

## **YUMA COUNTY, COLORADO**

### **TITLE VI POLICY AND PLAN**

#### **PURPOSE:**

It is the policy of the Yuma County (the “County” or “Yuma County”) that no person shall, on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination with respect to Yuma County’s public services, as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

#### **SCOPE:**

This Policy shall apply to all Departments/Offices that are part of Yuma County government, the County Administrator, and to the Board of County Commissioners. This Policy also applies to contractors acting on behalf of Yuma County.

#### **I. NON-DISCRIMINATION**

Yuma County prohibits discrimination based on race, color, national origin, sex, disability or age. Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification may be a form of prohibited discrimination. Harassment and retaliation may also be prohibited forms of discrimination.

Examples of prohibited types of discrimination, when based on race, color, national origin, sex, disability, or age, include: denial to an individual of any service, financial aid, or other benefit; distinctions in the quality, quantity, or manner in which a benefit is provided; segregation or separate treatment; restriction in the enjoyment of any advantages, privileges, or other benefits provided; discrimination in any activities related to highway and infrastructure or facility built or repaired; and discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator, as defined below, is authorized to ensure compliance with this Plan, Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d and related statutes, and the requirements of 23 CFR pt. 200 and 49 CFR pt. 21.

#### **II. ORGANIZING, STAFFING AND STRUCTURE**

Pursuant to authorization granted by Yuma County Board of County Commissioners, the County Administrator is responsible for ensuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and, by this policy, has directed that non-discrimination is required of all employees, contractors, and agents.

Yuma County has appointed a Title VI Coordinator to ensure compliance with Title VI. This Policy is administered by the Title VI Coordinator. All questions related to this Policy should be directed to the Title VI Coordinator, County Administrator; 970-332-5796; [administrator@co.yuma.co.us](mailto:administrator@co.yuma.co.us).

The Title VI Coordinator is responsible for:

1. Maintaining and reviewing the County's Title VI Policy.
2. Providing reports as required.
3. Processing complaints regarding Title VI compliance. This includes ensuring investigation of any Title VI complaints, compiling a complaint log, and reporting as required.
4. Complaints regarding Human Services will be referred to the Department of Human Services Director (the "Department Director").
5. Conducting reviews and Title VI assessments of programs or projects receiving federal funds.
6. Developing and distributing, as appropriate, Title VI information.
7. Resolving any deficiency status and determining any necessary remedial action.

### **III. DEPARTMENT OF HUMAN SERVICES**

#### **A. PURPOSE:**

The purpose of this Policy is to establish procedures concerning grievances or complaints filed by clients alleging discrimination. Federal and state regulations prohibit Yuma County Department of Human Services ("DHS") employees from excluding, denying benefits, or otherwise discriminating against anyone seeking services on the basis of race, religion, color, creed, political belief, national origin, gender, sexual orientation, age, public assistance status, or the presence of a disability.

An individual who believes he or she has been discriminated against may file a complaint with the Yuma County Department of Human Services (DHS), with the State, or directly with the Federal government. When a complaint is filed with DHS, the DHS Director is responsible for an investigation of the matter and taking necessary corrective action to eliminate any discriminatory activities found.

The Department Director is designated as the department's Americans with Disabilities Act (ADA) and Section 504 Coordinator to respond to inquiries and complaints of discrimination related to the ADA and/or Section 504 of the Rehabilitation Act of 1973. These policies apply to all DHS employees, regardless of the program area in which they work. There are more specific guidelines outlined below regarding programs that have specific requirements related to the grievance process. This Policy covers all DHS programs including the Child Welfare, Assistance Programs and Child Support Services.

*State Requirements Related to this Policy:*

The Anti-Discrimination Policy of the Colorado Department of Human Services regulations 12 CCR 2509-7 (Volume 7), requires that counties administer all social service programs in compliance with all federal requirements related to anti-discrimination.

There are specific guidelines related to grievances regarding Child Welfare cases. Section 19-3-211 of the Colorado Revised Statutes (C.R.S.), requires each county to establish a process to review grievances against County personnel in Child Welfare. This statute requires the county to convene a panel of citizens if the Department Director cannot satisfactorily resolve the grievance (the Citizen Review Panel as further described in Section C.5). If the Citizen Review Panel cannot satisfactorily resolve the grievance, the Governing Board (here, the Yuma County Board of County Commissioners) must review the case and make a recommendation to the Department Director for resolution. The procedures related to the Citizen Review Panel found in this document apply only to grievances regarding Child Welfare cases.

