Title VI Grievance Form
Regarding a City of Boulder, Division of Housing Service, Program or Activity

Title VI of the Civil Rights Act of 1964 requires that “no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Note: the following information is necessary to assist the Division of Housing in processing a Title VI complaint. If any person interested in filing complaint needs assistance, including interpretation or translation assistance, please contact the Division of Housing Title VI Coordinator Monday – Friday, 8:00 A.M. – 5:00 P.M. via email at conleys@bouldercolorado.gov or by calling (303)441-3231.

Complete this form and return it to:

Title VI Coordinator
Shelly Conley, Compliance & Project Manager
City of Boulder, Division of Housing
P.O. Box 791 Boulder, CO. 80306

Or send the form by email to conleys@bouldercolorado.gov.

1. Complainant’s name _______________________________________________
   Address: ________________________________________________
   City: _______________________ State: __________ Zip code: _____________
   Telephone number (Home/cell): _____________ (Business): _____________

2. Person discriminated against (if someone other than Complainant)
   Name: ________________________________________________
   Address: ________________________________________________
   City: _______________________ State: __________ Zip code: _____________
   Telephone number (Home/cell): _____________ (Business): _____________

3. Which of the following best describes the reason you believe the discrimination took place? (Check all that apply.)
   ___ Race        ___ Color       ___ National Origin        ___ Limited English proficiency

4. Division of Housing facilities, services, programs or activities grievance is about:
   Name: ________________________________________________
   Address: ________________________________________________
   City: _______________________ State: __________ Zip code: _____________
   Telephone number:_____________________________________

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5. Date of incident resulting in complaint: ________________________________

6. In your own words, describe the circumstances leading to this complaint. What happened and who was responsible? If possible, provide names of the individuals involved. For additional space, attach additional sheets of paper as necessary.
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

7. If you’ve not already provided this in response to number 6 above, where did the incident take place? Please provide as much information about the location as possible.
__________________________________________________________________

8. Were there any witnesses to the incident? If yes, please provide as much information as possible about any witness or witnesses.
Name: ___________________________________________________________
Address: __________________________________________________________________________
City: ______________________ State: __________ Zip code: ______
Telephone number (Home/cell): ___________________ (Business): __________
Name: ___________________________________________________________
Address: __________________________________________________________________________
City: ______________________ State: __________ Zip code: ______
Telephone number (Home/cell): ___________________ (Business): __________

9. Have any efforts been made to file or resolve this complaint through the internal grievance procedure of the Division of Housing?
___ Yes ___ No
If yes, what is the status of the grievance?
__________________________________________________________________

10. Have you filed a grievance about this same incident with any other federal, state or local governmental agency or with a federal or state court? Please check any that apply.
___ Federal agency: ________________________________________________
___ Federal court: ______________________________________________________________________
___ State agency: _________________________________________________________
___ State court: ______________________________________________________________________
___ Local agency: _________________________________________________________
___ Other: __________________________________________________________________________
Please provide the contact information of the person with the agency/court/other:
Name: ___________________________________________________________
Address: __________________________________________________________
City: _______________________ State: __________ Zip code: ______________
Telephone number: _____________________________________
Date filed: ___________________________________
________________________________________________________________

Sign the complaint in the space provided below. Attach any documents you believe support your complaint.

___________________________________
Complainant’s Signature

___________________________________
Signature Date