

APPENDIX E - TITLE VI COMPLAINT FORM - ENGLISH

Use this form to describe alleged discrimination in a City of Gordon program, service, activity, project, or by a contractor acting for the City. A complaint should generally be filed within 180 days of the alleged act. If you need help completing this form or need language assistance, call 254-693-5676. Attach additional pages or documents if needed.

Information Requested	Response
Complainant - Last Name / First Name	
Mailing Address	
City / State / ZIP	
Main Phone / Alternate Phone	
Email Address	
Preferred Contact	☐ Mail ☐ Phone ☐ Email
Person discriminated against, if different	
Relationship to that person	
Basis of complaint	☐ Race ☐ Color ☐ National Origin
Earliest date of alleged discrimination	
Most recent date of alleged discrimination	
Is the alleged discrimination ongoing?	☐ Yes ☐ No
City program/activity/project/contractor/service involved	
Names of person(s) or organization(s) responsible	

Describe the Alleged Discrimination

Explain what happened and why you believe race, color, or national origin was a factor. Describe the action, decision, service, condition, or treatment involved and, if applicable, how others were treated differently.

Retaliation

Title VI prohibits retaliation. If you believe you were intimidated or retaliated against because you complained, participated in an investigation, or exercised Title VI rights, describe what occurred and the action you believe caused the retaliation.

Witnesses / Persons With Additional Information

Name	Address / Email	Telephone

Other Complaints or Proceedings

Have you filed, or do you intend to file, this matter with another agency or court? ☐ Yes ☐ No

Agency / Court	Date Filed / Planned
U.S. Department of Transportation	
Federal Highway Administration	
Texas Department of Transportation	
U.S. Department of Justice	
EEOC / Other	

Have you discussed this complaint with a City or agency representative? ☐ Yes ☐ No

If yes, identify the person, position, and date: _____

Requested Remedy / Additional Information

Briefly explain what remedy or action you are seeking:

CITY OF GORDON, TEXAS | TITLE VI NONDISCRIMINATION PROGRAM

List or attach photographs, letters, emails, notices, records, or other information that may help explain the complaint:

I affirm that the information provided is true to the best of my knowledge. An unsigned complaint may not be accepted as a formal written complaint.

Complainant Signature: _____ Date: _____

Return to: Teresa Johnson, City Secretary / City Administrator / Title VI Coordinator, City of Gordon, P.O. Box 227, Gordon, TX 76453; City Hall: 105 S. Main St.; Phone: 254-693-5676.