

HARC, INC.

Title VI Discrimination Complaint Form

Binder Tab 13

If you believe that Harc, Inc., a recipient of federal financial assistance, has discriminated against you or others on the basis of race, color, or national origin, you may file a Title VI complaint. Complaints should be filed within 180 days of the alleged discriminatory act.

Where to file: Mail or deliver to the Title VI Coordinator, Harc, Inc., 900 Asylum Avenue, Hartford, CT 06105 (MS #1107). Tel: 860-218-6008. A complaint may also be filed with the Connecticut Department of Transportation, Attn: Title VI Coordinator, 2800 Berlin Turnpike, Newington, CT 06111, DOT.TitleVIOffice@ct.gov, or directly with the Federal Transit Administration, Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Section I: Complainant Information

Complainant Name: _____

Street Address: _____

City, State, Zip: _____ **Telephone:** _____

Accessible format requirements? Large Print Audio Tape TDD Other

If other, please specify: _____

Section II: Filing on Behalf of Another Person

Are you filing this complaint on your own behalf? Yes (go to Section III) No

If no, name and relationship of the person for whom you are complaining: _____

Please explain why you are filing for a third party: _____

Have you obtained the permission of the aggrieved party? Yes No

Section III: Basis and Details of the Complaint

Discrimination based on (check all that apply): Race Color National Origin

Did the alleged discrimination occur on a Harc, Inc. vehicle or in connection with a Harc transportation service? Yes No

If no, where did the alleged discrimination take place? _____

Please provide the date(s) and location(s) of the alleged discrimination, and the name(s) and title(s) of the individual(s) who allegedly discriminated against you (if known):

Please provide the names, addresses, and telephone numbers of any witnesses:

Explain as clearly as possible what happened, how you feel you were discriminated against, and who was involved. Please include how other persons were treated differently from you. You may attach additional pages and any supporting materials.

Section IV: Other Agency or Court

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes No

If yes, provide a contact person at the agency or court where the complaint was filed:

Name: _____ Title: _____

Agency/Court: _____

Address: _____ Telephone: _____

Section V: Signature

Agency the complaint is against: _____ Contact person: _____

Complainant Signature

Date

Any person who believes they have been discriminated against on the basis of race, color, or national origin by Harc, Inc. may file a Title VI complaint within 180 days. Complaints must be in writing and signed by the complainant or a representative. A complaint received verbally will be reduced to writing and provided to the complainant for confirmation and signature before processing. Free language assistance is available to any person who needs help to understand or complete this form. Federal Transit Administration, Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

For Office Use Only

Date filed: _____ Receipt of complaint: _____

Investigation started: _____ Investigation ended: _____

President/CEO review/approval: _____ Written response to complainant: _____