Effective Date 3/20/2012

Grand Forks - East Grand Forks
Metropolitan Planning Organization

# TITLE VI AND NONDISCRIMINATION POLICY STATEMENT

The **Grand Forks-East Grand Forks Metropolitan Planning Organization**, hereinafter referred to as the "GF-EGF MPO" is committed to compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related regulations and statutes. The GF-EGF MPO assures that no person or group(s) of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status*, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the GF-EGF MPO, regardless of whether those programs and activities are federally funded or not.

The GF-EGF MPO also assures that every effort will be made to prevent discrimination through the impacts of its programs, polices, and activities on minority and low-income populations. In addition, the GF-EGF MPO will provide meaningful access to services for persons with Limited English Proficiency.

In the event the GF-EGF MPO distributes federal-aid funds to a subrecipient, the GF-EGF MPO will include Title VI language in all written agreements and will monitor for compliance.

The GF-EGF MPO's Title VI Coordinator, Earl Haugen, Executive Director, (701) 746-2660, 255 North 4th Street, P.O. Box 5200, Grand Forks, ND 58203; earl.haugen@theforksmpo.org, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

*Title VI of the Civil Rights Act of 1964 governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low income, E.O. 12898.

_____
Signature

_____
Title

_____
Date

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# TITLE VI COMPLAINT FORM

**PART 1 – COMPLAINANT INFORMATION (Print All Items Legibly.)**

| | | |
|---|---|---|
| **Name** | | **Telephone** |
| **Street Address/ P.O. Box** | | **E-Mail Address** |
| **City** | **State** | **Zip Code** |

**PART II – CAUSE OF DISCRIMINATION BASED ON** [Check All Appropriate Box(es).]

☐ Race ☐ Color ☐ Sex ☐ Age ☐ National Origin ☐ Disability/Handicap

☐ Income Status

**PART III – THE PARTICULARS ARE:** (Include Names, Dates, Places, And Incidents Involved In The Complaint.) [If Additional Space Is Needed, Attach Extra Sheet(s).]

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**PART IV – REMEDY SOUGHT** [State The Specific Remedy Sought To Resolve The Issue(s)]

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**PART V – VERIFICATION**

Complainants Signature _____ Date _____

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# SUBRECIPIENT INSTRUCTIONS

| | | | |
|---|---|---|---|
| Name Of Subrecipient<br>The Grand Forks-East Grand Forks Metropolitan Planning Org. | | Name Of Subrecipient's Title VI Coordinator<br>Earl Haugen, Executive Director | |
| Street Address/P.O. Box<br>255 North 4th Street, P.O. Box 5200 | | City<br>Grand Forks | State<br>ND | Zip Code<br>58203 |
| Telephone Number<br>701-746-2660 | Relay North Dakota Telephone Number<br>711 or 1-800-366-6888 | Text Telephone Number (TTY) | | |

## GENERAL

1. Under Title VI of the Civil Rights Act of 1964 and the related statutes and regulations, no person or group(s) of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, and income status*, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the **GF-EGF MPO.** Any person or group(s) of persons who feel they have been discriminated against may file a complaint.

2. Instructions provided within this form are not meant to be all-inclusive. Complainants are responsible for all procedural requirements.

3. Complainants **must** include all required information and must meet all timeframes as defined in the **GF-EGF MPO** Title VI Complaint Procedure.

4. Legible copies of all available pertinent documentation should be attached to this form.

5. All inquiries on how to complete this form should be directed to the contact listed above.

## PART I

Complete all information in this section.

## PART II

Check all boxes that apply indicating the basis for the complaint. The discrimination **must** be based on at least one of the listed categories.

## PART III

State the specific complaint in a manner that clearly identifies the issues upon which the complaint is based.

## PART IV

State the minimum remedy acceptable for resolution of this complaint.

## PART V

Sign and date this section to verify the information contained in Parts I through IV.

## TITLE VI COMPLAINTS ARE FILED ACCORDING TO THE TITLE VI COMPLAINT PROCEDURE

*Title VI of the Civil Rights Act of 1964 governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low income E.O. 12898.

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## SAMPLE TITLE VI COMPLAINT LOG

| | Complaint | Complaint | | | | |
|---|---|---|---|---|---|---|
| Case # | Name | Address | Date Filed | Basis | Status | Disposition |
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# TITLE VI COMPLAINT PROCEDURE

## SCOPE OF TITLE VI COMPLAINTS

The scope of Title VI covers all external **Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO)** activities. Adverse impacts resulting in Title VI complaints can arise from many sources, including advertising, bidding, and contracts.

Complaints can originate from individuals or firms alleging inability to bid upon or obtain a contract with **The GF-EGF MPO** for the furnishing of goods and/or services. Examples include advertising for bid proposals; prequalification or qualification; bid proposals and awards; selection of contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, fee appraisers, universities, etc.

Complaints can originate as a result of project impacts on individuals or groups. For example, social and economic, traffic, noise, air quality, access, accidents, and failure to maintain facilities.

## FORMAL TITLE VI COMPLAINT PROCEDURE

**The GF-EGF MPO's** Title VI Policy assures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status*, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by **The GF-EGF MPO**, its recipients, subrecipients, and contractors. In addition Executive Order 12898 (Environmental Justice) prohibits discrimination based on income status.

**The GF-EGF MPO** uses the following procedure for prompt processing of all Title VI complaints received directly by it.

a. Any persons or groups of persons who believe they have been aggrieved by an unlawful discriminatory practice under Title VI may individually, or through a legally authorized representative, make and sign a complaint form and file the complaint with **The GF-EGF MPO**. Allegations received do not have to use the key works "complaint," "civil rights," "discrimination," or their near equivalents. It is sufficient if such allegations imply any form or unequal treatment in one or more of **The GF-EGF MPO's** programs for it to be considered and processed as an allegation of a discriminatory practice.

b. The complaint **must** be filed, in writing, no later than 180 calendar days after the date of the alleged discrimination. **The GF-EGF MPO's** Title VI Complaint Form **must** be used.

c. The complaint may also be filed with the U.S. Department of Transportation, Office of the Secretary, 1200 New Jersey Avenue, SE (S-33), Washington, D.C. 20590. The complaint **must** be filed, in writing, no later than 180 calendar days after the date of the alleged

discrimination, unless the time for filing is extended by the Secretary of the U.S. Department of Transportation.

**d.** Within **two days of receipt** of a Title VI complaint, **The GF-EGF MPO forwards the complaint to the Civil Rights Division of the North Dakota Department of Transportation (NDDOT).**

**e. NDDOT provides the Federal Highway Administration (FHWA) Bismarck Division Office the complaint within two days of receipt. FHWA determines the correct agency for review. It could be FAA, FHWA, FTA, NDDOT, NHTSA, etc. That agency makes the final decision and communicates directly with the person filing the complaint.**

*Title VI of the Civil Rights Act of 1964 governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low income, E.O. 12898.