

## How Do I File a Complaint?

A signed and dated written complaint should be filled within 180 days of the date of the alleged discrimination and it should include:

- Your name, address and telephone number.
- The name and address of the agency, intuition, or department you believe discriminated against you.
- A detailed description of how, why, and when you believe you were discriminated against. Please be specific as much as possible about alleged acts of discrimination and provide any other relevant information.
- The names of any individuals, if known, that NHDOT can contact to clarify or support your allegations.

To obtain Title VI Complaint Form, visit NHDOT website at [www.nhdot.gov](http://www.nhdot.gov) .

If you are filling on behalf of another person, include your name, address, telephone number and your relationship to that person.

You can submit your complaint to:

New Hampshire Department of Transportation  
Office of Federal Compliance Title VI Specialist  
7 Hazen Drive, PO Box 483, Concord, NH 03302

Complaints may also be filled directly with the United States Department of Transportation (UDSOT):

Departmental Office of Civil Rights  
U.S. Department of Transportation  
400 7th Street, S.W., Rm #10215,  
S-30 Washington D.C. 20590  
(202) 366-4648  
(202) 366-5992  
TTY Access: (202) 366-9696  
DC Relay: (202) 855-1000

Individuals who need assistance in filling a complaint may contact the NHDOT Title VI Specialist.

## NHDOT Office of Federal Compliance Contact Information

Title VI Coordinator  
[titlevi@dot.nh.gov](mailto:titlevi@dot.nh.gov)  
(603) 271-2467

Larisa Djuvelek-Ruggiero  
Chief of Labor Compliance  
[Larisa.DjuvelekRuggiero@dot.nh.gov](mailto:Larisa.DjuvelekRuggiero@dot.nh.gov)  
(603) 271-6612

New Hampshire Department of Transportation  
Office of Federal Compliance  
P.O. Box 483, 7 Hazen Drive  
Concord, NH 03302-0483  
Phone: (603) 271-3734  
TTY Access: (800) 735-2964



## Your Rights under Title VI Program of the Civil Rights Act of 1964

This brochure is designed to assist you to understand your rights under the Title VI of the Civil Rights Act of 1964.

## The Law

“No person in the United States shall on the basis of race, color or national origin be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving Federal financial assistance” (42 U.S.C. Sec 2000d).

Related statutes provide protection against discrimination on the basis of sex, age, disability by programs receiving federal financial assistance.

Title VI encompasses all agency’s external civil rights programs, such as:

- Environmental Justice (EJ)
- Limited English Proficiency (LEP)
- Equal Employment Opportunity (EEO)
- Disadvantaged Business Enterprise (DBE)
- On-the-Job Training Program (OJT)

## NHDOT Title VI Policy

NHDOT is committed to nondiscrimination and equal employment in all programs and activities in accordance with the Title VI of the Civil Rights Act of 1964 and related regulations and directives.

Every effort will be made to prevent and/or correct discrimination through the impact of its programs, services, policies and activities on any individual regardless of their social and economic status.

NHDOT will not tolerate discrimination by a NHDOT employee or recipient of federal funds such as

contractors, consultants, suppliers, planning agencies, transit agencies, universities, towns, cities, or any other recipients of NHDOT federal funds.

For details of NHDOT’s Title VI Plan please visit our website at:  
[www.nh.gov/dot/org/administration/ofc/index.html](http://www.nh.gov/dot/org/administration/ofc/index.html)

## How Discrimination Occurs?

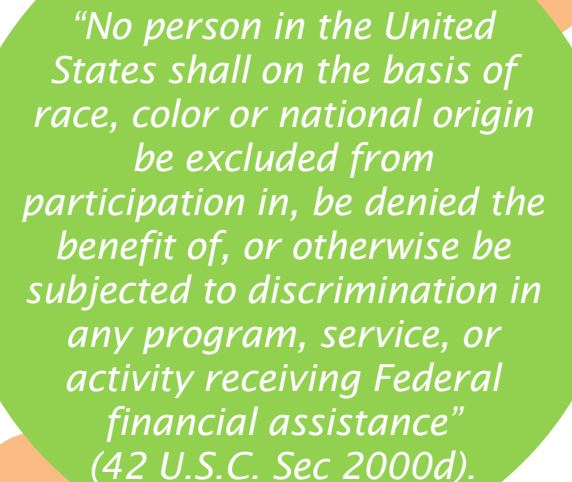
There are many forms of illegal discrimination that limit the opportunity for minority and economically disadvantaged individuals to participate in federally assisted programs and activities such as bidding and contracting, construction, transit, environmental services, human resource, transportation planning, right of way, community assistance, etc.

Discrimination under Title VI occurs when inferior services are provided for certain groups or individuals in an adverse or disproportionate manner than other individuals or groups receiving the same service. Some examples include the following:

- Denial of services, benefits or financial aid;
- Segregation or different treatment of individuals or groups in any part of the program;
- Denial of opportunities to participate as a member of planning, advisory or similar body;
- Restriction of access to services and activities of any advantage or privilege enjoyed by others receiving any service, benefits or financial aid;
- Distinctions in quality, quantity or manner in which services or benefits are provided; etc.

## Who May File a Complaint?

A complaint may be filed by any individual or group who believes that they have been subject to discrimination or retaliation based on their race, color, national origin, sex, age, disability, and/or income level, in any program, service or activity provided by NHDOT where public funds were used for public benefit.



*“No person in the United States shall on the basis of race, color or national origin be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving Federal financial assistance” (42 U.S.C. Sec 2000d).*

The New Hampshire Department of Transportation is an Equal Opportunity Employer.