

## APPENDIX E: DISCRIMINATION COMPLAINT FORM IN ENGLISH AND SPANISH

Hendersonville, North Carolina

### Discrimination Complaint Form

<p><b>RETURN COMPLAINT FORM TO:</b>                  The City of Hendersonville  <b>Title VI Plan and Program Coordinator</b>                  160 6<sup>th</sup> Ave E.                  Hendersonville, NC 28792                  828-697-3005</p>
<p><b>FOR OFFICE USE ONLY</b></p>
<p>Date Complaint Received: _____</p>
<p>Processed by: _____</p>
<p>Case #: _____</p>
<p>Date Referred: _____</p>

<p><b>Any person who believes that he/she has been subjected to discrimination based upon race, color, creed, sex, age, national origin, or disability may file a written complaint with the City of Hendersonville, within 180 days after the discrimination occurred.</b></p>			
<p>Last Name: _____</p>	<p>First Name: _____</p>	<p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>	
<p>Mailing Address: _____</p>	<p>City _____</p>	<p>State _____</p>	<p>Zip _____</p>
<p>Home Telephone: _____</p>	<p>Work Telephone: _____</p>	<p>E-mail Address _____</p>	
<p>Identify the Category of Discrimination:</p> <p> <input type="checkbox"/> RACE                      <input type="checkbox"/> COLOR                      <input type="checkbox"/> NATIONAL ORIGIN                      <input type="checkbox"/> SEX  <input type="checkbox"/> CREED (RELIGION)                      <input type="checkbox"/> DISABILITY                      <input type="checkbox"/> LIMITED ENGLISH PROFICIENCY                      <input type="checkbox"/> AGE                 </p>			
<p><small>*NOTE: Title VI bases are race, color, national origin. All other bases are found in the "Nondiscrimination Assurance" of the FTA Certifications &amp; Assurances.</small></p>			
<p>Identify the Race of the Complainant</p> <p> <input type="checkbox"/> Black                      <input type="checkbox"/> White                      <input type="checkbox"/> Hispanic                      <input type="checkbox"/> Asian American  <input type="checkbox"/> American Indian                      <input type="checkbox"/> Alaskan Native                      <input type="checkbox"/> Pacific Islander                      <input type="checkbox"/> Other _____                 </p>			
<p>Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.</p>			
<p>Names of individuals responsible for the discriminatory action(s):</p>			
<p>How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).</p>			

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).

Name

Address

Telephone

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- NC Department of Transportation \_\_\_\_\_
- Federal Transit Administration \_\_\_\_\_
- US Department of Transportation \_\_\_\_\_
- US Department of Justice \_\_\_\_\_
- Federal or State Court \_\_\_\_\_
- Other \_\_\_\_\_

Have you discussed the complaint with any Hendersonville representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

**\*\*WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

\_\_\_\_\_  
COMPLAINANT'S SIGNATURE

\_\_\_\_\_  
DATE