



## **City of Lafayette Title VI Complaint Procedure**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities that receive Federal financial assistance (See 23 CFR Part 200 and 49 CFR Part 21).

Who is eligible to file a Title VI complaint?

The Federal Highway Administration (FHWA) requires that City of Lafayette report Title VI discrimination complaints. Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City of Lafayette program or activity because of their race, color, or national origin may file a Title VI complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

How do you file a complaint?

Title VI complaints must be filed within 180 days from the last date of the alleged discrimination unless the time for filing is extended by the processing agency. Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. Complaints should be filed in writing and signed, and may be submitted via mail, email, fax or in person. For assistance in filing a complaint, please contact:

ADA Compliance Coordinator  
City of Lafayette  
Amber Schaefer, HR Director  
20 N 6<sup>th</sup> St.

Lafayette, IN 47901  
(p) 765-807-1600  
(f) 765-807-1064  
hrhelpdesk@lafayette.in.gov

Complaints may also be filed directly with the following agencies:

**Indiana Department of Transportation**

Title VI Coordinator/ Program Manager  
100 N. Senate, Room N758  
Indianapolis, IN 46204  
Email address: [AccessForAll@indot.in.gov](mailto:AccessForAll@indot.in.gov)

**Indiana Division Federal Highway Administration**

575 N. Pennsylvania Street  
Room 254  
Indianapolis, IN 46204  
Phone: (317) 226-7475

**Federal Highway Administration Headquarters - Office of Civil Rights**

1200 New Jersey Avenue, SE HCR-40, Room E81-101  
Washington, DC 20590  
202-366-0693 or Fax: 202-366-1599  
TTY: 202-366-5751

What happens after a complaint is filed?

The City of Lafayette must forward any Title VI complaint related to a Federal-aid highway program to the Indiana Department of Transportation (INDOT) within three (3) business days. INDOT will then forward the Title VI complaint to the appropriate FHWA Division Office for further processing.

Once a Title VI complaint is received, the City of Lafayette will log the complaint information in its records. After forwarding the complaint to INDOT, The City of Lafayette will provide the complainant with the name and contact information of the INDOT employee responsible for coordinating the complaint.

FHWA Headquarters Office of Civil Rights (HCR) will determine whether a Title VI complaint is accepted or dismissed, as well as whether FHWA or INDOT will investigate the complaint. FHWA

HCR will notify the complainant, as well as appropriate agencies, of its decision. For more information, please visit the FHWA website at:  
[https://www.fhwa.dot.gov/civilrights/programs/title\\_vi/titleviqa.cfm](https://www.fhwa.dot.gov/civilrights/programs/title_vi/titleviqa.cfm).

*Complainants are encouraged, but not required, to use the following complaint form when filing a complaint with the City of Lafayette or INDOT. At a minimum, each complaint should contain a written explanation of the alleged discrimination, complainant's contact information, the basis of the complaint (e.g., race, color, national origin), the names of specific individuals or agencies involved, sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance, and date(s) of the alleged discrimination.*



**CITY OF LAFAYETTE  
TITLE VI CIVIL RIGHTS COMPLAINT FORM**

**Section I:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Section II:**

Are you filing this complaint on your own behalf? Yes \_\_\_\_\_ No \_\_\_\_\_

**(If you answered "yes" to this question, go to Section III)**

If not, please supply the name and relationship of the person for whom you are completing it for:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Please explain why you have completed this complaint for a third party:

\_\_\_\_\_

Please confirm you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes \_\_\_\_\_ No \_\_\_\_\_

**Section III:**

What is the basis of your complaint?

Race \_\_\_\_\_ Color \_\_\_\_\_ National Origin \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

Disability \_\_\_\_\_ Religion \_\_\_\_\_ Low Income Status \_\_\_\_\_

Limited English Proficiency \_\_\_\_\_

Have you filed this complaint with any other agency? YES \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name of the other agency: \_\_\_\_\_

Have you filed a lawsuit regarding this complaint? YES \_\_\_\_\_ No \_\_\_\_\_

\*If litigation is pending regarding same issues or a complaint has been filed with another agency, we may defer to the decisions of the Court or other agency.

**Section IV:**

Complaint is against: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of alleged discrimination: \_\_\_\_\_

**Please attach additional information describing your complaint for Section IV.**

**Section V:**

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

*\*Your complaint cannot be accepted without a signature*

Completed Complaint form and supporting documentation should be returned via mail, e-mail, fax or in person to:

ADA Compliance Coordinator  
City of Lafayette  
Amber Schaefer, HR Director  
20 N 6<sup>th</sup> St.  
Lafayette, IN 47901  
(p) 765-807-1600  
(f) 765-807-1064  
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