In addition, there are specific guidelines for grievances regarding Food Assistance cases. SNAP Regulation, 10 CCR 2506-1, (Volume 4) Complaint Procedures, outlines the requirements for counties regarding grievances and complaints for Food Assistance and prohibits discrimination on the basis of age, race, color, sex, disability, religious creed, national origin or political belief in eligibility determination and distribution of Food Assistance benefits.

Other regulations include: Title 24 CRS Parts 4, 6, 8 and 34; Title 10 Code of Colorado Regulations (CCR) Section 8.100; The Colorado Anti-Discrimination Act.

*Federal Requirements Related to this Policy:*

Title 45 of the Code of Federal Regulations Part 80, 84 and 91, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA), and the Age Discrimination Act of 1975 prohibit DHS employees from excluding, denying benefits, or otherwise discriminating against anyone seeking services on the basis of race, religion, color, creed, political belief, national origin, gender, age, or the presence of a disability. The policies below establish a process for an individual to file a complaint if he or she feels that his or her rights under these federal regulations have been violated.

Additionally, Section 1557 of the Patient Protection and Affordable Care Act of 2010. U.S. Department of Health and Human Services Regulations.

**B. GENERAL DEPARTMENT OF HUMAN SERVICES POLICIES:**

1. Any individual who believes he or she has been discriminated against by an employee or program of the Yuma County Department of Human Services according to the federal and state anti-discrimination laws, may file a grievance or complaint with DHS.
2. The individual filing the grievance or complaint shall be afforded the opportunity to have that grievance or complaint reviewed by DHS.
3. Whenever possible, grievances or complaints filed against a program or employee of the Yuma County DHS should be received in writing and addressed to the Department Director. If an individual indicates that he or she wishes to file a grievance or complaint of discrimination, he or she must provide all of the necessary information listed in B.5 (a through f) below.
4. If the person is unwilling to put his or her grievance or complaint in writing, the DHS employee to whom the allegation is made shall document the complaint in writing and make every effort to secure the information specified in B.5 (a through f) below.
5. Complaints or grievances must include all of the following information:
  - a. The name, address and telephone number or other means of contacting the person alleging discrimination.
  - b. The location and name of the office, program or person which is accused of discriminatory practices.
  - c. The nature of the incident or action, or the policy or aspect of program administration that led the person to allege discrimination.
  - d. The basis for the alleged discrimination (age, race, color, sex, handicap, religious creed, national origin, or political beliefs).
  - e. The name(s) and title(s), if appropriate, of person(s) who may have knowledge of the alleged discriminatory act.
  - f. The date(s) on which the alleged discriminatory action(s) occurred.
6. The complainant shall be advised that a complaint may not be investigated unless it includes the information specified in B.5 (a through f) above.
7. The complaint shall be date-stamped immediately upon receipt by DHS.
8. Guidelines for grievances or complaints:
  - a. Clients are excluded, by statute, from filing a grievance related to eligibility determination or eligibility for any program – unless the grievance is related to civil rights.
  - b. Individuals may not file a grievance that interferes with or modifies the process of civil or criminal investigations, or to seek relief from any court action.
  - c. Grievances must be submitted within 180 days from the date of the alleged discriminatory act(s).
9. Recommendations to resolve a grievance are limited to actions within the authority of the Department Director, such as case reassignment, personnel training, and disciplinary action concerning a DHS employee. If disciplinary action is initiated against an DHS employee as a result of such recommendations, the employee shall be entitled to the rights, including procedural rights to appeal, that the employee has through the personnel merit system.

10. If applicable, persons selected to serve on a panel to review a grievance or complaint will have access to child abuse or neglect reports (if applicable) and any information from the complete case file that they deem pertinent to the grievance. These documents shall be used solely for review of the grievance. Persons selected to review a grievance or complaint may not divulge or make public any confidential information contained in the reports. Identifying information about the person who reported the child abuse or neglect shall be withheld from the reports provided to persons selected to review a grievance or complaint.
11. If applicable, the Citizen Review Panel may, at the request of the complainant, DHS, or the subject of the grievance, take informal testimony submitted voluntarily and without fee by experts or other individuals that may be pertinent to the grievance.

