



Hinesville Area Metropolitan Planning Organization

100 Main Street, Suite 7520 Hinesville, Georgia 31313
Phone: 912-408-2030 Fax: 888-320-8007

Mayor Allen Brown, Policy Committee Chair

Jeff Ricketson, AICP, Director

MEMORANDUM

DATE: February 9, 2017
FROM: Nils Gustavson, Planner III
RE: Title VI Plan - Nondiscrimination Policies and Procedures

The following plan explains how we comply with the nondiscrimination policies of Title VI. The plan includes complaint procedures and forms in the event you feel you have been discriminated against.

As a condition to receipt of Federal funds, the **Hinesville Area Metropolitan Planning Organization** agrees to comply with the policies and procedures promulgated by Federal Statutes, U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration and regulations Georgia Department of Transportation.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964, as amended, provides that no person shall on the ground of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Please do not hesitate to contact us if you need any assistance in understanding or the application of HAMPO's "Title VI Plan - Nondiscrimination Policies and Procedures".

Respectfully,

Nils Gustavson, Planner III

Liberty Consolidated Planning Commission
Hinesville Area Metropolitan Planning Organization
100 Main St., Suite 7520
Hinesville, GA 31313

(912) 408-2035 (fax) 1-888-320-8007
ngustavson@thelcpc.org
<http://thelcpc.org/>

**RESOLUTION BY THE
HINESVILLE AREA METROPOLITAN PLANNING ORGANIZATION POLICY
COMMITTEE ADOPTING THE GEORGIA DEPARTMENT OF TRANSPORTATION
NONDISCRIMINATION AGREEMENT**

WHEREAS, under Title VI of the Civil Rights Act of 1964, as amended, provides that no person shall on the ground of race, color, national origin, sex, age, and handicap disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance; and

WHEREAS, the Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds must comply with Federal civil rights laws, rather than just the particular programs or activities that receive the funds; and

WHEREAS, the Hinesville Area Metropolitan Planning Organization is the Metropolitan Planning Organization responsible for the Hinesville Metropolitan Planning Area; and


WHEREAS, the Hinesville Area Metropolitan Planning Organization's Metropolitan Planning Area is less than 100,000 in population thereby providing the option of adopting the State of Georgia's Title VI Plan; and,


BE IT RESOLVED, that the Hinesville Area Metropolitan Planning Organization hereby adopts the Georgia Department of Transportation Title VI plan and authorizes the Chair to sign the Nondiscrimination Agreement; and,

BE IT FURTHER RESOLVED that the Hinesville Area Metropolitan Planning Organization Policy Committee authorizes the Executive Director of the Liberty Consolidated Planning Commission to serve as the designated Title VI Liaison responsible for the Title VI program.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Hinesville Area Metropolitan Planning Organization Policy Committee on February 9, 2017.

 Feb 9, 2017
Mayor Allen Brown (date)
Chair, HAMPO Policy Committee

Attest:  2/9/17
Jeff Ricketson, AICP (date)
Executive Director, Secretary



GEORGIA DEPARTMENT OF TRANSPORTATION NONDISCRIMINATION AGREEMENT

The Georgia Department of Transportation And Hinesville Area Metropolitan Planning Organization

The **Hinesville Area Metropolitan Planning Organization**, (hereinafter referred to as the "Recipient") hereby agrees to comply with the following Federal Statutes, U.S. Department of Transportation and Federal Highway Administration Regulations, and the policies and procedures promulgated by the Georgia Department of Transportation, as a condition to receipt of Federal funds.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964, as amended, provides that no person shall on the ground of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds-whether schools and colleges, government entities, or private employers-must comply with Federal civil rights laws, rather than just the particular programs or activities that receive the funds.

Nondiscrimination programs require that Federal-aid recipients, sub-recipient, and contractors prevent discrimination and ensure nondiscrimination in all of their programs and activities, whether those programs and activities are federally-funded or not. If a unit of a State or local government is extended Federal-aid and distributes such aid to another governmental entity, all of the operations of the recipient and sub-recipient are covered. Corporations, partnerships, or other private organizations or sole proprietorships are covered in their entirety if such entity received Federal financial assistance (FHWA Notice N 4720.6, September 2, 1992).

