

Who may file a complaint?

Complaints may be filed by any individual or group who believes:

- that their rights, under Title VI, have been violated in a discriminatory manner
- that the department's programs or activities do not comply with federal civil rights laws
- that they have been treated in a disparate manner.

What information will I include in my complaint?

A signed, written complaint should be filed within 180 calendar days after the date the alleged discrimination occurred and include the following items:

1. Your name, address and telephone number. If you are filing on behalf of another person, include their name, address, telephone number and your relation to that person (e.g., friend, attorney, parent, etc.).
2. The name and address of the agency, institution or department you believe discriminated against you.
3. Your signature.
4. A description of how, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination.
5. The names of individuals whom you allege discriminated against you, if you know them.
6. The names of any persons, if known, that the Title VI Coordinator could contact for additional information to support or clarify your allegations.

How to file a complaint?

Contact the Title VI Coordinator in writing or by phone to request assistance in filling out your complaint form. A complaint form may be downloaded at:

www.lawrenceplanning.org/documents/ComplaintForm.pdf

A hard copy is available from the Lawrence Douglas County MPO. Assistance will be provided upon request in order to complete the complaint form.

Contact the Title VI Coordinator

To receive additional information or to file a complaint, please contact the Title VI Coordinator for the Lawrence Douglas County MPO at the address listed below.

Lawrence-Douglas County Metropolitan
Planning Organization
6 E. 6th Street.
Lawrence, KS 66044

Phone: 785-832-3150

Fax: 785-832-3160

smccullough@lawrenceks.org

Title VI Coordinator
Scott McCullough

This information can be made available in alternative accessible formats. Contact the L-DC MPO to request alternative formats.

**Lawrence-Douglas County
Metropolitan Planning
Organization
(L-DC MPO)**

Your Rights Under Title VI of the Civil Rights Act of 1964

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 of an organization receiving Federal financial assistance.

The Assurance

The Lawrence- Douglas County Metropolitan Planning Organization (L-DC MPO) is committed to ensuring nondiscrimination and equal opportunity. The MPO guarantees that as a recipient of federal aid funding, we will ensure nondiscrimination in all of our programs and activities whether or not those programs and activities are federally funded. Efforts to prevent discrimination will address, but not be limited to, a program's impact upon access, benefits, participation, treatment, services, contracting opportunities, training opportunities, investigation of complaints, allocation of funds, prioritization of projects, and the functions of planning and project development.

The Laws:

Title VI of the Civil Rights Act of 1964 as amended and 49 CFR Part 21 prohibits discrimination based on race, color and national origin in all federal-aid programs.

Sex discrimination is also prohibited by Section 162 (a) of the Federal-Aid Highway Act of 1973. The Americans with Disabilities Act of 1990 (see 49 CFR 27) prohibits discrimination based on disability. The Age Discrimination Act of 1975 (42 USC 6101) prohibits discrimination based on age.

What is discrimination?

It is an intentional or unintentional act or action which subjects a person or a group to unequal treatment under a transportation program or activity receiving federal financial assistance. Everyone no matter what their race, sex, color or national origin, age, disability, veteran or low income status should be treated fairly and equally in all matters relating to transportation. Discrimination may result when rules and policies are applied differently to members of protected classes. Many forms of illegal discrimination based on the grounds identified above do exist that can limit the opportunity for individuals and groups to gain equal access to services and programs.

Examples of Prohibited Discriminatory Acts:

1. Denying program services, financial aids, or other benefits;
2. Providing different program services, financial aids or benefits, or providing them in a manner different from that provided to others;
3. Segregating or separately treating individuals or groups in any matter related to the receipt of any program service, aid or benefit;

4. Restricting in any way the enjoyment of any advantage or privilege enjoyed by others receiving any program service, financial aid or other benefits;
5. Denying person(s) the opportunity to participate as a member of a planning, advisory or similar body;
6. Denying person(s) the opportunity to participate in the program through the provision of services, or affording the opportunity to do so differently from those afforded to others.

What can I do about discrimination?

A person may file a complaint with the Lawrence Douglas County MPO. All complaints will be referred to a Review Officer. The L-DC MPO's Policy Board Chairperson will appoint one or more staff review officers to investigate the complaint. The staff person assigned to investigate your complaint will not be an advocate for either party during the investigation. Staff has an obligation to conduct a fair and impartial investigation. Every effort will be made to resolve the complaint as quickly as possible.