### **C. PROCEDURES:**

The following are the procedures that DHS employees are required to follow regarding grievances or complaints alleging discrimination received by the department. The procedures for grievances and complaints regarding cases related to Child Welfare and for cases related to Assistance Programs are specifically outlined below.

#### **Child Welfare**

The following procedures apply to grievances or complaints alleging discrimination related to cases of Child Welfare:

1. Once a written grievance or complaint is received, it shall be immediately date-stamped.
2. If a verbal grievance or complaint is made to a DHS employee, that employee must document the grievance or complaint in writing and attempt to obtain all of the required information from the person alleging the discriminatory act(s).
3. All grievances or complaints must be submitted to the Department Director for internal resolution within ten (10) working days after receipt of the grievance.
4. The County Director shall issue a written final decision resolving the grievance within Twenty (20) days. If the decision resolves the grievance to the complainant's satisfaction, the grievance will be closed.
5. If the complainant's grievance is not resolved by the county director, upon the request of the complainant, the grievance will be referred to the Citizen Review Panel. The Citizen Review Panel, for the purposes of this Policy, shall be the Northeast Colorado Citizen Review Panel. Persons as required in statute (see 12 CCR 2509-7), shall serve as the Citizen Review Panel. Members of the Citizen Review Panel shall have demonstrable personal or professional knowledge and experience with children, and at least one member must be the parent of a minor child at the time of their appointment.
6. The Citizen Review Panel will review the grievance and DHS's proposed resolution of the grievance within thirty days after receipt of the referral.

7. At the request of the complainant, DHS, or the subject of the grievance, the Citizen Review Panel, as part of its review, may take informal testimony submitted voluntarily and without fee by experts or other individuals, including county department personnel.
8. A Citizen Review Panel may request and receive information from any other county or city and county that may be pertinent to the grievance.
9. The Citizen Review Panel shall provide the complainant and the Department Director written notification of its recommendation concerning the grievance and the basis for its recommendation.
10. If DHS and complainant agree with the recommendation of the Citizen Review Panel, the Department Director shall issue a written final decision and the grievance shall be closed.
11. If DHS and complainant disagree with the recommendation of the Citizen Review Panel, the grievance shall be referred to the Governing Board for review.
12. The Governing Board shall submit a written decision containing its recommendation and the basis for its recommendation to the Department Director and any County department employee who is the subject of a grievance within thirty days of receiving the grievance.
13. The Department Director shall issue a written final decision that shall include the Department Director's plan for implementation of the final decision.
14. Any recommendations of the Citizen Review Panel and of the Governing Board shall be limited to actions within the authority of the Department Director including, but not limited to, recommendations for case reassignment, personnel training, and disciplinary action concerning a County department employee. If disciplinary action is initiated against a County department employee as a result of recommendations, the employee shall be entitled to the rights, including procedural rights to appeal, that the employee has through the merit system or other applicable personnel system under which the employee is employed.
15. A Citizen Review Panel and any governing body shall have access to child abuse or neglect reports and any information from the complete case file that the governing body believes is pertinent to the grievance, which shall be reviewed solely for the purpose of resolving grievances pursuant to the provisions of this section except that access to identifying information concerning any person who reported child abuse or neglect shall not be provided and no participant in the conflict resolution process shall divulge or make public any confidential information contained in a report of child abuse or neglect or in other case file records to which he or she has been provided access.
16. DHS shall prepare a final report to the Citizen Review Panel within thirty days after the issuance of any final decision in the conflict resolution process that shall include the disposition of each grievance referred to the Citizen Review Panel in a manner not inconsistent with applicable state and county personnel rules.
17. The complainant and County department employee who is the subject of the grievance shall receive copies of the following:

1. The written decision of the Governing Board;
2. The final written decision of the Department Director;
3. The final report of DHS.

## **Disability Compliance**

In Accordance with Section 504 of the Rehabilitation Act (1973), Title II of the American with Disabilities Act (1990) (ADA) and section 1557 of the Patient Protection and Affordable Care Act of 2010, DHS does not discriminate against qualified individuals with disabilities on the basis of disability in employment, admission, or access to, treatment or participating in, or receipt of the services and benefits under any of its programs, services and activities.

DHS will make reasonable modifications to policies, practices, procedures, and programs to ensure that individuals with disabilities have an equal opportunity to obtain services within the facility. Anyone who requires an auxiliary aid or service should contact DHS. DHS is not required to take any action that would alter the nature of the programs, services and/or activities, or impose an undue financial or administrative burden on the Department.