Assurances 49 CFR Part 21.7

The **Hinesville Area Metropolitan Planning Organization**, HEREBY GIVES ASSURANCES:

That no person shall on the grounds of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are federally-funded or not. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:

LIST ALL MAJOR PROGRAMS AND ACTIVITIES OF THE RECIPIENT

1. That it will promptly take any measures necessary to effectuate this agreement.
2. That each program, activity, and facility as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
3. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the recipient by the Federal Highway Administration and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, and successors in interest. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Recipient.
4. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and in adapted form all proposals for negotiated agreements.
5. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.
6. That the Recipient shall insert the clauses of Appendix A of this agreement in every contract subject to the Act and the Regulations.
7. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

IMPLEMENTATION PROCEDURES 23 CFR PART 200

This agreement shall serve as the recipient's Title VI plan pursuant to 23 CFR 200 and the Title VI Implementation Guide.

For the purpose of this agreement, "Federal Assistance" shall include:

1. Grants and loans of Federal funds;
2. The grant or donation of Federal property and interest in property;
3. The detail of Federal personnel;
4. The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
5. Any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

The recipient shall:

1. Issue a policy statement, signed by the head of the recipient, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by the Federal Highway Administration within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The implementing Title VI requirements.
3. Establish a civil rights unit and designate a coordinator who has a responsible position in the organization and easy access to the head of the recipient. This unit shall contain a Title VI Equal Employment Opportunity Coordinator or a Title VI Specialist, who shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately staff the civil rights unit to effectively implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement, investigations shall be conducted by civil rights personnel training in discrimination complaint investigations. Identify each complainant by race, color, national origin, sex, age, handicap/disability; the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the recipient's report of investigation will be forwarded to the Division Office of Civil Rights within 60 days of the date the complaint was received by the recipient.
6. Collect statistical data (race, color, national origin, sex, age, and handicap/disability) of participation in, and beneficiaries of the programs and activities conducted by the

recipient.

7. Conduct Title VI reviews of the recipient and sub-recipient contractor program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Conduct training programs on Title VI and related statutes.
9. Prepare a yearly report of Title VI accomplishments for the past year and goals for the next year.

a. Accomplishment Report

List major accomplishments made regarding Title VI activities, include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Specialist and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews conducted by the Title VI Specialist. List any major problem(s) identified and corrected action taken. Include a summary and status report on any Title VI complaints filed with the recipient.

b. Annual Work Plan

Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

DISCRIMINATION COMPLAINT PROCEDURE

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a complaint with the recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the recipient's Title VI Specialist for review and action.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days:
 - The date of the alleged act of discrimination; or
 - Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to any officer or employee of the recipient, the person shall be interviewed by the Title VI Specialist. If necessary, the Title VI Specialist will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.
4. Within 10 days, the Title VI Specialist will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Federal Highway Administration and the Department of Transportation.
5. Generally, the following information will be included in every notification to the Office of Civil Rights:
 - (a) Name, address, and phone number of the complainant
 - (b) Names and address(es) of alleged discriminating official(s)
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability/handicap).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the recipient
 - (f) A statement of complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
6. Within 60 days, the Title VI Specialist will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the recipient. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report findings.
7. Within 90 days of receipt of the complaint, the head of the recipient will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with the Department of Transportation, or the Federal Highway Administration, if they are dissatisfied with final decision rendered by the State.

SANCTIONS

In the event the recipient fails or refuses to comply with the terms of this agreement, the Federal Highway Administration may take any or all of the following sanction:

- a. Cancel, terminate, or suspend this agreement in whole or in part.
- b. Refrain from extending any further assistance to the recipient under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
- c. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
- d. Refer the case to the Department of Justice for appropriate legal proceedings.

SIGNED FOR THE GEORGIA DEPARTMENT OF TRANSPORTATION:

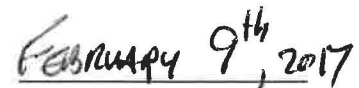
Georgia Transportation Commissioner

Date

SIGNED FOR THE RECIPIENT:



Mayor Allen Brown
Policy Committee Chair
Hinesville Area Metropolitan Planning Commission
(Authorized Official)



Date



GDOT Title VI Assurances

The *Hinesville Area Metropolitan Planning Organization* (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d—42 USC 2000d—4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program.

1. That the Recipient agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with Federal Aid Highway and in adapted form in all proposals for negotiated agreements:

"The Georgia Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix A of this Assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

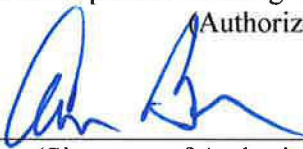
6. That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program, as are found by the State Secretary of Transportation or the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

FEBRUARY 9th, 2017
Date

Hinesville Area Metropolitan Planning Organization
(Recipient)

Mayor Allen Brown
Policy Committee Chair
Hinesville Area Metropolitan Planning Commission
(Authorized Official)

by 
(Signature of Authorized Official)

Attachments: Appendices A, B and C.

