



## TITLE VI COMPLAINT PROCEDURES

Federal law prohibits discrimination on the basis of race, color, or national origin in any Carson City Regional Transportation Commission (RTC) or Carson Area Metropolitan Planning Organization (CAMPO) programs or activities. This prohibition applies to all branches of the RTC and CAMPO, its contractors, consultants, and anyone else who acts on behalf of RTC and CAMPO.

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the RTC, CAMPO, or its affiliates may file a Title VI complaint by completing and submitting a Title VI Complaint Form.

Any such complaint may be submitted via mail, email, fax or in person within 180 days following the date of the alleged discriminatory occurrence.

English and Spanish complaint forms may be downloaded at the links below, or by contacting the Title VI Coordinator below:

- <https://www.carson.org/government/departments-g-z/public-works/transportation/documents>

Complaints should be submitted to:

Attn: Chris Martinovich  
FHWA Title VI Coordinator  
3505 Butti Way, Carson City, NV 89701  
Phone: 775-887-2355 Fax: 775-887-2122  
E-mail: [cmartinovich@carson.org](mailto:cmartinovich@carson.org)

Title VI complaints shall be documented by the representative receiving the complaint on a form provided for this purpose. Documentation shall include the name of the person filing the complaint, the time, date and place the alleged incident occurred, as well as any other information necessary to fully explain the situation. The complaint shall be dated and assigned a control number for tracking purposes.

Complaints will be forwarded to the Nevada Department of Transportation within seven business days. All formal complaints are investigated by NDOT or FHWA, not the RTC or CAMPO. All complaints submitted to NDOT will follow their Title VI Implementation Plan, available online here:

<https://www.nevadadot.com/home/showdocument?id=13978#:~:text=The%20Title%20VI%20Implementation%20Plan,regulations%2C%20and%2For%20policy.>

Complaints can also be filed with the NDOT or FHWA. For questions or to file a complaint, please contact:

Sonnie Braih, Civil Rights Officer,  
Nevada Department of Transportation (NDOT)  
3014 W. Charleston Blvd., Ste. 150, Las Vegas NV 89102  
Main: (702) 730-3301 Fax: (702) 486-0487

Rhonda Motley, Civil Rights Program Manager  
U.S. Department of Transportation, Federal Highway Administration, Nevada Division  
705 N. Plaza Street #220, Ste. 220, Carson City, NV 89701  
Main: (775) 687-1204 Fax: (775) 687-3803  
Office email: [nevada.fhwa@fhwa.dot.gov](mailto:nevada.fhwa@fhwa.dot.gov)



# TITLE VI COMPLAINT FORM



**Staff Use Only**

Date of Complaint Received: \_\_\_\_\_ Tracking No. \_\_\_\_\_

All Title VI complaints shall be forwarded to the Nevada Department of Transportation (NDOT) within seven business days.

---Additional Information available in Title VI Complaint Procedures---

**Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by CAMPO or the RTC may file a Title VI complaint by completing and submitting this Title VI Complaint Form. The RTC nor CAMPO investigates complaints. All formal complaints are investigated by NDOT or FHWA.**

1. Name of Complainant \_\_\_\_\_
2. Address \_\_\_\_\_
3. City: \_\_\_\_\_ State: \_\_\_\_\_
4. Phone No. \_\_\_\_\_ E-mail: \_\_\_\_\_
5. Person Discriminated Against (if other than Complainant): \_\_\_\_\_
  - a. Address \_\_\_\_\_
  - b. Phone No. \_\_\_\_\_
  - c. Email Address \_\_\_\_\_
  - d. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party: Yes  No
6. Date, Time & Place Incident Occurred: \_\_\_\_\_
7. Nature of Complaint:     Race     Color     National Origin
8. Details of Complaint: please describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known).
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
9. Where did the discrimination occur? \_\_\_\_\_
10. Dates and times discrimination occurred? \_\_\_\_\_

11. Were there any other witnesses to the discrimination?

Name	Organization/Title	Telephone

12. How would you like to see this situation resolved?

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

- a. Who \_\_\_\_\_
- b. When \_\_\_\_\_
- c. Status (pending, resolved, etc.) \_\_\_\_\_
- d. Result, if known \_\_\_\_\_
- e. Complaint number, if known \_\_\_\_\_

You may attach any written materials or other information that you think is relevant to your complaint.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person, or mail to:

Chris Martinovich  
FHWA Title VI Coordinator  
3505 Butti Way  
Carson City, NV 89701  
Phone: 775-887-2355