Title VI Complaint Form

The purpose of this form is to assist you in filing a Title VI complaint against Johnson City Transit (JCT) or the Johnson City MPO, departments of the City of Johnson City. Signed, written complaints should be submitted to:

Kevin Bratton, Human Resources Director
City of Johnson City
601 East Main Street
Johnson City, TN  37601
(Telephone: 423/434-6016)

If you are not satisfied with the results of the investigation of your complaint by the City of Johnson City, or you wish to file immediately with another agency, you may use this form to file a Title VI complaint with the Civil Rights Division of the Tennessee Department of Transportation, or the Federal Transit Administration. Addresses for these agencies are:

Federal Transit Administration
Office of Civil Rights, Title VI Division
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC  20590
Telephone: 615/741-3681

Office of Civil Rights, Title VI Division
Attention: Title VI Program Director
Tennessee Department of Transportation
Suite 1800, James K. Polk Building
Nashville, TN  37243
Telephone: 615/741-3681

You are not required to use this form; a letter with the same information is sufficient. However, the information requested in the items marked with a star (*) must be provided, whether or not the form is used. **A written complaint must be filed within 180 days after the date of the alleged discrimination**, unless the time for filing is extended by the Federal Transit Administration.

If you need this complaint form/information provided in an accessible format, please indicate: Large Print _______ Audio tape _______ TDD ___________ Another language (please specify): _______________ Other_________________________

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**TITLE VI COMPLAINT INFORMATION**

1. * State your name and address.

   Name: _________________________________
   Address: _________________________________
   ______________________ Zip _________
   Telephone No: ___________________
   Home: (____)_________ Work (____)_________

2. * Person(s) discriminated against, if different from above:

   Name: _________________________________
Address: _________________________________
                      ________________________ Zip _________
Telephone No: 
Home: (____)__________ Work (____)__________
Please explain your relationship to this person(s).

3. * Agency and department or program that discriminated:

Name: ___________________________________
Any individual if known: _______________________
Address: ___________________________________
                      ________________________ Zip _________
Telephone No: (____)______________________

4A. * Non-employment: Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the department or agency in its treatment of you or others? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., “Race: African American” or “Sex: Female”).

   ____ Race/Color: ________________________
   ____ National origin: _____________________
   ____ Sex: ______________________________
   ____ Religion: __________________________
   ____ Age: ______________________________
   ____ Disability: _________________________

4B. * Employment: Does your complaint concern discrimination in employment by the department or agency? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., “Race: African American” or “Sex: Female”).

   ____ Race/Color: ________________________
   ____ National origin: _____________________
   ____ Sex: ______________________________
   ____ Religion: __________________________
   ____ Age: ______________________________
   ____ Disability: _________________________

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

   _______________________________________

6. 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: ___________________________________
   Telephone No: (____)______________________
7. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

   Name: _____________________________________
   Address: ___________________________________
                   ______________________ Zip__________
   Telephone No: (____)_________________________

8. * To your best recollection, on what date(s) did the alleged discrimination take place?    Earliest date of discrimination: ___________________

   Most recent date of discrimination: ________________

9. * Please 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 a copy of written materials pertaining to your case.)

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

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

   Name   Address     Telephone
   ___________________ _______________________________ __________
   ___________________ _______________________________ __________
   ___________________ _______________________________ __________
   ___________________ _______________________________ __________
   ___________________ _______________________________ __________

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

   __________________________________________
   __________________________________________
12. What remedy are you seeking for the alleged discrimination?
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

13. Have you (or the person discriminated against) filed the same or any other complaints with other Federal offices?

Yes _____ No _____
If yes, do you remember the Complaint Number?
____________________________________

Against what agency and department or program was it filed?
________________________________________

Address of agency_______________________________
__________________________________Zip _________
Telephone No of agency__)________________________
Date of Filing: ______________________________
Briefly, what was the complaint about?
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

What was the result?
________________________________________________________________
________________________________________________________________

14. SIGNATURE  (A complaint that has not been signed cannot be accepted.)

_________________________________________  _____________________
(Signature)      (Date)

Please feel free to attach additional explanatory sheets.