

What Information do I include in my Complaint?

A signed, written complaint should be filed within 180 days of the date of the alleged discrimination, including:

1. Your name, address and telephone number. If you are filing on behalf of another person, include their name, address, telephone number and your relation to that person (e.g., friend, attorney, parent, etc.).
2. The name and address of the agency, institution or department you believe discriminated against you.
3. Your signature.
4. A description of how, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination.
5. The names of individuals whom you allege discriminated against you, if you know them.
6. The names of any persons, if known, that the FHWA could contact for additional information to support or clarify your allegations.



“Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in radical discrimination”

President John F. Kennedy,
in his message calling for the
enactment of Title VI, 1963



How Can I File a Discrimination Complaint?

The City is responsible for investigating complaints of discrimination based on race, color, national origin, disability/handicap, sex, age, or income level in the use of its funds. If you believe that a City of Punta Gorda recipient has discriminated against you or others protected by Title VI, you may file a complaint with us. Complaints filed with the City should be directed to:

City of Punta Gorda
Human Resources Department
326 W Marion Avenue
Punta Gorda, FL 33950
941-575-3380
humres@pgorda.us
www.pgorda.us



Title VI

*Protecting Your Civil Rights
is Good Business*

The City of Punta Gorda City Council hereby gives public notice that it is the policy of the City to assure full compliance with Title VI of the Civil Rights Act of 1964, The Civil Rights Restoration Act of 1987, and Related Statutes and regulations in all program activities. Any person who believes he/she has been subject to unlawful discriminatory practices prohibited by Title VI has the right to file a formal complaint. Any such complaint must be in writing and filed with the City of Punta Gorda Human Resources Department.

TITLE VI AND YOU ...

This brochure is designed to help you understand your rights under Title VI of the Civil Rights Act of 1964.



What is Title IV?



Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals and groups from discrimination on the basis of their race, color and national origin in programs and activities that receive federal financial assistance. However, the Federal Highway Administration's (FHWA) reference to Title VI includes other civil rights provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance.

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What is the City's Title VI Policy?

Pursuant to Title VI of the Civil Rights Act of 1964 as amended, the Civil Rights Restoration Act of 1987 and other nondiscrimination authorities, it is the policy of the City of Punta Gorda that discrimination based on race, color, national origin, sex, age or disability shall not occur in connection with any of its programs or activities. The City of Punta Gorda's efforts to prevent discrimination will address, but not be limited to, a program's impact upon access, benefits, participation, treatment, services, contracting opportunities, training opportunities, investigation of complaints, allocation of funds, prioritization of projects and the functions of planning, project development, design, right-of-way acquisition, construction and research.

Who May File a Title IV Complaint? >>>

A complaint may be filed by any individual or group that believes that they have been subjected to discrimination or retaliation based on their race, color, national origin, sex, age, disability/handicap and/or income level. The complaint may be filed by the affected party or a representative and must be reduced to writing.

Protecting Your Civil Rights is Good Business

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Authorities >>>

The two main authorities enabling Title VI implementation, compliance and enforcement are the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. However, other statutes, laws, regulations, executive orders and the United States Constitution provide guidance for the effective execution of the objectives of Title VI. These include:

- Federal-Aid Highway Act of 1973
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Age Discrimination Act of 1975
- Uniform Relocation Act of 1970
- Executive orders 12898 and 13166

Title VI Compliance >>>

Title VI compliance is a situation where a recipient has effectively implemented all the Title VI requirements or can demonstrate that every good faith effort has been made toward achieving this end.

Programs Covered >>>

Federally assisted programs include any highway, project, program or activity for the provision of services and/or other benefits. Such programs include education or training, work opportunities, health, welfare, rehabilitation, housing or other services, whether provided directly by the City of Punta Gorda or indirectly through contracts or other arrangements with other agents.

What Discrimination is prohibited under the City of Punta Gorda's Title VI Program >>>

Discrimination under our Title VI program is an action or inaction, intentional or not, through which any intended beneficiary, solely because of race, religion, color, national origin, sex, age, disability or retaliation has been otherwise subjected to unequal treatment or impact, under any City of Punta Gorda program or activity.

