



FEDERAL TRANSIT ADMINISTRATION (FTA) TITLE VI COMPLAINT PROCEDURE

Who May File a Complaint?

If you believe you have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin by a recipient of FTA funding you may file an administrative complaint with the FTA Office of Civil Rights.

FTA investigates complaints on the basis of intentional discrimination or on the basis of disparate impact discrimination, where a neutral policy or practice has the effect of disproportionately excluding or adversely affecting minority or other protected individuals and the recipient's practice lacks a substantial legitimate justification. Complaints should be filed within 180 days of the alleged act of discrimination.

How Do You File?

You may file a complaint by completing the attached Complaint Form.

The complaint form must be signed and may be mailed to:

RPA 14/ATURA
Southern Iowa Council of Governments
101 East Montgomery Street
Creston, IA 50801
(641) 782-8491

With your form, please attach on separate sheet(s):

- A summary of your allegations and any supporting documentation.
- Sufficient details for an investigator to understand why you believe a planning agency has violated Title VI with specifics such as dates and times of incidents.
- Any related correspondence from the planning agency.



RPA 14 / ATURA

Southern Iowa Council of Governments

Civil Rights Complaint Form

As the recipient of federal transit funding, RPA 14 / ATURA and Southern Iowa Council of Governments are responsible to properly implement several civil rights laws and programs, including Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 (ADA), the Disadvantaged Business Enterprise (DBE) program, and the External Equal Employment Opportunity (EEO) program.

In the complaint investigation process, they analyze the complainant's allegations for possible deficiencies. If deficiencies are identified, assistance is offered to correct the inadequacies within a predetermined timeframe.

Please mail your completed form to:

RPA 14 / ATURA
Southern Iowa Council of Governments
Attn: Beth Waddle
101 East Montgomery Street
Creston, IA 50801

If you have questions about how to prepare a complaint, you may contact Ms. Waddle at 641-782-8491 or director@sicog.com.

More information about transit related civil rights requirements may be found on the FTA's website at www.fta.dot.gov

Note: Apart from the form, on separate pages, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist in their investigation of your allegations. Please also provide any other documentation that is relevant to this complaint, including any related correspondence from the planning agency.

Important: RPA 14 / ATURA and Southern Iowa Council of Governments cannot accept your complaint without a signature, so please sign on the last page of the form after printing it out.



Section I

I believe that I have been (or someone else has been) discriminated against on the basis of:

- Race / Color / National Origin
- Disability
- Not Applicable
- Other (specify)

I believe that RPA 14/ATURA or Southern Iowa Council of Governments has failed to comply with the following program requirements:

- Disadvantaged Business Enterprise
- External Equal Employment Opportunity
- Not Applicable
- Other (specify)

Section II

Name: _____

Street Address: _____

City: _____ State: _____

Zip Code: _____

Telephone Numbers:

Home: _____

Cell: _____

E-Mail Address: _____

Accessible format requirements:

- Large Print
- Not Applicable
- Other



Section III

Are you filing this complaint on your own behalf?

- Yes
- No

(If answered “yes” to this question, go to Section IV.)

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:

- Yes
- No

Section IV

Have you filed this complaint with any of the following agencies?

- Federal Transit Administration
- Iowa Department of Transportation o Department of Justice
- Department of Transportation
- Equal Employment Opportunity Commission
- Other

If yes, please attach a copy of any response you received to your previous complaint.

Have you filed a lawsuit regarding this complaint?

- Yes
- No

If yes, please provide the case number and attach any related material.



Note: RPA 14 / ATURA and Southern Iowa Council of Governments encourages, but does not require, that complaints first be filed at their office to give them an opportunity to resolve the issue.

Section V

Complainant's Name: _____

Address _____

City, State & ZIP Code: _____

Telephone number _____

E-mail Address: _____

Section VI

May RPA 14 / ATURA and Southern Iowa Council of Governments release your identity and a copy of your complaint to any other agencies involved?

- Yes
- No

Note: RPA 14 / ATURA and Southern Iowa Council of Governments may be unable to investigate your allegations without permission to release your identity and complaint.

Please sign here: _____

Complainant's Printed Name: _____

Date: _____

Note: RPA 14 / ATURA and Southern Iowa Council of Governments cannot accept your complaint without a signature.