Regional Planning Commission (SEWRPC) Title VI Complaint and Investigation Procedures

The Title VI of the Civil Rights Act of 1964 requires that no person in the United States shall, on the grounds of race, color or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program and/or activity administered by SEWRPC or its consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest possible level. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will include requests for information regarding specific relief and settlement options.

Procedures

Any individual, group of individuals, or entity that believes they have been subjected to discrimination or retaliation prohibited by Title VI nondiscrimination provisions may file a written complaint to SEWRPC's Title VI Coordinator. A formal complaint should be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complainant must meet the following requirements:

1. Complaints must be in writing and signed by the complainant(s).
2. Complaints must include the date of the alleged act(s) of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date of the latest instance of the conduct.
3. Complaint must present a detailed description of the issues and activities perceived as parties in the action complained against.
4. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail or hand deliver to the SEWRPC offices a signed, original copy of the fax or e-mail transmittal for SEWRPC to be able to process it.
5. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to SEWRPC for processing.

Receipt and Acceptance

In order to be accepted, a complaint must meet the following criteria:

1. The complaint should be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
2. The allegation(s) must involve a covered basis such as race, color, or national origin.
3. The allegation(s) must involve a program or activity that receives Federal financial assistance.
4. When a complaint is received the Title VI Coordinator will provide written acknowledgement of the Complainant, within ten (10) days by registered mail.
5. If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided thirty (30) business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

SEWRPC will assume responsibility for investigating complaints against any of its consultants and/or contractors. Complaints in which SEWRPC is named as the Respondent, shall be forwarded to the appropriate Federal agency for proper disposition, in accordance with their procedures.

Dismissal

A complaint may be recommended for dismissal for the following reasons:

1. The complainant requests withdrawal of the complaint.
2. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
3. The complainant cannot be located after reasonable attempts

Investigation of Complaints

In cases where SEWRPC assumes the investigation of the complaint, SEWRPC will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days from the date of SEWRPC's written notification of acceptance of the complaint to furnish his/her response to the allegation(s).

Within forty (40) calendar days, the SEWRPC Title VI Coordinator will prepare an investigative report for review by the agency's Legal Counsel and Executive Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for remedial steps as appropriate and necessary. The remedial steps, if any, will be implemented as soon as practicable. The Complainant will receive a copy of the final report together with any remedial steps. The Complainant shall also be notified of his/her right to appeal the decision.

The Title VI Coordinator shall maintain a log of Title VI complaints received from this process. The log shall include the date the complaint was filed; a summary of the allegations; the status of the complaint; and actions taken by SEWRPC in response to the complaint. Should SEWRPC receive a Title VI complaint in the form of a formal charge or lawsuit, SEWRPC's Legal Counsel shall be responsible for the investigation.