In turn, the Department will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids and services or by providing reasonable modifications.

DHS provides auxiliary aids and services to individuals with disabilities, and language services to individuals whose first language is not English, when needed, to ensure equal opportunity and meaningful access to programs, services and activities.

If an individual believes that DHS has failed to provide these services or discriminated in another way, a grievance can be filed with the Department Director by mail, phone, fax, or email within sixty (60) days of the incident.

For Food Assistance discrimination complaints, a Complainant may complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCF%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The completed AD-3027 form or letter must be submitted to Food and Nutrition Service, USDA, 1320 Braddock Place, Room 334, Alexandria, VA 22314; or fax (833) 256-1665 or (202) 690-7442; or email [FNSCIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda.gov)

For Medical Assistance discrimination complaint, a Complainant may contact 504/ADA Coordinator, 1570 Grant St, Denver, CO 80203, phone (303) 866-6010; fax (303) 866-2828, State Relay 711; email [hcpf504ada@state.co.us](mailto:hcpf504ada@state.co.us). Complaints can also be filed with the U.S. Department of Health and Human Services Office for Civil Rights at <http://www.hhs.gov/ocr/filing-with-ocr/index.html>.

**The following procedures apply to grievances or complaints received by the department that are related to all Assistance Programs:**

1. The Department Director (Civil Rights Contact Person) shall be notified of all civil rights complaints as soon as possible, but within 24 hours of receiving the complaint by the Department or a representative of the Department.
2. The Department Director shall conduct an informal investigation within 60 days of receiving the complaint. A formal investigation will be completed within 120 days. (The individual who has had a complaint filed against them shall not be the one conducting the investigation.) If there is a potential conflict of interest, senior leadership shall conduct the investigation.
3. Within three (3) calendar days upon completion of the investigation, the Department Director (or Civil Rights Designee) will notify the individual that submitted the complaint, in writing, via certified mail and email (if available). They will also be notified of their right to appeal a decision (see below).
4. All Civil Rights complaints that are found by the Department Director to have merit (a “founded complaint”) shall be forwarded on to the appropriate state Department and all necessary steps to correct the violation shall begin. DHS must provide a detailed description of actions taken and modifications made to correct the violation within the three (3) days of completing the investigation. HCPF founded complaints will be sent through the secure County Relations Web form Ticket (<https://hcpfdev.secure.force.com/HCPFCountyRelations>) or by encrypted email to [HCPF\\_CountyRelations@state.co.us](mailto:HCPF_CountyRelations@state.co.us). Upon receipt of the founded Civil Rights complaint HCPF will work with DHS on any additional corrective steps.
5. All complaints will be traced by the Department Director using DHS’s Complaint Log. Complaints will be tracked with the outcome of the investigation, process changes that were implemented based on the result of the investigation, and training provided as a result of the investigation’s outcome. The complaint log will be used to monitor progress of the investigation to ensure timeliness. Complaint data involving HCPF programs will be submitted on a biannual basis (end of July, end of January) sent through the secure County Relations web form ticket (<https://hcpfdev.secure.force.com/HCPFCountyRelations>) beginning January 2024.

**Appeal Process**

1. If the complainant is not satisfied with the results of DHS’s investigation, they have thirty (30) calendar days to notify DHS of their intent to appeal the initial decision. The appeal shall be in writing. If the appeal is received by DHS it will be forwarded to the Yuma County Board of County Commissioners sitting as the Board of Social Services to review the appeal and to the appropriate state department by the Department Director.
2. The Board of Social Services shall consider all the testimony and evidence introduced during the appeal. The complainant and Department Director may both be allowed to introduce



witnesses and evidence in a fair and consistent manner and may be represented by counsel if desired.

3. Appeal decision must be rendered by the Board of Social Services within fifteen (15) calendar days of appeal being received by DHS. All decisions shall be in writing and provided to the Department Director and the individual who submitted the appeal and the state Department. The Department Director must update the Complaint Tracking Log with outcome of appeal.
4. No retaliation of any kind will be tolerated.

DHS will cooperate fully with federal and state investigative processes and will initiate corrective actions as specified in 10 CCR 2505-5 1.020.11 until DHS rectifies the issue. Non-compliance with corrective action will result in sanctions as stated in 10 CCR 2505-5.

