



## City of Aurora, Colorado, Title VI Plan

### I. Non-Discrimination Policy Statement

#### Purpose

The City of Aurora is committed to ensuring that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of the City on the basis of race, color, national origin, sex, disability, religion, or age, as protected by Title VI of the Civil Rights Act of 1964 and related statutes.

#### Scope

This policy applies to all operations of the City, including its contractors and anyone who acts on behalf of the City. This policy also applies to the operations of any department or agency to which the City extends federal financial assistance. All subcontractors and vendors who receive payments from the City of Aurora where funding originates from any federal assistance are subject to the provisions of Title VI. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

#### Non-Discrimination Policy Statement

The City of Aurora prohibits discrimination based on race, color, national origin, sex, disability, religion, or age. Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, religion, or age include: Denial to an individual of any service, financial aid, or other benefit; distinctions in the quality, quantity, or manner in which a benefit is provided; segregation or separate treatment; restriction in the enjoyment of any advantages, privileges, or other benefits provided; discrimination in any activities related to highway and infrastructure or facility built or repaired; and discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The City's Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d and related statutes, and the requirements of 23 Code of Federal Regulation (CFR) pt. 200 and 49 CFR pt. 21.

 \_\_\_\_\_ 02-22-2023  
James M. Twombly, City Manager Date

## **II. Organization, Staffing, and Structure**

The City Manager is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all City employees, contractors, and agents pursuant to 23 CFR Part 200 and 49 CFR Part 21.

The Controller's Office within the Finance Department will perform Title VI coordination duties and ensure implementation of the City's Title VI program. The Title VI Coordinator reports to the Finance Director.

The Title VI Coordinator is responsible for:

- Maintaining and reviewing the City's Title VI Plan;
- Submitting reports as required;
- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log, and reporting as required;
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing procedures for the collection and analysis of statistical data;
- Developing Title VI information for dissemination;
- Resolving any deficiency status and determining any necessary remedial action

### III. Primary Program Area Descriptions & Review Procedures

The Public Works Department engages in the following transportation-related program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<i>Roadway Projects</i>	Roadway construction projects are determined based on an assessment of traffic and safety needs and available funding in compliance with Title VI. Projects may include roadway modifications, new roadways, traffic signal modifications or installations, traffic monitoring, etc.	The department is not aware of any discrimination concerns and has not received any discrimination complaints related to any current or past roadway construction projects.	To ensure non-discrimination, roadway construction projects are competitively bid and information about these projects is available to the public.
<i>Real Property Acquisition, including right-of-way</i>	Certain roadway project may require right-of-way acquisition. These acquisitions follow the requirements of the Uniform Relocations Assistance and Real Property Acquisition Policies Act	The department is not aware of any discrimination concerns and has not received any discrimination complaints related to any current or past real property acquisitions.	The City of Aurora complies with all applicable federal and state regulations regarding acquisitions to ensure non-discrimination
<i>Road Maintenance</i>	Road maintenance projects are performed based on street conditions and available funding. The Street Rehabilitation and Preservation Program uses a variety of methods including chip/crack seal, overlay, and street reconstruction.	The department is not aware of any discrimination concerns and has not received any discrimination complaints related to current or past street maintenance projects.	Street conditions are assessed on a regular basis using a standardized method to determine the type and priority of street maintenance which is completed in accordance with available funding. Information about this program is available to the public. Contracted services for road maintenance are competitively bid.

<p><i>Snow and Ice Removal</i></p>	<p>The City has a flexible snow and ice removal plan that details priority snow routes and that allows the City to add resources as needed. Liquid and granular deicer are used in tandem with snow and ice removal equipment to clear streets.</p>	<p>The department is not aware of any discrimination concerns and has not received any discrimination complaints related to snow and ice removal.</p>	<p>The Snow and Ice Control Plan prioritizes roadways based on the type of roadway (i.e., major arterial, minor arterial, residential collector, secondary, etc.) and whether that roadway is on an emergency route. Streets to the City's emergency centers are the highest priority followed by higher volume streets adjacent to schools, nursing homes and City recreation facilities, and those that give access into neighborhoods. The Snow and Ice Plan is approved annually and is made available to the public.</p>
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The Police Department engages in the following program areas:

