

Title VI Complaint Procedures

Title VI of the 1964 Civil Rights Act requires that “No 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.”

Completed forms must be submitted to:

City of Homestead – Public Works Department
Ana Azicri, Title VI Coordinator
551 SE 8 Street, Homestead, Florida 33030

The city will ensure that complaints are investigated within a reasonable time from the date of submittal. Once the complaint is received, the City of Homestead will review it to determine if it has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City of Homestead.

The City of Homestead will process complaints that are complete. The city may require the complainant to submit additional information before the complaint is investigated. The complainant’s failure to provide the requested information within seven (7) business days of the request can result in the complaint being administratively closed. The case may also be closed if the complainant no longer wishes to pursue the complaint.

The city will attempt to complete an investigation within sixty (60) days of its receipt of the complaint; however, a longer period may be necessary based on the circumstances of the alleged incident. The city will ensure that a proper investigation is conducted. The investigation may include interviews with the complainant and witnesses and a review of the records or documents relevant to the complaint. If the investigation determines that a Title VI violation occurred, the City will ensure that prompt corrective action is taken to address the issue.

After completion of the investigation, a written notice will be issued to the complainant concerning the investigation results and the corrective action taken, if applicable. If the complainant wishes to appeal the investigation determination, the complainant has seven (7) days from the date of the notice to do so. Upon receipt of an appeal, the City Manager or their designee may review the matter for resolution. Additionally, a complaint may be filed directly with the Office of Civil Rights no later than 180 days after the date of the alleged discrimination at:

The Office of Civil Rights
Attention: Title VI Program Coordinator East Building, 5th Floor TCR
1200 New Jersey Avenue SE, Washington DC, 20590