

## **TITLE VI COMPLIANT PROCEDURES**

Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by nondiscrimination requirements may file a written complaint with the Archuleta County Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence. The County will not officially act or respond to complaints made orally, unless.

The complaint should include the name, address, phone number, and signature of complainant. The formal complaint should describe the alleged discriminatory act that violates Title VI in detail. The attached exhibit will be posted in offices and on the website.

Upon receiving a written complaint, the Title VI Coordinator and an officer from the Public Works Office will determine the jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint. In some situations, the County may request the Colorado Department of Transportation (CDOT) Office of Civil Rights to conduct the investigation. In the event CDOT handles the investigation, CDOT must follow their agency's adopted procedures for investigating discrimination complaints in accordance with the current CDOT Title VI Plan.

If the complaint is against a sub-recipient, consultant, or contractor, under contract with the County, the appropriate sub-recipient, consultant, or contractor shall be notified of the complaint within 15 calendar days.

Once the County decides its course of action, the complainant and the respondent will be notified in writing of such determination within five (5) calendar days. The complaint will be logged into the records of the Title VI Coordinator, and the basis for the allegation identified.

Within 60 days of receipt of the complaint, the Title VI Coordinator or CDOT investigator will prepare a written investigative report for the County Public Works Director, County Attorney, and County Administrator. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition.

Once the investigative report becomes final, briefings will be scheduled with each party within 15 days. Both the complainant and the respondent shall be given a copy of the investigative report during the briefings and will be notified of their respective appeal rights.

A copy of the complaint and the County investigative report will be issued to CDOT's Office of Civil Rights within 60 calendar days of the receipt of the complaint.

If either the complainant or respondent is not satisfied with the results of the investigation of the alleged discriminatory practice(s), that party shall be advised of its rights to appeal the County's decision to CDOT, the U.S. Department of Transportation, or the U.S. Department of Justice. The complainant will have 180 calendar days after the investigating agency's final resolution to appeal to USDOT. Unless new facts not previously considered come to light, reconsideration of the final determination by the investigating agency will not be available.