<b>Program Area</b>	<b>General Description</b>	<b>Title VI/Non-Discrimination Concerns and Responsibilities</b>	<b>Review Procedures for Ensuring Non-Discrimination</b>
<p><i>CDOT Grant Programs</i></p>	<p>Purpose area of grant funding is for enforcement of traffic laws.</p>	<p>The grant must be in accordance with the Colorado Department of Transportation (CDOT) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by CDOT's Civil Rights &amp; Business Resource Center.</p>
<p><i>Edward Byrne Memorial- Justice Assistance Grant Program</i></p>	<p>Purpose area of the grant funding is for the Law Enforcement Program.</p>	<p>The grant must be in accordance with U.S. Department of Justice (DOJ) guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000 d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for Limited English Proficiency (LEP) individuals.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs.</p>

<p><i>Rocky Mountain High Intensity Drug Trafficking Area</i></p>	<p>The High Intensity Drug Trafficking Areas (HIDTA) program, created by Congress with the Anti-Drug Abuse Act of 1988, provides assistance to Federal, state, local, and tribal law enforcement agencies operating in areas determined to be critical drug- trafficking regions of the United States.</p>	<p>The grant must be in accordance with the Office of National Drug Control Policy to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs.</p>
<p><i>Internet Crimes Against Children (ICAC) Task Force Program</i></p>	<p>ICAC funding assists state and local law enforcement agencies develop an effective response to technology- facilitated child sexual exploitation and Internet crimes against children. This help encompasses forensic and investigative components, training and technical assistance, victim services, and community education.</p>	<p>The grant must be in accordance with DOJ guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for LEP individuals.</p>	<p>For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Departments and City's complaint procedure or by the Office for Civil Rights - Office of Justice Programs.</p>

The Housing and Community Services Department engages in the following program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<i>Community Development Block Grant Program, Home Investments Partnerships Programs and Emergency Solutions Grants</i>	HUD grant funds are used for community development projects that primarily benefit the City's low- to moderate- income populations.	The grant must be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), and the Fair Housing Act (42 USC 3601-3619) and implementing regulations.	For complaints regarding Fair Housing violations received by the City, the party is referred to either the Denver Metro Fair Housing Center and/or The Department of Housing and Urban Development ( <b>HUD</b> ) Region 8. For complaints regarding the City's HUD grant programs, the complaint is handled through the City's complaint procedures. Participant surveys are also utilized to determine satisfaction with the City's processes.
<i>HUD Housing Counseling Grant</i>	HUD grant funds are used to pay for salaries of Community Development staff who provide housing counseling to citizens of Aurora.	The grant must be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), and the Fair Housing Act (42 USC 3601-3619) and implementing regulations.	For complaints regarding Fair Housing violations received by the City, the party is referred to either the Denver Metro Fair Housing Center and/or The Department of Housing and Urban Development ( <b>HUD</b> ) Region 8. Participant surveys are also utilized to determine satisfaction with the City's processes.

The Fire Department engages in the following program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<i>Hazard Mitigation Program Grant</i>	The Hazard Mitigation Program (HMGP) helps communities implement hazard mitigation measures following a Presidential Major Disaster Declaration in the areas of the state, tribe, or territory requested by the Governor or Tribal Executive. The key purpose of this grant program is to enact mitigation measures that reduce the risk of loss of life and property from future disasters.	The grant must be in accordance with U.S. Department of Justice (DOJ) guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs
<i>Staffing for Adequate Fire &amp; Emergency Response Grant</i>	The Staffing for Adequate Fire and Emergency Response Grants (SAFER) provide funding directly to fire departments to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).	The grant must be in accordance with U.S. Department of Justice (DOJ) guidance to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs

The Parks, Recreation and Open Space Department engages in the following program areas:

<b>Program Area</b>	<b>General Description</b>	<b>Title VI/Non-Discrimination Concerns and Responsibilities</b>	<b>Review Procedures for Ensuring Non-Discrimination</b>
<i>Free Summer Lunch Program</i>	The program provides free, USDA- approved lunches to children 17 years of age and under during the summer. Adults 18 years of age and older can also participate by purchasing a lunch for a minimal fee.	Food must be distributed in accordance with: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); (ii) section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); (iii) title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); et al.	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs.
<i>Recreation programs</i>	Wide variety of programs and services available for the community at large.	Administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d).	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs
<i>Trail projects</i>	Alternatives are analyzed in the planning process to consider possibilities to avoid impacts on people's properties and the environment.	Alternatives analysis, including avoidance, is done regardless of race, color, national origin, or income of the people affected by the design of the project. The grant must be in accordance with the Colorado Department of Transportation (CDOT) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs
<i>Planning</i>	Alternatives are analyzed in the planning process to consider possibilities to avoid impacts on people's properties.	Alternatives analysis, including avoidance, is done regardless of race, color, national origin, or income of the people	Plan review includes numerous sections from CDOT including environmental and Civil Rights. These



		affected by the design of the project.	disciplines ensure non- discrimination during project development and specification preparation and ensure the proper specifications relating to non- discrimination are included in the project manual for bid.
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The Planning Department engages in the following program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<i>Small Business Development Center</i>	The goal of this grant is the operation a Small Business Development Center Sub-Center (as defined below in §2), which will provide consulting to small businesses in the area of business planning, assistance in the search for financial resources and referrals to special services designed for small businesses. In addition, the Sub-Center will produce training seminars, workshops and courses designed to help small business owners run their business more effectively and efficiently.	Alternatives analysis, including avoidance, is done regardless of race, color, national origin, or income of the people affected by the design of the project.	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs
<i>Long Range Planning (levels include Small Area, Corridor, City-wide or sub-area)</i>	Analyses is conducted and alternatives evaluated to consider impacts of population changes, alternative transportation modes, or capacity of current or planned multimodal transportation network and other associated infrastructure on meeting long range needs of the City.	As condition of receiving CDOT or Federal planning grants, the local agency (Aurora) agrees to follow provisions of Title VI of the Civil Rights Act of 1964 (79 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), and section 162(a) of the Federal Aid Act of 1973	For complaints regarding the Civil Rights Act against the City, the complaint is handled through the Department's and City's complaint procedures or by the Office for Civil Rights - Office of Justice Programs

#### **IV. Title VI Complaint Procedures for the City of Aurora**

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any City of Aurora program or activity. This prohibition applies to all branches of the City, its contractors, consultants, and anyone else who acts on behalf of the City.

Federal law requires that the City investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty days (60) of submission. If you need assistance to file your complaint or need interpretation services, please contact the City's Title VI Coordinator.

##### Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City program or activity because of their race, color, national origin, age, sex, religion, or disability may file a complaint. Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

##### How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, or if you believe your complaint may fall outside the 180 day deadline, please contact the City's Title VI Coordinator.

The minimum information required to file a complaint is as follows:

- Complainant name and contact information
- Explanation of the alleged discrimination/harassment/retaliation
- Name(s) of those involved
- The basis of the complaint (race, color, national origin, etc.)
- Dates, names, and contact information of any witnesses

A blank version of the complaint form can be found at the end of this plan.

##### Complaints may be submitted via mail, email, or in person to:

Allison Zamaitis-Robles  
City of Aurora Title VI Coordinator  
15151 E Alameda Parkway  
Fifth Floor  
Aurora, Colorado 80012  
Phone: 303-326-8397  
Email: [titlevicoordinator@auroragov.org](mailto:titlevicoordinator@auroragov.org)

Complaints concerning transportation programs may also be filed directly with the following agencies:

**Colorado Department of Transportation**

Civil Rights & Business Resource Center  
4201 East Arkansas Avenue, Room 150  
Denver, Colorado 80222  
Phone: 303-757-9234  
Toll Free: 800-925-3427  
Fax: 303-952-7088  
dot\_civilrights@state.co.us

**Federal Highway Administration, Colorado Division**

12300 West Dakota Avenue, Suite 180  
Lakewood, Colorado 80228  
Phone: 720-963-3000  
Fax: 720-963-3001

**Federal Transit Administration, Region 8**

1961 Stout Street, Suite 13-301  
Denver, Colorado 80202  
Phone: 303-362-2400  
Fax: 303-362-2424

What happens after a complaint is filed?

