

## TITLE VI COMPLAINT

**Instructions:** Complete and sign this form. Mail or fax completed form to Kentucky River Foothills Development Council, Inc.

**Address:**

Kentucky River Foothills Development Council, Inc.  
6021 Atwood Drive  
Richmond, KY 40475

**Fax:**

Kentucky River Foothills Development Council, Inc.  
Attn: Discrimination Complaint Administration  
(859) 624-2049

**SECTION 1 | COMPLAINANT INFORMATION:** Are you filing this complaint on your own behalf? ☐ Yes ☐ No

FIRST NAME	MI	LAST NAME	PHONE	ALTERNATE PHONE	EMAIL ADDRESS
MAILING ADDRESS (street)			CITY	STATE	ZIP

**SECTION 2 | COMPLAINT DETAILS:**

**ACCESSIBLE FORMAT REQUIREMENTS?**

Please indicate the basis of your complaint:

- ☐ Race  
☐ Color  
☐ National Origin

- ☐ Large Print: TDD  
☐ Audio Tape: Other

Provide the date and place(s) of the alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date of discrimination.

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently than you. (Attach additional pages if necessary.)

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances. Tell what action you took which you believe was the cause for the alleged retaliation. (Attach additional pages if necessary.)

Names of individuals, agency, or department responsible for the discriminatory action(s):

	Name:	Address:	Phone:
1.			
2.			
3.			
4.			

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Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: *(Attach additional pages if necessary.)*

	<u>Name:</u>	<u>Address:</u>	<u>Phone:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation. *(Attach additional pages if necessary.)*

Photographs submitted with complaint? ☐ Yes ☐ No

### SECTION 3 | ACTIONS:

Have you filed, or do you intend to file, a complaint regarding the matter raised with any of the following?  
If yes, please check all that apply and provide the filing dates.

<input type="checkbox"/> Federal Agency	_____	<input type="checkbox"/> State Agency	_____
<input type="checkbox"/> Federal Court	_____	<input type="checkbox"/> Local Agency	_____
<input type="checkbox"/> State Court	_____	<input type="checkbox"/> Other	_____

Have you discussed the complaint with any KRFDC representatives? ☐ Yes ☐ No  
If yes, provide the name, position, and date of discussion.

Name of KRFDC Representative	Position of Representative	Date of Discussion

Do you have an attorney regarding this matter? If yes, please provide attorney's contact information. ☐ Yes ☐ No

Name of Law Firm	Name of Representing Attorney
Mailing Address	Phone

Briefly explain what remedy or action you are seeking for the alleged discrimination.

**We cannot accept an unsigned complaint. Please sign and date the complaint form below.**

Complainant's Signature	Date

### FOR KRFDC Office USE ONLY

Date Complaint Received: _____	Investigated by: _____	Resolution Date: _____
Resolution Details: _____		