

# READING METROPOLITAN PLANNING ORGANIZATION (READING MPO) TITLE VI COMPLAINT PROCEDURES

## **Purpose:**

The Reading MPO Title VI Complaint Procedures is written to specify the process employed by the Reading MPO to investigate complaints, while ensuring due process for Complainants and Respondents. The process does not preclude the Reading MPO from attempting to informally resolve complaints.

This procedure applies to all external complaints relating to any program or activity administered by the Reading MPO and/or its subrecipients, consultants and contractors, filed under Title VI of the Civil Rights Act of 1964 as amended, (including Disadvantage Business Enterprise and Equal Employment Opportunity components), as well as other related laws that prohibit discrimination on the basis of race, color, disability, sex, sexual preference, age, low income, nationality or Limited English Proficiency. Additional statutes include, but not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disability Act of 1990.

These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the Complainant. Intimidation or retaliation of any kind is prohibited by law.

## **Process:**

An individual, or his or her representative, who believes that he or she has been subject to discrimination or retaliation prohibited by Title VI and other nondiscrimination provisions, has the right to file a complaint. Complaints need to be filed within 180 calendar days of alleged occurrence, when the alleged discrimination became known to the Complainant, or when there has been a continuing course of conduct, the date on which the conduct was discontinued or latest instance of the conduct.

## **Complaints may be mailed to:**

Title VI Compliance Officer  
Michael D. Golembiewski  
Reading Area Transportation Study  
633 Court Street, 14<sup>th</sup> Floor  
Reading, PA 19601

Title VI Coordinator  
Bureau of Equal Opportunity  
Pennsylvania Department of Transportation  
PO Box 3251  
Harrisburg, Pennsylvania 17105-1720

Equal Opportunity Specialist  
U.S. Department of Transportation  
Federal Highway Administration  
228 Walnut Street; Room 508  
Harrisburg, Pa. 17105-1720

Equal Opportunity Specialist  
PA Human Relations Commission  
Harrisburg Regional Office  
Riverfront Office Center, 5th Floor  
1101-1125 South Front Street  
Harrisburg, PA 17104-2515

U.S. Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue, N.W.  
Office of the Assistant Attorney General, Main  
Washington, D.C. 20530

Civil Rights Officer  
U.S. Department of Transportation  
Federal Transit Administration  
1760 Market St, Suite 500  
Philadelphia, PA 19103-4124

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Complaints shall be in writing and signed by the Complainant(s). If complaints are received by telephone or in person, the Title VI Compliance Manager or other authorized representative shall formally interview the person to provide the basis for the written complaint. If necessary, the authorized person will assist the Complainant in writing the complaint. The written complaint must include the following information:

- Name, address and telephone number of Complainant
- Basis of the complaint (e.g., Race, Color, National Origin, Sex, Age, Disability or Retaliation)
- A detailed description of the circumstances of the incident that lead the Complainant to believe discrimination occurred.
- Names address and phone numbers of people who may have knowledge of the alleged incident or are perceived as parties in the complained-of-incident.
- Date or dates on which the alleged discrimination occurred
- Other agencies where the complaint was filed.
- As an investigation moves forward, additional information may be required.

If the Reading MPO receives a complaint, the Reading MPO will acknowledge receipt of the complaint by notifying the Complainant and immediately transmitting the complaint to the proper state and federal agency (e.g. Federal Highway Administration, Federal Transit Administration, and PennDOT) for investigation and disposition pursuant to that agency's Title VI complaint procedures.

The Reading MPO Title VI Compliance Manager will maintain a log of all complaints received by the Reading MPO.

For more information on the Web about Title VI: <http://www.fhwa.dot.gov/civilrights/programs/tvi.htm>

## Appeal Process

If the Complainant does not agree with the decision by the Respondent and cannot come to an informal agreement, the Complainant can directly file the complaint with:

Pennsylvania Department of Transportation  
Bureau of Equal Opportunity  
PO Box 3251  
Harrisburg, PA. 17105-3251

Federal Highway Administration  
Pennsylvania Division Office  
228 Walnut Street, Room 508  
Harrisburg, PA. 17101-1720

Federal Transit Administration  
Office of Civil Rights  
Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

U.S. Department of Justice  
Office for Civil Rights  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531