

## How to File a Title VI Complaint

Complaints must be signed, written, and filed with KYTC within 180 days of the date of the alleged discrimination. It should include:

- Your name, address, and phone number.
- The name and address of the agency, institution, or department you believe discriminated against you.
- How, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination.
- The names of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.

Members of the public may also file Title VI Complaints directly with FHWA via their website:

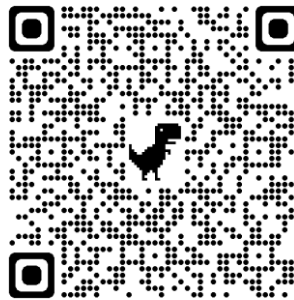
<https://www.fhwa.dot.gov/civilrights/file/titlevi.cfm>; or by requesting a Title VI Complaint form from FHWA via email at: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov).



Office for Civil Rights and  
Small Business Development

200 Mero Street,  
6th Floor  
Frankfort, KY 40622

Tiffany Squire –  
Title VI Coordinator  
Phone: (502) 782-5566  
[tiffany.squire@ky.gov](mailto:tiffany.squire@ky.gov)



**Important Information  
Regarding Title VI of the  
Civil Rights Act of 1964**

## What is Title VI of the Civil Rights Act of 1964?

Title VI of the Civil Rights Act of 1964 provides that: “[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (42 U.S.C. § 2000d).

Entities, whether public or private, that receive federal financial assistance from any federal agency, including the Federal Highway Administration (FHWA), must take concrete steps to ensure nondiscrimination in their programs and activities.

## Environmental Justice (EJ)

Executive Order 12898 provides that, “each agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations.”

## Discrimination Prohibited by Title VI

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain access to services and programs. Recipients and subrecipients of federal funds cannot, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny program services, aids, or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

## Demographic Data Collection

FHWA requires KYTC and its subrecipients to collect statistical data to give reasonable guarantee of compliance with federal regulations and to assess the impact of its programs and activities on affected persons.

## KYTC Title VI Policy

The Kentucky Transportation Cabinet is committed to ensuring equal opportunity and nondiscrimination for all persons in accordance with Title VI of the Civil Rights Act of 1964.

KYTC’s Title VI Program Plan can be found on the Civil Rights Branch website (<https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/Civil-Rights.aspx>) or by following the QR Code under our contact information.

## Limited English Proficiency (LEP)

Each recipient and subrecipient of federal financial assistance must take reasonable steps to provide meaningful access to LEP individuals in all programs, activities, or services provided.

A Limited English Proficient (LEP) person is recognized as someone who does not speak English as their primary language. They may identify as speaking English less than very well or otherwise have a limited ability to read, speak, write, or understand English.