#### **IV. TRANSPORTATION PROGRAM AREA DESCRIPTION AND REVIEW**

Yuma County has identified and reviewed the following transportation-related program areas and is not aware of any discrimination concerns. According to the information provided by Colorado Department of Public Health and Environment, there are no environmental justice areas in Yuma County. Yuma County's minority population is dispersed across the area in a fairly balanced nature. *See* section VI for additional analysis and information.

##### **A. Roadway Construction, including Right of Way Acquisition**

Roadway construction projects are undertaken based on assessment of traffic and safety needs in compliance with Title VI and consistent with available funding. Information about capital improvement projects is published on Yuma County's website and available for public review.

Yuma County complies with all applicable federal and state regulations regarding right of way acquisitions. Projects are subject to competitive bidding. Yuma County is not aware of any discrimination concerns and has not received any discrimination complaints related to any current or past roadway construction projects.

##### **B. Transportation Services**

Yuma County does not directly provide transportation services. Programs for transportation services are available from the Northeast Colorado Association of Local Governments.

##### **C. Road Maintenance and Snow and Ice Control**

Under Yuma County's Road Maintenance Program, street conditions are assessed using a standardized method of pavement distress identification developed at the request of the United States Department of Transportation's Federal Highway Administration. Information about this program is available to the public.

Yuma County conducts snow and ice control based on its Operational Snow and Ice Control Plan, which is available to the public. Priority is based on the type of roadway, e.g., major collector, minor collector, or residential. Yuma County is not aware of any discrimination concerns and has not received any discrimination complaints related to road maintenance or snow and ice control.

## **V. TITLE VI COMPLAINT PROCEDURE FOR NON-DHS MATTERS**

Yuma County is required to investigate, track, and report discrimination complaints. Complaints under this Title VI procedure must be filed in writing. If you need assistance to file your complaint or need interpretation services, please contact Yuma County's Title VI Coordinator.

### 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 non-DHS Yuma County program or activity because of their race, color, national origin, age, sex, or disability may file a complaint in accordance with this Policy. Discrimination may include 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 in a discrimination investigation.

### How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact the Yuma County Title VI Coordinator if you believe your complaint may fall outside 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 Yuma County's Title VI Coordinator.**

Yuma County Title VI Coordinator  
County Administrator  
Ph.: 970-332-5796  
Email: administrator@co.yuma.co.us

**Complaints concerning Yuma County Department of Human Services will be referred to and may be made directly to:**

Yuma County Department of Human Services  
ATTN: Department Director

Kara Hoover  
Ph.: 970-332-4877  
Email: [kara.hoover@state.co.us](mailto:kara.hoover@state.co.us)

OR

U.S. Department of Health and Human Services  
Office for Civil Rights  
1961 Stout Street, Room 08-148  
Denver, CO 80204  
Ph: 800-368-1019  
Fax: 202-619-3818  
TDD: 800-537-7697  
Email: [OCRComplaint@hhs.gov](mailto:OCRComplaint@hhs.gov)  
[www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html](http://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html)

Colorado Department of Health Care Policy and Financing  
Civil Rights Officer  
1570 Grant Street  
Denver, CO 80203  
Ph: 303-866-6010  
State Relay: 711  
Fax: 303-866-2828  
Email: [hcpf504ada@state.co.us](mailto:hcpf504ada@state.co.us)  
<https://hcpf.colorado.gov/americans-disabilities-act>

Colorado Department of Regulatory Agencies  
Colorado Civil Rights Division  
1560 Broadway, Suite 825  
Denver, CO 80202  
Ph: 303-894-2997  
Toll Free: 800-262-4845  
State Relay: 711  
Fax: 303-894-7830  
Email: [dora\\_ccrd@state.co.us](mailto:dora_ccrd@state.co.us)  
<https://socgov07-site.secure.force.com/ColoradoCivilRights>

**Complaints concerning transportation programs 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  
Toll Free: 800-925-3427  
Fax: 303-952-7088  
[dot\\_civilrights@state.co.us](mailto:dot_civilrights@state.co.us)

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

Federal Transit Administration  
Office of Civil Rights  
Attention: Complaint Team  
East Building, 5th Floor - TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
Phone: (888) 446-2511  
<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta>

#### What happens after a complaint is filed?

Title VI complaints should be investigated within 60 days unless information critical to a resolution of the complaint is not reasonably available within that time period. Investigations generally include interviewing the parties and key witnesses. The investigator may also request relevant information such as documents, electronic information, and other sources of information from the 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 involving transportation programs, complaints may be forwarded to either the Colorado Department of Transportation or the Federal Highway Administration 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.

