

Title VI Complaint Procedures

Any individual who believes they have been subjected to discrimination on the basis of race, color, or national origin may file a Title VI complaint. Complaints must be submitted in writing and filed within 180 days of the alleged discriminatory act.

The complaint should include: the complainant's name and contact information, the date(s) of the alleged incident, a description of the incident, and the basis of discrimination claimed.

Complaints may be submitted to the Title VI Coordinator by mail, email, or in person. The City will acknowledge receipt, investigate the complaint, and issue a written response within 30 days.

A complainant may also file directly with the Federal Transit Administration, Office of Civil Rights, Washington, D.C.

**City of Socorro
Title VI Complaint Form**

SECTION I – COMPLAINANT INFORMATION

Name: _____ Phone: _____

Address: _____ Email: _____

Preferred method of contact (Phone/Email/Mail): _____ Accessible Format Needed (Large Print/Audio/TDD /Other): _____

SECTION II – COMPLAINT DETAILS

Basis of discrimination
(Race/Color/National Origin): _____

Date(s) of Incident: _____

Location of Incident: _____
City department/program/employee
involved: _____

Description of Incident: _____

SECTION III – WITNESSES

Witness Name: _____

Phone: _____

Address/Email: _____

SECTION IV – PREVIOUS ACTIONS

Previously filed with agency? (Yes/No): _____

If yes, list agency and dates: _____

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Title VI Complaint Form
(continued)

SECTION V – THIRD-PARTY FILINGS

Are you filing on behalf of another person? (Yes/No): _____

If yes, Name: _____

Relationship: _____

Permission obtained? (Yes/No): _____

SECTION VI – SIGNATURE

Signature: _____

Date: _____

Submit completed form to:

Carol Candelaria, Title VI Coordinator
City of Socorro
124 Horizon Blvd., Socorro, TX 79927
(915) 858-2915
Email: hrdirector@costx.us

[End]