



TITLE VI COMPLAINT FORM

PART I – COMPLAINANT INFORMATION (Print All Items Legibly.)

Name		Telephone
Mailing Address		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].)

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

PART V – VERIFICATION

Complainants Signature _____ Date _____



SFN 51795 (Rev. 11-2014)

SUBRECIPIENT INSTRUCTIONS

Name of Subrecipient: GF/EGF Metropolitan Planning Organization		Name of Subrecipient's Title VI Coordinator: Earl Haugen, Executive Director	
Street Address/P.O. Box: 255 North 4 th Street, P.O. Box 5200		City: Grand Forks	State: ND
Telephone Number: (701) 746-2660		Relay North Dakota Telephone Number: 711 or 1-800-366-6888	Zip Code: 58203
		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.



TITLE VI COMPLAINT PROCESS

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 MPOs Title VI Policy assures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability, or 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, sub-recipients, and contractors. In addition, Executive Order 12898 (Environmental Justice) prohibits discrimination based on income status.

The GF/EGF MPO uses the following detailed, internal procedures for prompt processing of all Title VI complaints received directly by any of its divisions or districts having responsibilities under Title VI. These procedures include but are not limited to:

- a. Any person 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 and file the complaint with the GF/EGF MPO. Allegations received do not have to use the key words "complaint," "civil rights," "discrimination," or their near equivalents. It is sufficient if such allegations imply any form of unequal treatment in one or more of the GF/EGF MPOs 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 MPOs Title VI Complaint Form (SFN 51795) 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, S.E. (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 GFEGF 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.

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