

RESOLUTION

**COLUMBUS-PHENIX CITY TRANSPORTATION STUDY
POLICY COMMITTEE**

A RESOLUTION TO ADOPT THE TITLE VI COMPLAINT PROCEDURES


WHEREAS, Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes require that recipients of federal financial assistance ensure no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, or national origin; and

WHEREAS, the C-PCTS MPO receives federal funding and is therefore required to adopt a formal process by which any person may file a complaint alleging discrimination under Title VI; and

WHEREAS establishing Title VI Complaint Procedures promotes transparency, accountability, and full compliance with federal civil rights requirements; and

WHEREAS, adoption of these procedures ensures that allegations of discrimination are reviewed promptly, thoroughly, and fairly; and

NOW, THEREFORE BE IT RESOLVED that the Columbus-Phenix City Transportation Study Policy Committee hereby adopts the Title VI Complaint Procedures as the official process for receiving, investigating, and resolving allegations of discrimination under Title VI of the Civil Rights Act of 1964.



Mayor B.H. "Skip" Henderson, III, Chairman
Columbus-Phenix City Transportation Study
Policy Committee

11/20/35
Date

Attest:


Will Johnson, Planning Director

Title VI Complaint Procedures

Purpose

These procedures outline the process for filing and resolving complaints alleging discrimination under Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. The objective is to ensure that all individuals have equal access to programs, services, and activities without regard to race, color, or national origin.

Right to File a Complaint

Any person who believes they have been subjected to discrimination on the basis of race, color, or national origin in the administration of programs or services may file a formal Title VI complaint. All complaints will be handled by the Compliance Officer, who is responsible for coordinating the Title VI process and ensuring compliance.

How to File a Complaint

1. **Submission:** Complaints may be submitted in writing, by email, or in person.
2. **Timeframe:** Complaints must be filed within 180 days of the alleged discriminatory act.
3. **Required Information:**
 - o Name, address, and contact information of the complainant
 - o Description of the alleged discrimination
 - o Date(s) of the incident(s)
 - o Identity of the person(s) or program alleged to have caused the discrimination

Assistance in Filing

Assistance will be provided to any individual who requires help in preparing or submitting a complaint. Language assistance is available if a complainant is limited-English proficient.

Acknowledgment and Review

Upon receipt of a complaint, the Title VI Coordinator will:

1. Review the complaint for jurisdiction and completeness.
2. Provide written acknowledgment within ten (10) business days.
3. Notify the appropriate staff or governing body of the filing.

Investigation Process

- The Title VI Coordinator or designee will initiate a fact-finding investigation.
- The complainant may be contacted for additional information or clarification.
- Relevant documents, policies, or records may be reviewed.
- Interviews may be conducted with parties involved or witnesses.

Resolution and Findings

A written response will be issued within sixty (60) calendar days of acknowledgment unless extenuating circumstances require additional time. The response will include:

- A summary of the allegations
- Findings of fact
- Determination regarding whether a Title VI violation occurred
- Any corrective actions or remedies, if applicable

Appeal Rights

If the complainant is not satisfied with the determination, they may request reconsideration or file an appeal with the appropriate federal agency, such as the U.S. Department of Transportation.

Record Retention

All Title VI complaints and documentation will be retained for a minimum of three (3) years following final resolution.

Confidentiality

Confidentiality will be maintained to the extent permitted by law. Information will only be shared as necessary to conduct a fair and thorough investigation.