

Title VI Complaint Form Regarding a City of Fort Collins Service, Program or Activity

Title VI of the Civil Rights Act of 1964 requires that “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.”

Note: the following information is necessary to assist the City in processing a Title VI complaint. If any person interested in filing complaint needs assistance, including interpretation or translation assistance, please contact the City’s Title VI Coordinator Monday – Friday, 8 a.m. – 5 p.m. via email at titlesix@fcgov.com or by calling (970)416-2284.

Complete this form and return it to:

Title VI Coordinator
City of Fort Collins
P.O. Box 580
Fort Collins, CO 80522

Or send the form by email to titlesix@fcgov.com.

1. Complainant’s name _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone number (Home/cell): _____ (Business): _____

2. Person discriminated against (if someone other than Complainant)
Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone number (Home/cell): _____ (Business): _____

3. Which of the following best describes the reason you believe the discrimination took place? (Check all that apply.)
 Race Color National Origin Limited English proficiency

4. City of Fort Collins agency, department, or program complaint is about:
Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone number: _____

5. Date of incident resulting in complaint: _____
6. In your own words, describe the circumstances leading to this complaint. What happened and who was responsible? If possible, provide names of the individuals involved. For additional space, attach additional sheets of paper as necessary.
- _____
- _____
- _____
- _____
- _____
7. If you've not already provided this in response to number 6 above, where did the incident take place? Please provide as much information about the location as possible.
- _____
- _____
8. Were there any witnesses to the incident? If yes, please provide as much information as possible about any witness or witnesses.
- Name: _____
- Address: _____
- City: _____ State: _____ Zip code: _____
- Telephone number (Home/cell): _____ (Business): _____
- Name: _____
- Address: _____
- City: _____ State: _____ Zip code: _____
- Telephone number (Home/cell): _____ (Business): _____
9. Have any efforts been made to file or resolve this complaint through the internal grievance procedure of any City of Fort Collins department?
 ___ Yes ___ No
 If yes, what is the status of the grievance?

10. Have you filed a complaint about this same incident with any other federal, state or local governmental agency or with a federal or state court? Please check any that apply.
- ___ Federal agency: _____
- ___ Federal court: _____
- ___ State agency: _____
- ___ State court: _____
- ___ Local agency: _____
- ___ Other: _____

Please provide the contact information of the person with the agency/court/other:

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone number: _____

Date filed: _____

Sign the complaint in the space provided below. Attach any documents you believe support your complaint.

Complainant's Signature

Signature Date