APPENDIX A

The text below, in its entirety, is in all contracts entered into by GDOT. All of the text including the final section, entitled “Incorporation of Provisions,” should be included in any contract entered into by any GDOT contractor.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agree as follows:

1. Compliance with Regulations

The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the *(Recipient)* or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the *(Recipient)*, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, the *(Recipient)* shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as the **(Recipient)** or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the **(Recipient)** enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.

Granting Clause

NOW, THEREFORE, the Georgia Department of Transportation (GDOT)—as authorized by law, and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon, in accordance with and in compliance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways; the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation; and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d-4)—does hereby remise, release, quitclaim, and convey unto the state of Georgia all the right, title, and interest of the GDOT in and to said land described in Exhibit A attached hereto and made a part thereof.

Habendum Clause

TO HAVE AND TO HOLD said lands and interests therein unto the state of Georgia, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the state of Georgia, its successors, and assigns.

The state of Georgia, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree, as a covenant running with the land for itself, its successors and assigns, that (1) no person shall, on the grounds of race, color, sex, disability, national origin, age, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed*, (2) that the state of Georgia shall use the lands, and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the agency shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in, and become the absolute property of, GDOT and its assigns as such interest existed prior to this instruction.¹

¹ Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by GDOT pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which a GDOT program or activity is extended, or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by GDOT pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant, and agree as a covenant running with the land, that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation— Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the [license, lease, permit, etc.] and to reenter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

*[Include in deeds subject to a reverter clause]

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the STATE and its assigns.

* Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

Complaint Resolution Procedure to Ensure Non-Discrimination In Federally Assisted Programs or Activities Participated in by the Hinesville Area Metropolitan Planning Organization

Purpose, Scope, Responsibilities and Complaint Form

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Purpose

This procedure covers all formal complaints and informal charges filed by an individual or group of individuals under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by Hinesville Area Metropolitan Planning Organization (HAMPO) or its sub-recipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law. These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel.

Definitions

An *informal charge* is defined as any verbal or written communication received by customer service staff from members of the public referencing a general complaint regarding the inequitable distribution of benefits, services, amenities, programs or activities financed in whole or in part with federal funds.

A *formal complaint* is defined as any written complaint of discrimination on the basis of race, color, national origin or sex filed by an individual or group; signed by the complaining party on HAMPO's complaint form (included at the end of this document) seeking to remedy perceived discrimination by facially neutral policies, practices or decisions, which have an adverse impact which resulted in inequitable distribution of benefits, services, amenities, programs or activities financed in whole or in part with federal funds. Such complaints include, but are not limited to, allegations of:

- Failing to provide comparable services;
- Policies and practices that act as arbitrary and unnecessary barriers to equal opportunity;
- Denied opportunity for equitable participation;
- Provision of fewer services or benefits and/or inferior services or benefits to members of a protected group;
- Differential exposure of protected groups to environmental hazards;
- Patterns of disparate treatment;
- Disproportionate adverse effects on social and economic parameters (e.g. access to services, healthcare facilities, employment opportunities and community cohesion).

This procedure explains each stage of the complaint processing process for formal and informal Title VI charges. It communicates the rights and responsibilities of the complainant and states the responsibilities of HAMPO.

Informal charges and formal complaints should be filed within 180 calendar days of the event which forms the basis of the claim; if the concern is an ongoing one, the charge/complaint should be filed within 180 calendar days of the last occurrence.

This procedure does not preclude the right of any Complainant to file complaints directly with the Federal Transportation Administration (FTA), Federal Highway Administration (FHWA), or to seek private legal representation.

The time required to process investigations will vary depending on the complexity of the issue; however, every effort will be made to ensure a speedy resolution of all complaints within 60 calendar days.

The option of informal mediation meeting(s) between the affected parties may be utilized for resolution.

Compliance with Title VI is the responsibility of every HAMPO employee. HAMPO is responsible for compliance monitoring and reporting, investigation, and program administration.

Responsibility

HAMPO is responsible for intake of informal Title VI charges and submission of those complaints to the Executive Director of HAMPO.

The Executive Director of HAMPO will forward complaints to the appropriate party within their respective department to handle resolution, follow up to ensure that resolution/proposed resolution occurs, and communicate specifics of the resolution/proposed resolution to the HAMPO office.

The Executive Director of HAMPO is responsible for tracking the complaints to ensure that the affected department(s) has taken the recommended action to remedy any determination of discrimination and communicating findings to the Complainant. The Executive Director of HAMPO is also responsible for reporting trends, action plans, and non-compliance to the executive management team and board of directors.

PROCESSING INFORMAL CHARGES

Intake

Intake of an informal charge is generated through communication, generally presented verbally to HAMPO staff (or its sub-recipients, consultants, and contractors).