Title VI complaints must be investigated within sixty (60) days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. Concerning the investigator's request for information, please note that the complainant's failure to provide requested information may result in the administrative closure of the complaint. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons. Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator. The complainant will be provided written acknowledgment of the complaint as well as any requests for additional information or if the complaint does not have sufficient merit to warrant an investigation.

**V. Data Collection**

Statistical data collection on the race, color, and national origin of participants in and beneficiaries of the City’s programs and services.

<b>Program Area</b>	<b>Types of Data Collected &amp; Processed for Collecting</b>	<b>Intended Outcome of Data Analysis</b>
CDBG, HOME, and ESG	Data is collected on direct beneficiaries of the program including race and ethnicity. Also collected is data on income level, household size, and household type (single, elderly, single parent, two parents, other).	Race and ethnicity data is required to be collected on direct beneficiaries through the Department of Housing and Urban development’s Community Development Block Grant Program
CDBG Project Indirect Beneficiaries	Census data on race and ethnicity is collected on the estimated populations benefiting from CDBG projects in the community.	Race and ethnicity data is required to be collected on direct beneficiaries through the Department of Housing and Urban development’s Community Development Block Grant Program
Police Reports and/or Arrests	Race and ethnicity is documented in the City’s Records Management System (RMS) when a name (offender, suspect, victim, witness, etc.) is entered into the police report and/or arrest file. We do not collect data on race and ethnicity from attendees at community meetings, events, or Citizens Academy.	To report to the National Crime Information Center (NCIC) and Colorado Crime Information Center (CCIC).

## **VI. Public Participation/Outreach/Limited English Proficiency (LEP) Plan**

The Aurora City Council created the Office of International and Immigrant Affairs (OIIA) to manage all Citywide programs and efforts toward the local immigrant and refugee communities in early 2015. As a part of the Office's Comprehensive Strategic Plan, OIIA completed a needs assessment, research report including a mapping of the City in terms of demographics groups, demographic data, and immigrant and refugee organizations in late 2015. Many of these organizations are already our key partners working on several projects and programs focused on the local immigrant and refugee populations across the City. In addition, OIIA provides staff support to the Aurora Immigrant and Refugee Commission and serves as a liaison to the international community in Aurora.

The City of Aurora's Office of International and Immigrant Affairs since its creation has developed different communication tools including Facebook page, databases, and key networks to reach out to members of the immigrant and refugee communities. In addition, OIIA on regular basis works with several minority media including Spanish language TV and radio stations, Hispanic, African, and Asian newspapers and publications. These ethnic media organization assist us to disseminate information and resources among members of the immigrant and refugee community.

The Office of International and Immigrant Affairs oversees City outreach efforts toward LEP individuals. Working with the City's Communication Department, OIIA staff use different channels of communication and other tools to share key City information to this segment of the local population. The plan includes resources for translations of documents, interpretation at City meetings, and phone interpretation services. Most of the work is scheduled through an online ticketing system, which was developed by the City's Information Technology Department.

The City of Aurora's Office of International and Immigrant Affairs works directly with the local immigrant and refugee communities. The Aurora Immigrant and Refugee Commission provides guidance to members of the City Council/Mayor and City Manager in areas related to the international community. OIIA works directly with local immigrant/refugee organizations, local nonprofits, and other key community partners on issues and programs related to the immigrant and refugee populations.

