



TITLE VI COMPLAINT PROCEDURES

Federal law prohibits discrimination on the basis of race, color, or national origin in any Carson City Regional Transportation Commission (RTC) or Carson Area Metropolitan Planning Organization (CAMPO) programs or activities. This prohibition applies to all branches of the RTC and CAMPO, its contractors, consultants, and anyone else who acts on behalf of RTC and CAMPO.

Any person who believes they have been discriminated against on the basis of race, color, or national origin by the RTC, CAMPO, or its affiliates may file a Title VI complaint by completing and submitting a Title VI Complaint Form. Additionally, a person who believes they were subject to nondiscrimination regulations including on the basis on sex, age, or disability may submit at Title VI Complaint Form.

Any such complaint maybe submitted via mail, email, fax or in person within 180 days following the date of the alleged discriminatory occurrence.

English and Spanish complaint forms may be downloaded at the links below, or by contacting the Title VI Coordinator below:

- <https://www.carson.org/government/departments-g-z/public-works/transportation/documents>

Complaints should be submitted to:

Attn: Transportation Manager
FHWA Title VI Coordinator
3505 Butti Way, Carson City, NV 89701
Phone: 775-887-2355 Fax: 775-887-2122
E-mail: cmartinovich@carson.org or comments@campoareampo.com

Title VI complaints shall be documented by the representative receiving the complaint on a form provided for this purpose. Documentation shall include the name of the person filing the complaint, the time, date and place the alleged incident occurred, as well as any other information necessary to fully explain the situation. The complaint shall be dated and assigned a control number for tracking purposes.

Complaints will be forwarded to the Nevada Department of Transportation within seven business days. All formal complaints are investigated by NDOT or FHWA, not the RTC or CAMPO. All complaints submitted to NDOT will follow their Title VI Implementation Plan, available online here:

<https://www.nevadadot.com/home/showdocument?id=13978#:~:text=The%20Title%20VI%20Implementation%20Plan,regulations%2C%20and%2For%20policy.>

Complaints can also be filed with the NDOT or FHWA. For questions or to file a complaint, please contact:

Sonnie Braih, Civil Rights Officer,
Nevada Department of Transportation (NDOT)
3014 W. Charleston Blvd., Ste. 150, Las Vegas NV 89102
Main: (702) 730-3301 Fax: (702) 486-0487

Rhonda Motley, Civil Rights Program Manager
U.S. Department of Transportation, Federal Highway Administration, Nevada Division
705 N. Plaza Street #220, Ste. 220, Carson City, NV 89701
Main: (775) 687-1204 Fax: (775) 687-3803
Office email: nevada.fhwa@fhwa.dot.gov



TITLE VI COMPLAINT FORM



Staff Use Only

Date of Complaint Received: _____ Tracking No. _____

All Title VI complaints shall be forwarded to the Nevada Department of Transportation (NDOT) within seven business days.

---Additional Information available in Title VI Complaint Procedures---

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by CAMPO or the RTC, or believes they were discriminated against because sex, age, or disability, may file a Title VI complaint by completing and submitting this Title VI Complaint Form. The RTC nor CAMPO investigates complaints. All formal complaints are investigated by NDOT or FHWA.

1. Name of Complainant _____
 2. Address _____
 3. City: _____ State: _____
 4. Phone No. _____ E-mail: _____
 5. Person Discriminated Against (if other than Complainant): _____
 - a. Address _____
 - b. Phone No. _____
 - c. Email Address _____
 - d. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party: Yes No
 6. Nature of Complaint:

Race Color National Origin Sex Age Disability LEP

Other: _____
 7. Details of Complaint: In your words, please describe the alleged discrimination and all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known).
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8. Date & Time Discrimination Occurred: _____
9. Place Incident Discrimination Occurred: _____
10. Were there any other witnesses to the discrimination?

Name	Organization/Title	Telephone

11. How would you like to see this situation resolved?

12. Have you filed your complaint, grievance, or lawsuit with any other agency or court?
- a. Who _____
 - b. When _____
 - c. Status (pending, resolved, etc.) _____
 - d. Result, if known _____
 - e. Complaint number, if known _____

13. Have you filed a lawsuit regarding this complaint? Yes _____ No _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signature

Date

Please submit this form in person, or mail to:

Transportation Manager
 FHWA Title VI Coordinator
 3505 Butti Way
 Carson City, NV 89701
 Phone: 775-887-2355