

Triangle Transit - Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
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 III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No
Section V				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature Date

Please submit this form in person at the address below, or mail this form to:

Sylvester Goodwin, Title VI Coordinator
 EEO/DBE Office
 Triangle Transit
 P.O. Box 13787
 Durham, NC 27709

TRIANGLE TRANSIT - TITLE VI COMPLAINT PROCEDURES

Title VI of the Civil Rights Act of 1964 provides that no person shall, on the grounds of race, color or national origin, including the denial of meaningful access for Limited English Proficient (LEP) persons, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Any person who believes that they have been subjected to discrimination may file a written complaint with Triangle Transit's EEO/DBE Office. The complaint must be filed no later than one-hundred eighty (180) days after the alleged incident.

The complainant may submit a written statement or complete the Title VI Complaint Form on Triangle Transit's website. The complaint should include the following information:

- The complainant's name, mailing address, telephone number, email address, etc.
- Describe how, when, where, and why the complainant believes he or she was discriminated against. Include the location, names, and contact information of any witnesses.
- Include any additional information the complainant considers relevant to the complaint.
- The complainant's signature and date.

The complaint may be mailed or faxed to the following address:

Sylvester Goodwin, Title VI Coordinator
EEO/DBE Office
P.O. Box 13787
RTP, NC 27709
F: (919) 485-7491

The EEO/DBE Office will begin an investigation within fifteen (15) working days of receipt of a complaint.

The EEO/DBE Office will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed to investigate the complaint. If the complainant fails to provide the requested information in a timely basis, the EEO/DBE Office may administratively close the complaint. The EEO/DBE Office will complete the investigation within ninety (90) days of receipt of the complaint.

A written investigation report will be prepared by the investigator. The report shall include a summary description of the incident, findings and recommendations.

The Chief Financial Officer (CFO)/Director of Administrative Services will review the report. After the CFO reviews the report, one of two letters will be issued to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member or other actions will occur. If the complainant wishes to appeal the decision, she/he has fifteen (15) days after the date of the closure letter or the LOF to do so.

A person may also file a complaint directly with the:

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
1200 New Jersey Avenue. SE
Washington, DC 20590
P: (202) 366-4043