

**City of Round Rock
Title VI Complaint Form**

The City of Round Rock, Texas is responsible for operating Public Transportation Programs and implementing transit related projects, which are funded in part with Federal financial assistance awarded by the U.S. Department of Transportation and the Federal Transit Administration (FTA), without discriminating against any person in the United States on the basis of race, color, or national origin.

Section I

Name: _____

Address: _____

Telephone Numbers:

Home/Cell _____ Work _____

E-Mail Address: _____

Accessible Format Requirements:

Large Print _____ Audio Tape _____ TDD _____

Other _____

Section II

Are you filing this complaint on your own behalf? Yes _____ No _____

If you answered "yes" to this question go to Section III.

If you answered "no" to this question please provide the name and relationship of the person for whom you are complaining.

Name: _____

Relationship: _____

Please explain why you have filed for a third party. _____

Please confirm you have obtained the permission of the aggrieved party.

Yes _____ No _____

Section III

Have you previously filed a Title VI complaint with the City?

Yes _____ No _____

Have you filed this complaint with any of the following agencies?

Federal Transit Administration Yes _____ No _____

Department of Transportation Yes _____ No _____

Department of Justice Yes _____ No _____

Equal Employment Opportunity Commission Yes _____ No _____

Other _____

If yes, please provide a copy of the complaint form you filed with any of the above agencies.

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

Section IV

Is this complaint against the City of Round Rock? Yes _____ No _____

Have you been in contact with a City employee regarding this complaint?

Yes _____ No _____

If you answered "yes" to this question please provide the name, title (if known), and telephone number of the person you have been in contact with.

Name: _____

Title: _____

Telephone Number: _____

On separate page(s) please describe your complaint. You should include specific details such as name(s), date(s), time(s), route number(s), witness information, and any other information which would assist us in our investigation of your allegations. Please also provide any other documentation which is relevant to this complaint.

Section V

Signature: _____

Date: _____

[NOTE: The City cannot accept this complaint form without a signature.]

Please mail your completed form to:

City of Round Rock
Public Works Administration and Special Programs
2008 Enterprise Dr.
Round Rock, Texas 78681