###### TITLE VI/DISCRIMINATION COMPLAINT FORM

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| Section I  Name: Address: Telephone Numbers:  (Home) (Work) Electronic 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 not, please supply the name and relationship of the person for whom you are complaining:  Please explain why you have filed for a third party.  If you are filing on behalf of a third party, have you have obtained the permission of the aggrieved party?  Yes No |
| Section III  Have you filed this complaint with any other federal, state or local agency, or with any federal or state court?  Yes No If Yes, please list: |

Federal agency State Agency Local Agency Federal Court Have you filed a lawsuit regarding this complaint? Yes No

If you answered “yes” to either of the two previous questions, please provide a copy of the

complaint form or lawsuit.

[Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court, and COG will not take action.]

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| Name of office or department you believe discriminated against you:  Office or Department Name of Individual (if applicable) Address City State Zip code Telephone Basis(es) for complaint, check all that apply:  □ Race □ Color □ National Origin □ Gender □ Disability  On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint. |
| Please sign here: Date: [Note - We cannot accept your complaint without a signature.] |

You may attach any written materials or other information that you think is relevant to your complaint.

Please mail your completed form to: Title VI Officer, Metropolitan Washington Council of Governments, 777 North Capitol Street NE, Suite 300, Washington, DC 20002

Any individual, group of individuals, or entity that believes he/she, they, or it have been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by COG or its sub-recipients, consultants, and/or contractors, intimidation or retaliation of any kind is prohibited by law, may file a formal complaint with COG’s Title VI Officer by completing and signing COG’s Title VI Complaint Form. A formal complaint must be submitted in writing within 180 calendar days from the date of the alleged occurrence or when the alleged discrimination became known to the complainant. Complaints should be mailed to Title VI Officer, Metropolitan Washington Council of Governments, 777 North Capitol Street NE, Suite 300, Washington, DC 20002.

COG will acknowledge receipt of the complaint within 5 business days and determine if it accepts the complaint for investigation. Once accepted, COG will notify the parties within 5 calendar days. COG then has 40 calendar days to investigate the complaint. The investigation will be forwarded to the appropriate state agency within 60 calendar days of the acceptance of the complaint. Refer to COG’s Nondiscrimination Complaint Procedures for additional information.

A person may also file a complaint directly with the appropriate state agency or the Federal Transit Administration at the following:

Virginia:

Civil Rights Division Administrator

Virginia Department of Transportation

Civil Rights Division

1401 E. Broad St.

Richmond, VA 23219

Telephone: (804) 786-2085

Toll free: (888) 508-3737; (TTY/TDD 711)

U.S. Department of Transportation

Federal Highway Administration

Virginia Division

Office of Civil Rights

400 N. 8th St., Suite 750

Richmond, VA 23219

Maryland:

Maryland Department of Transportation

Title VI Program Manager

Office of Diversity and Equity

7201 Corporate Center Drive

Hanover, Maryland 21076

Equal Opportunity Compliance Programs Maryland Transit Administration

6 Saint Paul Street

Baltimore, Maryland 21202

Web: mta.maryland.gov

Telephone: (410) 539-3497 (TTY)

District of Columbia:

District Department of Transportation

Office of Civil Rights

55 M Street, SE, Suite 400

Washington, DC 20003

Telephone: (202) 673-6813

Fax: (202) 671-0650

Federal Transit Administration:

FTA Office of Civil Rights

Attention: Complaint Team

East Building, 5th Floor – TCR

1200 New Jersey Ave., SE

Washington, DC 20590

Alternative formats of this form can be made available upon request. Visit [www.mwcog.org/accommodations](http://www.mwcog.org/accommodations) or call (202) 962-3300 or (202) 962-3213 (TDD)