

**City of Westminster  
Complaint Procedures under  
Title VI of the Civil Rights Act**

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any City program or activity. This prohibition applies to all aspects of City programs and services, its contractors, its 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 (60) days of submission. If you need assistance to file your complaint or need interpretation services, please contact the City's Accounting and Grants Coordinator as follows:

Westminster City Hall  
Attn: Accounting and Grants Coordinator – Finance Department  
4800 W. 92<sup>nd</sup> Avenue  
Westminster, CO 80031

By calling: 303-658-2039

By email: [titleVIcoordinator@westminsterco.gov](mailto:titleVIcoordinator@westminsterco.gov)

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, service or activity because of their race, color, national origin, age, sex, 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 one hundred eighty (180) days from the last date of the alleged discrimination. However, you are still encouraged to contact the City's Contract and Grant Coordinator if you believe your complaint may fall outside of this deadline.

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, please contact the City's Accounting and Grants Coordinator. You may call 303-658-2039 with questions, but complaints must be submitted in writing.

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

Westminster City Hall  
Attn: Contract and Grant Coordinator – Finance Department  
4800 W. 92<sup>nd</sup> Avenue  
Westminster, CO 80031  
By email: [titleVIcoordinator@westminsterco.gov](mailto:titleVIcoordinator@westminsterco.gov)

Complaints may also be submitted electronically through DocuSign at:  
<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=8e46f270-6f61-4e6d-960f-f141de5659b0>

Complaints may also be filed directly with the following agencies:

Colorado Department of Transportation  
Civil Rights & Business Resource Center  
Title VI Coordinator  
2829 W. Howard Pl., 4th Floor  
Denver, CO 80204  
[dot\\_civilrights@state.co.us](mailto:dot_civilrights@state.co.us)  
Phone: 800-925-3427  
Fax: 303- 952-7088

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

Federal Coordination and Compliance Section - NWB  
Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street NW  
Washington, DC 20531

### 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. 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.

In some cases, complaints will be forwarded to the Colorado Department of Transportation, the Federal Highway Administration, or other appropriate federal, state, or local agency for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

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.