



The *Lawyers' Committee's* Frequently Asked Questions for Filing an Administrative Complaint under Title VI of the Civil Rights Act of 1964

1. What is Title VI?

Title VI is the portion of the 1964 Civil Rights Act that bans discrimination on the basis of race, color, and national origin in programs and activities that receive federal funds or other forms of federal financial assistance.

2. What can I do if I believe Title VI is being violated?

You may file a Title VI complaint with the Office of Civil Rights at the federal agency that provided the financial assistance.

3. What information should I include in my Title VI complaint?

- a. Your contact information (e.g., phone number, address).
- b. The recipient of financial assistance that allegedly committed the discriminatory act.
- c. A description of the alleged discriminatory conduct including dates.
- d. A description of how that alleged discriminatory act has the effect of causing a specific adverse impact.
- e. A description of how that adverse impact disparately affects an individual or group on the basis of categories protected by Title VI (i.e., race, color, or national origin).
- f. A description of any possible retaliation you may have suffered (if any) for complaining about the alleged discrimination.
- g. The complaint must be signed and dated.

4. How do I know if the project is receiving federal financial assistance?

- a. That information may be available by researching the project or activity. You should contact the entity that is conducting the project to determine if they have received federal assistance.
- b. In addition, the federal government has a number of websites that allow you to search for projects that receive federal assistance. For example:
 - i. Federal Assistance Award Data System
<http://www.census.gov/govs/www/faads.html>
 - ii. Catalogue of Federal Domestic Assistance
<https://www.cfda.gov/>
 - iii. Single Audit Database
<http://harvester.census.gov/sac/dissemin/entity.html>
- c. It may also be necessary to file a Freedom of Information Act (FOIA) request. The Freedom of Information Act (FOIA), 5 U.S.C. § 552 is the federal law that makes government information accessible to the people.

5. When should I file a complaint?

The complaint should be filed (received) within 180 days of the discriminatory conduct.

6. Can I file a lawsuit?

It depends what type of claim you are alleging. You must file an administrative complaint for disparate impact discrimination claims with the funding agency. However, if you allege intentional discrimination, you may sue the alleged offending party in federal district court.

7. Where can I go if I want legal assistance?

Contact the **Lawyers' Committee for Civil Rights Under Law**. We work directly with attorneys who are willing to provide pro bono (free) legal assistance. We are located at:

1401 New York Ave, NW, Suite 400
Washington, DC 20005

or call:

888-299-5227 (Toll Free)

<http://www.lawyerscommittee.org>



Contact Information for Federal Agencies

Department Of Agriculture

U.S. Department of Agriculture, Office of Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250, Mail Stop 0115
Telephone number: (202) 720-3808
<http://www.ascr.usda.gov/>

Department of Commerce

U.S. Department of Commerce, Office of Civil Rights
1401 Constitution Ave., NW, Room 6012
Washington, D.C. 20230
Telephone number: (202) 482-0625
<http://www.osec.doc.gov/ocr/default.htm>

Department of Education

U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, D.C. 20202
Telephone number: (800) 421-3481
<http://www2.ed.gov/about/offices/list/ocr/index.html>

Department of Energy

U.S. Department of Energy, Office of Civil Rights and
Diversity
1000 Independence Avenue, SW
Washington, D.C. 20585
Telephone number: (202) 586-5000
http://diversity.doe.gov/civil_rights/

Department of the Interior

DOI Accessibility & Compliance Coordinator of Civil Rights
Room MS-5221
1849 C. Street, NW
Washington, DC 20240
Telephone: (202) 208-5693
http://www.doi.gov/diversity/civil_rights.html

Department of Justice

U.S. Department of Justice, Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531
Telephone: (202) 307-0690
<http://www.ojp.usdoj.gov/flash.htm>

Department of Labor

U.S. Department of Labor, Civil Rights Center
Room N-4123
200 Constitution Avenue, NW
Washington, DC 20210
Telephone: (202) 693-6502
<http://www.dol.gov/oasam/programs/crc/>

Department of Transportation

U.S. Department of Transportation
Departmental Office of Civil Rights
External Civil Rights Programs Division
1200 New Jersey Ave, S.E.
Washington, DC 20590
Telephone: (202) 366-4070
<http://www.dotcr.ost.dot.gov/>

Environmental Protection Agency

U.S. Environmental Protection Agency
Office of Civil Rights
Mail Code 1201A
1200 Pennsylvania Ave NW
Washington, D.C. 20460
Telephone: (202) 564-7272
<http://www.epa.gov/civilrights/>

General Services Administration

U.S. General Services Administration
Office of Civil Rights
1800 F Street, NW, Suite 5127
Washington, DC 20405
Telephone: (202) 501-6767
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=11553

Department of Health and Human Services

U.S. Department of Health and Human Services
Office for Civil Rights
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201
Telephone number: (800) 368-1019
<http://www.hhs.gov/ocr/office/index.html>

Department of Homeland Security

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Washington, D.C. 20528
Telephone: (202) 401-1474
http://www.dhs.gov/xabout/structure/editorial_0371.shtm

Department of Housing and Urban Development

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 Seventh St., SW Room 5204
Washington, DC 20410
Telephone: (800) 669-9777
http://portal.hud.gov/portal/page/portal/HUD/topics/housing_discrimination