



TITLE VI REPORT OF COMPLAINT
CITY OF FARGO TRANSIT DEPARTMENT

Instructions: Please fill out this form completely, in black ink or type. If you need any accommodation or assistance in completing this form, please contact the City of Fargo Transit Administrator at 701-476-6737. Sign and return to: City of Fargo, 650 23rd Street N, Fargo, North Dakota 58102.

Statement on confidentiality, privacy and protection:

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against a person because he or she has filed a complaint to secure rights protected by the nondiscrimination provisions of federal law. The identity of complainants must be kept confidential except to the extent necessary to carry out the investigation, hearing or judicial proceeding arising out of the complaint.

1. Name of Complainant
Address
City, State, ZIP Code
Home Phone Work Phone
Cell Phone

2. Department, Agency, or Facility which you believe has discriminated:
Name
Address
City, State, ZIP Code
Telephone County

**ATTACHMENT A**

3. Describe the acts of discrimination providing the name(s) of individuals who discriminated and location of discrimination:

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4. When and where did the discrimination occur?

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

5. Provide name(s) of witness(es) that saw the discrimination and include contact information if available, such as phone number, address, email address, etc.

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6. Describe any efforts made to resolve this complaint:

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**ATTACHMENT A**

7. Action or relief requested by Complainant:

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8. Has the complaint been filed with another Bureau of the Department of Justice or other Federal, State, or Local civil rights agency or court?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe:

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9. Do you intend to file with another agency?

Yes \_\_\_\_\_ No \_\_\_\_\_

Agency or Court \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Telephone \_\_\_\_\_

I understand that this statement of complaint will be submitted to the Transit Department and will be routed to the Transit Administrator's office. The complaint may be the basis for review and/or investigation. Further, I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_ Date \_\_\_\_\_

**ACTION TAKEN:**

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Any person who believes himself/herself or any specific class of persons to be subjected to discrimination prohibited by Title VI may by himself/herself or by a representative file a written complaint either with the City of Fargo Transit Department or the Federal Transit Administration, 12300 W Dakota Ave, Suite 310, Lakewood, CO 80228-2583. A complaint must be filed no later than 180 calendar days after the date of the alleged discrimination, unless the time for filing is extended by FTA.

**HOW TO MAKE A TITLE VI COMPLAINT**

1. If you wish to make a complaint about the services or benefits of the City of Fargo Transit Department please:
  - a. Come to the applicable department and tell the receptionist that you want to make a complaint; or
  - b. Call the department, tell the person answering the phone that you wish to speak to the supervisor of the department, and that you wish to make a complaint; or
  - c. Fill out the complaint form and mail to:

**City of Fargo  
650 23<sup>rd</sup> Street N  
Fargo, ND 58102**

2. Your mail-in complaint will be forwarded to appropriate office.
3. A supervisory official will assist you in filling out a Report of Complaint Against the Transit Department form. The form asks you to identify yourself and then give specific details about your complaint.
4. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
5. If it is going to take a long time to investigate your complaint, you will receive a letter telling you approximately when you may expect a reply.
6. When your complaint has been investigated, the Transit Administrator will review the investigation and will write you a letter explaining what has been discovered regarding the matter.