

Title VI Complaint Log

NAME: **DATE:** **RECEIVED BY:**

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If hand delivered, document with a receipt and give copy to complainant

**THE LICKING COUNTY AREA TRANSPORTATION STUDY
TITLE VI (CIVIL RIGHTS) AND DISADVANTAGED BUSINESS
ENTERPRISE PLAN (DBE)**

Note: Per the Agreement between the Licking County Planning Commission (LCPC) and the Ohio Department of Transportation (ODOT), the Metropolitan Planning Organization known as the Licking County Area Transportation Study (LCATS) was formed to conduct a continuing, cooperative and comprehensive urban transportation planning process for Licking County, Ohio, (excluding the City of Pataskala and Etna Township,) and the Village of Millersport and portions of Walnut Township in Fairfield County. The Director of the Licking County Planning Commission is also the Executive Director of the Licking County Area Transportation Study.

I. Statement of Policy

All plans, programs and services of the Licking County Area Transportation Study (LCATS) and contracted providers shall be operated in accordance with the nondiscriminatory provisions of Title VI of the Civil Rights Act of 1964, as amended; the Federal Register; U.S. Department of Transportation 23; Code of Federal Regulation (CFR), Part 200.9 and 49 CFR, Parts 21, 26 and 27, Part V dated December 6, 2000; and,

Whereas, LCATS administers programs of the U.S. DOT, and abides by U.S. DOT 23 and 49 CFR Parts 200.9 and 21,26 and 27, respectively; and, in the event LCATS distributes federal aid funds to another government entity, LCATS will include Title VI language in all written agreements and will monitor for compliance; and

The Executive Director of the LCATS and/or his/ her designee shall implement the LCATS Title VI & DBE Policy Document for the LCATS Transportation Study Area as documented by the U.S. Bureau of the Census through the following methods:

II. Delegated Authority

The LCATS Executive Director and/or his or her designee shall be responsible for monitoring the implementation of LCATS Title VI and Disadvantaged Business Enterprise Plan, but not necessarily limited to the following:

1. Receiving and, if necessary, assisting with the writing of discrimination complaints which are filed by users of LCATS Plans, Programs or Services.
2. Upon request, providing LCATS users with copies of the LCATS Title VI and Disadvantaged Business Enterprise Plan.

III. COMPLAINT POLICY AND PROCEDURE

The Licking County Area Transportation Study shall have in effect the complaint process noted below which incorporates the elements of due process. These procedures cover all complaints regarding LCATS programs or activities filed under Title VI of the Civil Rights Act of 1964 or 49 CFR 21, "Nondiscrimination in the Federally-Assisted Programs of the United States Department of Transportation." The process follows the steps identified below:

1) Title VI says "that no person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of or be subject to discrimination under any program or activity receiving Federal financial assistance." Written complaints recorded on the "Complaint Form" are to be date stamped by the person who received the complaint and entered it into the "Complaint Log." Documented receipts are to be provided to complainants who hand deliver complaints.

2) Complaints must be filed with the agency within one hundred eighty (180) days of the date of the alleged discriminatory act or treatment occurred.

3) When complaints are received by the LCATS Executive Director, the complainant shall be referred to the Ohio Department of Transportation, **Office of Chief Legal Council**, within three (3) business days of the date of receipt. The Ohio Department of Transportation shall conduct its inquiry and issue its Final Report

within one hundred eighty (180) days of the date of filing the complaint.

4) Any party dissatisfied with the Final Report will be advised of the right to file a complaint with the applicable state and or federal agency.

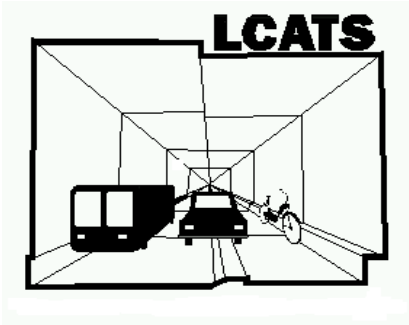
5) No person who has filed a complaint, testified, assisted or participated in any manner in an investigation shall be intimidated, threatened, coerced or retaliated against.

This Plan has been developed and designed in accordance with guidelines and procedures as enumerated in the preceding paragraphs.

The Policy Committee of the Licking County Area Transportation Study and the Licking County Planning Commission adopted the Plan on Tuesday, November 18, 2003 per Resolution T-2004-11 & Monday, December 14, 2003 per Resolution 103-04 respectively,.



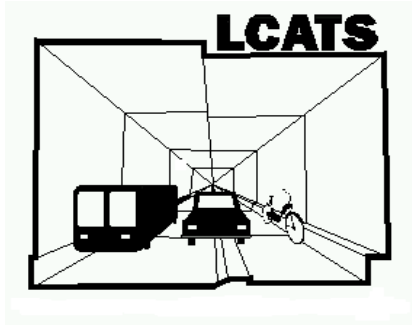
Jerry Brems, Director
Licking County Planning Commission



Title VI Discrimination Complaint

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1. Name (Complainant):	2. Phone:	3. Home Address (street #, city,state,zip):
4. If applicable, name of person(s) who allegedly discriminated against you:		
5. Location and position of person(s) if known:		6. Date of alleged incident:
7. Discrimination because of:		
<input type="checkbox"/> Race / color	<input type="checkbox"/> Creed / religion	<input type="checkbox"/> Age
<input type="checkbox"/> National origin	<input type="checkbox"/> Disability	<input type="checkbox"/> Retaliation
8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.		



**Title VI
Discrimination Complaint**

9. Why do you believe these events occurred?

10. What other information do you think is relevant to the investigation?

11. How can this/these issue(s) be resolved to your satisfaction?

12. Please list below any person(s) we may contact for additional information to support or clarify your complaint.
(witnesses, fellow employees, supervisors, others):

Name:	Job Title:	Address:	Phone Number:
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Signature:

Date: