

Title VI Complaint Form

Title VI Coordinator – Hampton Roads Transportation Planning Organization (HRTPO)
 c/o Hampton Roads Planning District Commission (HRPDC)
 The Regional Building
 723 Woodlake Drive
 Chesapeake, VA 23320

Please provide the following information in order to process your complaint. Assistance is available upon request by contacting the Title VI Coordinator Monday – Friday from 8:00 a.m. to 4:30 p.m. by phone at (757) 420-8300 or by email at TitleVI@hrpdcva.gov.

Section 1:			
Name:			
Address:			
Phone (Home):		Phone (Mobile):	
Phone (Work):		Email:	
Accessible Format Requirements? (check all that apply):			
Large Print	Audio	TDD	Other
Section 2:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered “yes”, go to section III.			
If you answered “no”, please supply the name and relationship of the person for whom you are filing a complaint.		Name:	Relationship:
Please explain why you have filed for a third party:			
Please confirm you have obtained the permission of the third party.		Yes	No
Section 3:			
I believe the discrimination I experienced was based on (check all that apply):			
Race	Disability	Color	National Origin
Age	Sex	Income Status	Limited English Proficiency
Date of Alleged Discrimination (MM/DD/YYYY):			

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) whom discriminated against you (if known), as well as the names and contact information of any witnesses. If more space is needed, please attach pages.

Section 4:

Have you previously filed a Title VI complaint with this agency?	Yes	No
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Section 5:

Have you filed this complaint with any other agency or court?	Yes	No
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If yes, check all that apply.

Federal Agency:	Federal Court:
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State Agency:	State Court:
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Local Agency:	Other:
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Please provide a point of contact at the agency or court where the complaint was filed.

Agency/Court:

Address:

Contact Name:

Title:

Phone

Section 6:

Agency the complaint is against:

Contact Name:

Title:
Phone:

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

Signature *(required)*

Date *(required)*



Access

The Title VI Complaint form can be accessed via the HRPDC or HRTPO website, email, mail, or in person.



Accommodation

Should individuals require accommodation support, including language translation services, during the complaint process, they can receive that support via our website, email, mail, or in person.



Website

www.hrpdcva.gov/titlevi
www.hrtpo.org/titlevi



Email

TitleVI@hrpdcva.gov



Phone

(757) 420-8300



Mail

C/O Title VI Administrator
The Regional Building
723 Woodlake Drive
Chesapeake, VA 23320



In Person

The Regional Building
723 Woodlake Drive
Chesapeake, VA 23320