



City of Fairfax Title VI Complaint Form

SECTION I

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

SECTION II

Are you filing this complaint on your behalf? Yes or No (circle one)

If "Yes," go to Section III

If "No" and you are filing on behalf of someone else, answer the following:

- Supply the name and relationship for the person for whom you are complaining

NAME: _____ RELATIONSHIP: _____

- Explain why you have filed for a third party:

- Have you obtained permission from the third party to file on their behalf? Yes or No (circle one)

SECTION III

I believe the discrimination I experienced was based on (select all that apply):

- Race
- Color
- National Origin

DATE OF THE ALLEGED DISCRIMINATION: _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved and, if known, include the names and contact information of the person(s) who discriminated against you or of any witness:



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Are you represented by legal counsel for this matter? Yes or No (circle one)

If "Yes," provide legal counsel name and contact information:

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

SECTION IV

NAME OF AGENCY COMPLAINT IS AGAINST: _____

CONTACT: _____ TITLE: _____

PHONE: _____ EMAIL: _____

SECTION V

Have you previously filed a Title VI Complaint with the City of Fairfax? Yes or No (circle one)

SECTION VI

Have you filed this complaint with any other federal, state, or local agency, such as the U.S. Department of Justice, U.S. Department of Transportation, Federal Highway Administration, or Virginia Department of Transportation? Yes or No (circle one)

Have you filed this complaint with any federal or state court? Yes or No (circle one)

If "Yes" to either of the above, provide agency and/or court contact name and information:

NAME: _____ TITLE: _____

AGENCY OR COURT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

- I understand that by filling out this form, I am giving the City of Fairfax permission to contact me about my Title VI Complaint.
- I understand that this online form does not automatically file a formal complaint. The city's Title IV coordinator will review your form and contact you to finalize the submittal within 10 business days.



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Next Steps

As part of our commitment to ensuring adherence to Title VI and other non-discrimination authorities, the city follows a detailed Discrimination Complaint Procedure.

WITHIN 10 DAYS the Title IV coordinator shall:

- acknowledge receipt of the allegation in writing
- inform the complainant of action taken or proposed action to process the allegation
- advise the respondent of their rights under Title VI and related statutes,

WITHIN 10 DAYS a letter will be sent to the appropriate state and federal organizations. This letter will list the names of the parties involved, the basis of the complaint, and the assigned investigator.

WITHIN 60 DAYS the Title IV coordinator:

- will conduct and complete an investigation of the allegation(s), and based on the information obtained,
- will render a recommendation for action in a report of findings to the city manager.

If it is a complaint against the city, these actions will be handled by the appropriate state investigator will prepare a final investigative report and send it to the complainant, respondent (city personnel listed), the city's Title IV coordinator, and appropriate federal agency.

Note: The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

WITHIN 90 DAYS the Title IV coordinator:

- will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter, as well as of their appeal rights with the appropriate state and federal agencies.
- will also provide a copy of the determination and report findings to the appropriate state agency.

If the decision is turned over to a state or federal organization for further investigation, the Title IV coordinator will monitor the investigation and notify the complainant of updates, in accordance with applicable regulations and policies and procedures of state agencies.

If the complaint is turned over to Federal Highway Administration (FHWA), there is no regulatory timeframe for completing investigations. However, FHWA strives to complete all tasks within 180 days from the date of acceptance. If VDOT is delegated an investigation from FHWA, VDOT must complete the investigation within 60 days of receipt (meaning the date it receives the delegated complaint from FHWA) as stipulated in 23 CFR §200.9(b)(3).

At any time during an investigation, the complainant will be able to communicate with the city's Title IV coordinator.