

PUBLIC NOTICE
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Department of Planning and Permitting (DPP) is committed to assuring compliance with Title VI of the Civil Rights Act of 1964, as amended (Title VI), and related statutes that prohibit individuals from being excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, sex, disability, or age, under any program or activity receiving Federal assistance.

Any person who believes that s/he had been subjected to discrimination under Title VI may file a complaint with the DPP within 60 days of the alleged discrimination. The attached Title VI Complaint Form, or a letter that includes the same information, is sufficient. Completed complaint forms/letters should be sent to the DPP at the following address, and received by the DPP within 60 days of the date of the alleged discrimination:

Department of Planning and Permitting
Title VI Coordinator
650 South King Street, 7th Floor
Honolulu, HI 96813

Individuals with disabilities or limited English proficiency may contact the DPP's Title VI Coordinator to request, if needed, assistance with filing a complaint and/or during the complaint process.

DPP Title VI Coordinator Telephone: (808) 768-8001
TDD/TTY: Dial 711, then ask for (808) 768-8001

Complaints may also be filed directly with any Environmental Protection Agency office within 180 calendar days of the alleged discrimination. Complaints must be in writing and describe the alleged discrimination. Complaints can be submitted to the regional office at:

US EPA Pacific Southwest, Region 9
75 Hawthorne Street
San Francisco, CA 94105
Telephone: (866) 372-9378

Title VI Complaint Form
City & County of Honolulu

Department of Planning and Permitting

This form is intended to assist individuals with the submittal of information concerning complaints under Title VI/related statutes, which prohibit individuals from being excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, sex, disability, or age, under any program or activity receiving Federal assistance.

- Complainants are not required to use this form; a letter that includes the same information is sufficient.
- Employees may use the internal complaint process for complaints filed under Title VI/related statutes.
- Individuals with disabilities or limited English proficiency may request, if needed, assistance with completing this complaint form and during the complaint process.
- Completed complaint forms/letters should be received by the Department of Planning and Permitting within 60 days of the date of alleged discrimination, unless otherwise specified by applicable regulations issued by the respective Federal funding agency. Complaints received after 60 days will be reviewed to determine if further processing is appropriate.

Name	Email address	
Mailing Address	Daytime Phone Number	Date

I believe that I experienced discrimination based on:

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
<input type="checkbox"/> Sex	<input type="checkbox"/> Disability	<input type="checkbox"/> Age

➤ **NAME of the person, program, service, or activity that you believe discriminated against you:**

➤ **WHEN did the alleged discrimination occur?**

➤ **WHERE did the alleged discrimination occur?**

➤ **EXPLAIN the events that have caused you to believe that you have experienced discrimination:**

You may use the reverse side of this form or attach additional sheet(s) to provide relevant information, if needed.

➤ **WHAT RESOLUTION are you seeking?**

Complainant's Printed Name	Signature of Complainant/Representative	Date
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- Submit the completed Title VI Complaint Form (or letter that includes the same information) to the Department of Planning and Permitting; 650 South King St., 7th Floor; Honolulu, HI 96813; OR
- US EPA Pacific Southwest, Region 9; 75 Hawthorne St.; San Francisco, CA 94105

August 1, 2018