#### **VI. Title VI Complaint Form (for complaints not involving the Department of Human Services)**

Please complete this form to the best of your ability. If you need translation or other assistance,

contact the Yuma County Title VI Coordinator at the address shown above.

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone/Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

*Basis of Complaint (circle all that apply):*

Race	Color
National Origin	Sex/Gender
Age	Disability
Retaliation	Other:

*Who discriminated against you?*

Name \_\_\_\_\_

Name of Department/Unit \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

*How were you discriminated against? (Attach additional pages, if more space is needed.)*

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*Where did the discrimination occur?*

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*Dates and times discrimination occurred.*

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*Were there any other witnesses to the discrimination? If, so*

Name	Organization/ Title	Work Phone	Home Phone

*How would you like to see this situation resolved?*

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*Have you filed your complaint, grievance, or lawsuit with any other agency or court? If so,*

Who filed \_\_\_\_\_ Date filed \_\_\_\_\_

Status (pending/resolved, etc.) \_\_\_\_\_ Result, if known \_\_\_\_\_

Complaint number, if known \_\_\_\_\_

Do you have an attorney in this matter? \_\_\_\_\_ If so,

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **VII. Public Participation Plan/Limited English Proficiency (LEP) Plan**

Yuma County is governed by. The Board of County Commissioners is responsible for approving capital improvement projects. Yuma County's website invites interested parties to attend meetings of the Board of County Commissioners and provides information on how individuals can address the Board. Notice of Yuma County public meetings are posted at the County Courthouse.

## **VIII. Notice of Rights**

A Notice of Rights is placed on Yuma County's website and posted at the County's main administrative office. A separate notice posted at Yuma County Department of Human Services Offices in English and in Spanish. Alternative formats will be made available upon request for people with visual impairments or who otherwise cannot read the notice as posted.

### **Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964**

Yuma County operates its programs and services without regard to race, color, national origin, sex, age, or disability. Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Yuma County program or activity because of their race, color, national origin, age, sex or disability may file a discrimination complaint with Yuma County.

To File a Title VI discrimination complaint, contact:

Yuma County Title VI Coordinator  
Yuma County Administrator  
Ph.: 970-332-5796  
Email: [administrator@co.yuma.co.us](mailto:administrator@co.yuma.co.us)

For complaints involving and the Department of Human Services, you may contact:

Yuma County Department of Human Services  
ATTN: Department Director  
Kara Hoover  
Ph.: 970-332-4877  
Email: [kara.hoover@state.co.us](mailto:kara.hoover@state.co.us)

U.S. Department of Health and Human Services  
Office for Civil Rights  
1961 Stout Street, Room 08-148  
Denver, CO 80204  
Ph: 800-368-1019  
Fax: 202-619-3818  
TDD: 800-537-7697  
Email: [OCRComplaint@hhs.gov](mailto:OCRComplaint@hhs.gov)  
[www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html](http://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html)

Colorado Department of Health Care Policy and Financing  
Civil Rights Officer  
1570 Grant Street  
Denver, CO 80203  
Ph: 303-866-6010  
State Relay: 711  
Fax: 303-866-2828  
Email: [hcpf504ada@state.co.us](mailto:hcpf504ada@state.co.us)  
<https://hcpf.colorado.gov/americans-disabilities-act>

Colorado Department of Regulatory Agencies  
Colorado Civil Rights Division  
1560 Broadway, Suite 825  
Denver, CO 80202  
Ph: 303-894-2997  
Toll Free: 800-262-4845  
State Relay: 711  
Fax: 303-894-7830  
Email: [dora\\_ccrd@state.co.us](mailto:dora_ccrd@state.co.us)  
<https://socgov07-site.secure.force.com/ColoradoCivilRights>

Complaints concerning transportation programs 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  
Toll Free: 800-925-3427  
Fax: 303-952-7088



[dot\\_civilrights@state.co.us](mailto:dot_civilrights@state.co.us)

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

Federal Transit Administration  
Office of Civil Rights  
Attention: Complaint Team  
East Building, 5th Floor - TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
Phone: (888) 446-2511  
<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta>