



## **INSTRUCTIONS: EXTERNAL COMPLAINT OF DISCRIMINATION**

The purpose of this form is to help any person interested in filing a discrimination complaint with the Town of Lowell. You are not required to use this form. You may write a letter with the same information, sign it, and return it to the address below. All bold items must be completed for your complaint to be investigated. Failure to provide complete information may impair the investigation of your complaint.

Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations (Title VI) prohibit discrimination on the basis of race, color, national origin, sex, age, disability/handicap, or income status in connection with programs or activities receiving federal financial assistance for the United States Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to the Town of Lowell as a sub-recipient of federal financial assistance.

Upon request, assistance will be provided if you are an individual with a disability or have Limited English proficiency (LEP). Complaints may also be filed using alternative formats such as computer disk, audiotape, or Braille.

You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to the Town of Lowell. Additionally, you have the right to seek private counsel.

The Town of Lowell is prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

Please make a copy of your complaint form for your personal records. Do not send your original documents as they will not be returned. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address below.

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

**\*\*Your complaint cannot be processed without your signature.**

Title VI Coordinator  
Craig Hendrix, Town Manager  
501 E. Main Street  
Lowell, Indiana 46336  
219-696-7794  
[chendrix@lowell.net](mailto:chendrix@lowell.net)

COMPLAINANT INFORMATION		
Name <i>(first, middle, last)</i>		
Address <i>(number and street, city, state, ZIP code)</i>		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -

PERSON / DEPARTMENT YOU BELIEVE DISCRIMINATED AGAINST YOU												
Name <i>(first, middle, last)</i>	Title											
Name of department												
Address <i>(number and street, city, state, ZIP code)</i>												
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -										
When was the last alleged discriminatory act? <i>(month, day, year)</i>												
<p><b>Complaints of discrimination must be filed within 180 days of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.</b></p>												
<p><b>The alleged discrimination was based on:</b></p> <table> <tr> <td>Race</td> <td>Color</td> <td>Age</td> <td>Gender</td> <td>National Origin</td> </tr> <tr> <td>Disability</td> <td>Ancestry</td> <td>Retaliation</td> <td>Religious Affiliation</td> <td></td> </tr> </table>			Race	Color	Age	Gender	National Origin	Disability	Ancestry	Retaliation	Religious Affiliation	
Race	Color	Age	Gender	National Origin								
Disability	Ancestry	Retaliation	Religious Affiliation									

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Name of complainant

Date (month, day, year)

**Describe the alleged act(s) of discrimination. (Use additional pages, if necessary)**

**Provide the names of any individuals with additional information regarding your complaint:**

Name of witness 1 (first, middle, last)	Title
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Name of company
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Address (number and street, city, state, ZIP code)
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Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -
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<p>Include a brief description of the relevant information the witness may provide to support your complaint of discrimination:</p> <div style="border: 1px solid black; height: 150px;"></div>
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Name of complainant

Date (month, day, year)

Name of witness 2 (first, middle, last)		Title
Name of company		
Address (number and street, city, state, ZIP code)		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination:		

Name of witness 3 (first, middle, last)		Title
Name of company		
Address (number and street, city, state, ZIP code)		
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination:		