

Title VI Complaint Form

Instructions: If you would like to submit a Title VI complaint to the NRPC, please fill out the form below and send it to: NRPC, Attn: Executive Director, P.O. Box 5144, Wichita Falls, TX 76307. For questions, please contact Mr. Dennis Wilde at (940) 322-5281 or email at dwilde@nortexrpc.org. For a copy of NRPC's full Title VI Plan or Notice to the Public, contact Joe Gambill at (940) 322-5281 or email jgambill@nortexrpc.org.

1. Name (Complainant):	2. Phone:	3. Home address (street #, city, state, zip):
4. If applicable, name of person(s) who allegedly discriminated against you:		
5. Location and position of person(s) if known:		6. Date of alleged incident:
7. Discrimination because of:		
8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.		
9. Why do you believe these events occurred?		
10. What other information do you think is relevant to the investigation?		
11. How can this/these issue(s) be resolved to your satisfaction?		
12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses, fellow employees, supervisors, others):		
Name:	Job Title:	Address:
		Phone number:
Date of Complaint	Complainant Name (print)	Complainant Name (signature)

Complaint Procedures

Nortex Regional Planning Commission RPC (NRPC) is committed to assuring that no person shall, on the grounds of race, color, national origin or sexual orientation, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Restoration Act of 1987 (P.L. 100.59), be excluded from, or participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity for which it has sole responsibility.

Letters of complaint may be subject to the Texas Open Records Act. However, all materials related to an open investigation or pending investigation shall remain confidential until a final determination is concluded.

If information is needed in another language, then contact 940-322-5281.

Forms

Title VI Complaint Forms and Procedures are made available in the following locations:

- Agency website at [://www.nortexrpc.org/](http://www.nortexrpc.org/)
- Hard copy in the central office at:

NRPC
4309 Old Jacksboro Hwy, Suite 200
Wichita Falls, TX 76307

- Telephone at: 940-322-5281
- Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
- Other: _____

Filing a complaint

Any person who believes she/he/they has been discriminated against on the basis of race, color or national origin by NRPC may submit a Compliant Form or file a letter of complaint. Complaint forms may be obtained by:

- Website at: <http://www.nortexrpc.org/>
- In Person at:

NRPC
4309 Old Jacksboro Hwy, Suite 200
Wichita Falls, TX 76307

- Mail at:

NRPC
P.O. Box 5144
Wichita Falls, TX 76307

NRPC will investigate complaints received no more than 180 days after the alleged incident.

All complaints are to be addressed to Mr. Dennis Wilde, Executive Director, Nortex Regional Planning Commission.

Content of complaint

Complaints may be discussed verbally however; all complaints must be submitted in writing. "Writing" is defined as through the completion of a Nortex Regional Planning Complaint Form. Letters may be used as a substitute. The Letter must contain a narrative description of the allegation (s) in sufficient detail to enable the Executive Director or the designated representative to understand what occurred, when it occurred, and the basis of the alleged discrimination complaint (e.g. race, color, national origin, sexual orientation, etc.). All contact information for the complainant including name, address, telephone numbers and email addresses; as well as all contact information for all witnesses or individuals with relevant knowledge must be included. The complaint letter must be signed and dated by the complainant(s) or his/her/their representative.