Any HAMPO staff (or its sub-recipients, consultants, and contractors) who receives an inquiry or complaint of this type shall direct the Complainant to report the concern directly to the HAMPO Executive Director (912) 408-2030, or by mail to HAMPO, 100 Main Street, Suite 7520, Hinesville, GA, 31313.

The HAMPO Executive Director upon receipt of an informal charge shall record the charge and shall promptly identify the appropriate department(s) to resolve the issue and forward the charge directly to that department's general manager. The Executive Director of HAMPO will ascertain proper jurisdiction, investigate merits of alleged violations (if needed) and monitor response dates. If determination is made that the matter is outside the scope of Title VI, HAMPO will notify the affected department's general manager within a reasonable period.

Processing of Charge and Resolution

If the matter is determined to be within the scope of Title VI, the affected department's general manager, within 5 business days of receipt will consult with HAMPO and offer a proposed resolution. Within 5 business days of receiving written notification of a proposed resolution, HAMPO representatives will offer suggestions, if any, to modify the proposed resolution. HAMPO or the affected department will communicate its written or verbal findings to the customer within 30 calendar days and explain any steps being taken to resolve the matter, and will forward copies of this communication to the affected department(s).

Every effort shall be made to process and resolve informal charges within 30 calendar days.

Appeal

There is no right to appeal resolution of an informal charge. However, the party reserves the right to file a formal complaint within 180 calendar days.

PROCESSING FORMAL COMPLAINTS

Intake

Intake of formal complaints is generated through verbal or written communication of a concern as presented to HAMPO staff. Any HAMPO staff who receives a complaint of this type will direct the complaint to the HAMPO Executive Director. HAMPO staff will provide a formal complaint form to

the Complainant. Complainant must sign and submit the completed complaint form to the Executive Director of HAMPO by fax or mail to address shown on the complaint form.

Processing

The Executive Director of HAMPO shall record the complaint, review the matter to determine Title VI jurisdiction, assign an investigator if it is determined that the matter merits investigation, and monitor response dates.

Jurisdiction will be determined based upon information provided in the written complaint. A complaint shall be investigated unless:

- It fails to state facts which could establish intentional unequal treatment as described in the definitions section of this procedure;
- Complainant is not a primary beneficiary of the federal aid received by HAMPO.
- If determination is made that the matter is outside the scope of Title VI.

Investigation, Determination, and Recommendation

If jurisdiction is determined to exist and investigation is warranted, the assigned investigator will take the following steps:

- Identify the basis of the alleged unequal treatment;
- Ascertain when and where the alleged unequal treatment occurred;
- Identify and interview all relevant parties, review documents, and make site visits to obtain factual information.

Upon conclusion of a thorough investigation, the investigator will prepare a report to summarize findings and suggest appropriate corrective action along with proposed resolution. The investigative report should be submitted to the Executive Director of HAMPO within 50 calendar days. HAMPO will maintain a record of all discussions and retain all documents relating to the investigation in a confidential file.

Communication of Findings and Complaint Resolution

The Executive Director of HAMPO will accept, reject, or modify the investigative report and consult with the affected department to convey the preliminary findings and develop a proposal for resolution. The Executive Director of HAMPO will prepare a written determination and submit the determination to the legal department for review and analysis of legal sufficiency (if required). Once the final determination is ready for release, the Executive Director of HAMPO and a HAMPO legal representative (if required) will meet with the general manager of the affected department(s) to communicate the final determination and recommendations, if any, for corrective action. The Executive Director of HAMPO will provide written notification to the Complainant of the investigation findings and HAMPO's proposed resolution, if any. HAMPO will forward copies of this communication to the affected department(s).

If cause is found to indicate a potential occurrence of non-compliance, the Executive Director of

HAMPO will communicate this information to the executive committee of the governing board before releasing its findings to the complainant.

Appeal

The Executive Director of HAMPO will explain to the Complainant their right to appeal to the Federal Transit Administration, Federal Highway Administration, or seek private legal representation.

Title VI Discrimination Complaint Form

Title VI of the Civil Rights Act of 1964 states “No person in the United States shall, on the grounds 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 receiving federal financial assistance.”

The Environmental Justice component of Title VI guarantees fair treatment for all people. HAMPO is required to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations. HAMPO is also required to take reasonable steps to ensure that Limited English Proficiency (LEP) person have meaningful access to the programs, services, and information HAMPO provides.