Discrimination based on the grounds referenced above limit the opportunity for individuals and groups to gain equal access to services and programs. In administering federally

assisted programs and activities, the City of Punta Gorda cannot discriminate either directly or through contractual or other means by:

- Denying program services, financial aids or other benefits;
- Providing different program services, financial aids or other benefits, or providing them in a manner different from that provided to others;
- Segregating or separately treating individuals or groups in any manner related to the receipt of any program service or benefit;
- Restricting in any way the enjoyment of any advantage or privilege enjoyed by others receiving any program service or other benefits;
- Denying person(s) the opportunity to participate as a member of a planning, advisory or similar body;
- Denying person(s) the opportunity to participate in the program through the provision of services, or affording the opportunity to do so differently from those afforded others

What will happen if the recipient retaliates against me for asserting my rights for filing a complaint >>>

A recipient is prohibited from retaliating against you or any person because he or she reported an unlawful policy or practice, or made charges, testified, or participated in any complaint action under Title VI.





**TÍTULO VI / PROGRAMA DE NO DISCRIMINACIÓN
QUEJA DE DISCRIMINACIÓN**

Información de la (s) obediente						
Nombre						
Dirección		Ciudad		Estado		Zip
Teléfono	Dirección de correo electrónico					
Compliant(s) representante de información (por ejemplo amigo, abogado, padres, etc.).						
Nombre			Relación			
Dirección		Ciudad		Dirección		Ciudad
Teléfono	Dirección de correo electrónico					
La agencia, institución o departamento, quienes alegan discriminó						
Nombre			Teléfono			
Dirección		Ciudad		Dirección		Ciudad
Individuo (s), quienes alegan discriminó						
Nombre			Teléfono			
Dirección		Ciudad		Dirección		Ciudad
Discrimination Because Of	<input type="checkbox"/> Raza <input type="checkbox"/> Sexo <input type="checkbox"/> Estado de ingresos <input type="checkbox"/> Color <input type="checkbox"/> Edad <input type="checkbox"/> Relación <input type="checkbox"/> Origen nacional <input type="checkbox"/> Incapacidad/discapacidad <input type="checkbox"/> Otra _____					
Fecha de la supuesta discriminación						
Por favor indique el nombre y teléfono otorgada de cualquier persona, si se conoce, que la ciudad de Punta Gorda puede contactar para que obtener información adicional apoyar o aclarar sus acusaciones						
Nombre			Teléfono			
Nombre			Teléfono			
Por favor explicar lo más claramente posible cómo, por qué, cuándo y dónde crees fueron discriminados. Incluir tanta información como sea posible acerca de los presuntos actos de discriminación. Páginas adicionales y cualquier otro material o información que te sientes es relevante para su queja puede acoplarse.						
Reclamante o reclamantes representantes firma				Fecha		
Notas importantes:						
<ul style="list-style-type: none"> La ciudad de Punta Gorda prohíbe represalias o intimidación contra nadie porque esa persona ha tomado acción o participado en acción seguros derechos protegidos por las políticas de la ciudad. Por favor informar a la persona mencionada si siente que estabas intimidados o experiencia percibida como represalia en lo referente a presentar esta queja Si necesita ayuda para completar este formulario, por favor póngase en contacto con Phil Wickstrom en 941-575-3380 o humres@pgorda.US Devuelva el formulario debidamente cumplimentado a la dirección que aparece más arriba 						



**TITLE VI / NONDISCRIMINATION PROGRAM
 COMPLAINT OF DISCRIMINATION**

Compliant(s) Information							
Name							
Address				City	State		Zip
Phone		Email address					
Compliant(s) Representative Information (e.g. friend, attorney, parent, etc.)							
Name				Relationship			
Address				City	State		Zip
Phone		Email address					
Agency, Institution, or Department Whom You Allege Discriminated Against You							
Name				Phone			
Address				City	State		Zip
Individual(s) Whom You Allege Discriminated Against You							
Name				Phone			
Address				City	State		Zip
Discrimination Because Of		<input type="checkbox"/> Race <input type="checkbox"/> Sex <input type="checkbox"/> Income Status <input type="checkbox"/> Color <input type="checkbox"/> Age <input type="checkbox"/> Relationship <input type="checkbox"/> National Origin <input type="checkbox"/> Handicap/Disability <input type="checkbox"/> Other _____					
Date of Alleged Discrimination							
Please list the name(s) and phone numbers(s) of any person, if known, that the City of Punta Gorda could contact for additional information to support or clarify your allegation(s)							
Name				Phone			
Name				Phone			
Please explain as clearly as possible HOW, WHY, WHEN, and WHERE you believe you were discriminated against. Include as much background information as possible about the alleged act(s) of discrimination. Additional pages & any other material or information that you feel is relevant to your complaint may be attached.							
Complainant(s) or Complainant(s) Representatives Signature						Date	
Important Notes:							
<ul style="list-style-type: none"> The City of Punta Gorda prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint If you need assistance completing this form, please contact Phil Wickstrom at 941-575-3380 or humres@pgorda.us Please return completed form to the address listed above 							