

Complaints of Title VI Discrimination

No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program or activity administered by NDOR or its sub-recipients, consultants and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

Persons Eligible to File: any individual or group of individuals, or entity who believes that he or she or any specific class of persons has been subjected to discrimination or retaliation prohibited by any of the civil Rights authorities based upon race, color, sex, age, national origin or disability may file a written complaint.

DISCRIMINATION: an act (or action) or inaction whether intentional or unintentional, through which a person in the United States, based on race, color, sex, age, national origin, or disability has been subjected to unequal treatment under any program or activity receiving Federal financial assistance.

FILING OF COMPLAINT

1. Complaints may be filed by the affected individual or a representative of that individual
2. Complaints must be in writing and contain as much information as possible about the alleged discrimination. The Nebraska Department of Roads has prepared a Complaint Form to be used for the convenience of the complainant. The written complaint should include:
 - a. Complainant's name, address and telephone number
 - b. A detailed description of the issues,
 - c. Name and job titles of individuals perceived as parties in the complaint

Complaints received by telephone will be placed in writing and provided to complainant for confirmation or revision, and signature before processing.

3. Complaint forms will be available on the NDOR website or by contacting the NDOR Civil Rights Coordinator. Complaints and substantiating information should be sent to:

Nebraska Department of Roads
Carrie Williams, Highway Civil Rights Coordinator
1500 Highway 2
PO Box 94759
Lincoln, NE 68509-4759
402/479-4870
carrie.williams@nebraska.gov

Alternate means of filing a complaint will be made available to accommodate persons with disabilities upon request.

4. A complaint should be filed as soon as possible but must be no later than 180 calendar days after the complainant becomes aware of the alleged discrimination, unless the time for filing is extended by the designated agency for good cause shown.
5. Upon receipt of the complaint, the Nebraska Department of Roads will notify the Federal Highway Administration, to coordinate all further activity regarding the complaint.
6. The NDOR Civil Rights Coordinator, or other Investigator, will contact the complainant to:
 - a. Acknowledge receipt of the complaint by the investigator
 - b. Confirm that the complainant wishes to go forward with the complaint
 - c. Confirm that there are allegations that need to be investigated and resolved, and
 - d. Gather additional facts and further clarify the complaint.

INVESTIGATION OF COMPLAINT

A Trained Investigator will review and investigate the complaint. As part of the review, the investigator will at minimum:

1. Gather relevant documentation from the complainant not included in the complaint, such as forms, memos, letters, and photographs information
2. Contact complainant to arrange and conduct interview, if needed
3. Maintain log of all activities associated with complaint.
4. Complete Investigative Report of information, findings, photos, and recommendations for correction to the Federal Highway Administration (FHWA).

A copy of the complaint, together with a copy of the State's report of investigation, shall be forwarded to the FHWA division office within 60 days of the date the complaint was received by the State.

A Title VI finding of violation or no violation is a Federal decision that cannot be delegated. Although NDOR can conduct a Title VI investigation and make a recommended finding to the Federal decision-making authority, NDOR must submit the proposed dispositions to FHWA for a Final Agency Decision.

DISMISSAL OF COMPLAINT

A decision to dismiss a complaint cannot be designated to NDOR. A decision by FHWA to dismiss a complaint can be done for the following reasons:

- The complaint is untimely filed
- The complaint does not allege a basis covered by the statutes for which NDOR is responsible
- The complaint does not allege any harm with regard to covered programs or statutes
- The complainant requests the withdrawal of the complaint
- The complainant fails to respond to repeated requests for additional information needed to process the complaint.
- The complainant cannot be located after reasonable attempts

Title VI Discrimination Complaint Form

Complainant:	Phone:
Address: (City, State, Zip)	Email:
Person discriminated against, if different from above:	Phone:
Address: (City, State, Zip)	Email:
Type of Discrimination: <input type="checkbox"/> Race/Color <input type="checkbox"/> Age <input type="checkbox"/> Sex <input type="checkbox"/> National Origin <input type="checkbox"/> Disability <input type="checkbox"/> Retaliation	Date of Incident:
Date and place of alleged discriminatory actions. Please include earliest date of discrimination and most recent date of discrimination.	
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your complaint (attach additional pages if necessary).	
Names and contact information of persons (witnesses, others) whom we may contact for additional information to investigate your complaint.	
The complaint will not be accepted if it has not been signed. Please sign and date this complaint form below. You may attach any written materials or other supporting information that you believe is relevant to the complaint.	
Signature	Date
Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Submit completed form and any additional information to: Nebraska Department of Roads Carrie Williams, Highway Civil Rights Coordinator 1500 Highway 2 PO Box 94759 Lincoln, NE 68509-4759	
NDOR USE ONLY:	