City of Aurora has developed this Limited English Proficiency (LEP) plan to help identify reasonable steps to provide language assistance for LEP person seeking meaningful access to City services as required by Executive Order 13166. The Language Access Plan provides details of the services available to staff and citizens. Those services are not limited to interpretation, translation, and outreach programs. Additional information about the City's language assistance services and the plans can be found at [www.auroragov.org](http://www.auroragov.org)

## **VII. Title VI Notice of Rights**

The name of the Title VI coordinator is available on the City website at [www.auroragov.org](http://www.auroragov.org). Additional information relating to nondiscrimination obligation can be obtained from the City of Aurora Title VI Coordinator.

Title VI information shall be disseminated to City employees annually via Employee Education in LMS. This form reminds employees of the City's policy statement, and of their Title VI responsibilities in their daily work and duties.

All employees shall be provided a copy of the City's Title VI Plan and are required to sign Acknowledgement of Receipt. Employees will also be provided training on policies and procedures and information on the tools available to assist citizens.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

The following notice is placed on the City's website and posted at the following locations: The Aurora Municipal Center and other City facilities. A translation of this notice will be provided in the same locations in Spanish. Alternative formats will be made available upon request for people who are blind or have low vision.

The City has prioritized Spanish language assistance and outreach due to the demographic data that shows this as our City's largest LEP group, however, we do provide interpretation services as requested.

### **Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964**

The City of Aurora operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City program or activity because of their race, color, national origin, age, sex, or disability, religion may file a discrimination complaint with the City or the Colorado Department of Transportation.

#### **To file a Title VI discrimination complaint, contact:**

Allison Zamaitis-Robles  
City of Aurora Title VI Coordinator  
15151 E Alameda Parkway  
Fifth Floor  
Aurora, Colorado 80012  
Phone: 303-326-8397  
[titlevicoordinator@auroragov.org](mailto:titlevicoordinator@auroragov.org)

**Complaints may also be filed directly with one of the following agencies:**

Colorado Department of Transportation  
Civil Rights & Business Resource Center  
4201 East Arkansas Avenue, Room 150  
Denver, Colorado 80222  
Phone: 303-757-9234  
Toll Free: 800-925-3427  
Fax: 303-952-7088  
[dot\\_civilrights@state.co.us](mailto:dot_civilrights@state.co.us)

Federal Highway Administration, Colorado Division  
12300 West Dakota Avenue, Suite 180  
Lakewood, Colorado 80228  
Phone: (720) 963-3000  
Fax: (720) 963-3001

Federal Transit Administration, Region 8  
1961 Stout Street, Suite 13-301  
Denver, Colorado 80202  
Phone: (303) 362-2400  
Fax: (303) 362-2424





City of Aurora  
 Title VI Coordinator  
 15151 E Alameda Pkwy., Fifth Floor  
 Aurora, CO 80012  
 303.326.8397  
[auroragov.org/city\\_hall/departments/human\\_resources/notice\\_of\\_non\\_discrimination](http://auroragov.org/city_hall/departments/human_resources/notice_of_non_discrimination)

### Discrimination Complaint Form

Please complete this form to the best of your ability.

**Name**

**Address**

**City**

**Zip**

**Phone**

**Home**

**Work**

**Mobile**

**Email**

**Basis of Complaint (check all that apply):**

**Race**

**Age**

**Color**

**Disability**

**National Origin**

**Retaliation**

**Sex/Gender**

**Are you a City of Aurora employee?**

**Yes**  **No**

**Is this complaint against CoA and/or a CoA employee?**

**Yes**  **No**

**Who discriminated against you?**

**Name**

**Name of Organization**

**Address**

**City**

**Zip**

**Telephone**

**How were you discriminated against?**

**Where did the discrimination occur?**

**Dates and times discrimination occurred?**

***Were there any other witnesses to the discrimination?***

<b>Name</b>	<b>Organization/Title</b>	<b>Work Telephone</b>	<b>Home Telephone</b>

***How would you like to see this situation resolved?***

***Have you filed your complaint, grievance, or lawsuit with any other agency or court?***

**Who**

**Status (pending, resolved, etc.)**

**Result, if known**

**Complaint number, if known**

***Do you have an attorney in this matter?***

**Name**

**Phone**

**Address**

**City**

**Zip**

**Complaints may be submitted via mail, email, or in person to the following:**

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