If you feel that you have been discriminated against, please provide the following necessary information in order to facilitate the processing of your complaint. Should you require assistance in completing this form, please let us know. Once completed, return a signed copy to:

Hinesville Area Metropolitan Planning Organization (HAMPO)

Attn: Executive Director
100 Main Street, Suite 7520
Hinesville, GA 31313
(tel) 912-408-2030 (fax) 912-408-2072

Note: To protect your rights, your complaint must be filed with **180** days of the occurrence. Failure to file within **180** days may result in dismissal of the complaint.

Complainant's Name: _____

Address: _____

City: _____ State: _____ Zip Code _____

Telephone # (Home): _____ (Work) _____ (Cell) _____

Person discriminated against (if someone other than Complainant)

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone # (Home): _____ (Work) _____ (Cell) _____

Upon what premise is your discrimination complaint based? (check all that apply)

☐ Race/Color

☐ Religion

☐ Disability

☐ National Origin

☐ Gender

☐ Limited English Proficiency (LEP)

Date of alleged discrimination: _____

Describe the alleged discrimination. Explain what happened and who you believe was responsible.

(For additional space, attach additional sheets of paper or use back of the form) _____

Where did the incident take place? Please provide location, time, bus number etc.? _____

Witnesses? Please provide their contact information.

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone # (Home): _____ **(Work)** _____ **(Cell)** _____

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone # (Home): _____ **(Work)** _____ **(Cell)** _____

How can this complaint be resolved (how can the problem be corrected)? _____

Did you file this complaint with another federal, state, or local agency or with a federal or state court?

(*check the appropriate space*) ☐ Yes ☐ No

If your answer is yes, check each agency with which a complaint was filed:

- | | | |
|---|--|---------------------------------------|
| <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 | <input type="checkbox"/> Other |

Please provide contact information for the agency you also filed the complaint with: _____

_____ Date File: _____

If you need any special accommodations for communication regarding this complaint, please specify which alternative format you require.

- ☐ Braille ☐ Large Print (specify the font size) _____ ☐ CD (compact disk)
- ☐ Sign Language Interpreter (specify language) _____
- ☐ Language Interpreter (specific language) _____

Sign the complaint in space below. Attach any documents you believe supports your complaint.

_____	_____
Complainant's Signature	Signature Date

Office use only:

Date received: _____ by: _____

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FORMULARIO DE QUEJAS DE DISCRIMINACIÓN TÍTULO VI	6

Propósito

Este procedimiento cubre todas las quejas formales e informales cargos presentados por un individuo o grupo de individuos bajo el Título VI de la ley de derechos civiles de 1964, sección 504 de la ley de rehabilitación de 1973, Ley de restauración de derechos civiles de 1987 y los americanos con acto de las inhabilidades de 1990, relativa a cualquier programa o actividad administrada por Hinesville área metropolitana planificación organización (HAMPO) o sus sub-receptores , consultores y contratistas. Intimidación o represalias de cualquier tipo está prohibido por la ley. Estos procedimientos no niegan el derecho del demandante a presentar quejas formales con otros estado o agencias federales, o para buscar a Consejo privado.

Definiciones

Un *cargo informal* se define como cualquier comunicación verbal o escrita recibida por personal de servicio al cliente de los miembros del público hace referencia a una queja general en cuanto a la distribución desigual de los beneficios, servicios, servicios, programas o actividades financiado en su totalidad o en parte con fondos federales.

Una *denuncia formal* se define como cualquier queja por escrito de discriminación por motivos de raza, color, origen nacional o sexo presentada por un individuo o grupo; firmado por el reclamante en el formulario de queja de HAMPO (incluido al final de este documento) tratando de remediar la discriminación percibida por apariencia neutral políticas, prácticas o decisiones, que tienen un impacto adverso que dio lugar a la distribución desigual de los beneficios, servicios, servicios, programas o actividades de financian en todo o en parte con fondos federales. Estas quejas incluyen, pero no se limitan a, las denuncias de:

- No prestación de servicios comparables;
- Políticas y prácticas que actúan como barreras arbitrarias e innecesarias a la igualdad de oportunidades;
- Posibilidad para la participación equitativa;
- Disposición de menos servicios o beneficios o servicios inferiores o beneficios a los miembros de un grupo protegido;
- Exposición diferencial de los grupos protegidos a los peligros ambientales;
- Pautas de tratamiento diferentes;
- Efectos adversos desproporcionados en parámetros sociales y económicos (por ejemplo, acceso a servicios sanitarios, las oportunidades de empleo y cohesión de la comunidad).

Este procedimiento explica cada etapa de la queja proceso por cargos de título VI formales e informales. Comunica los derechos y responsabilidades de la organización querellante y establece las responsabilidades de HAMPO.

Cargos informales y las quejas formales deben presentarse dentro de 180 días del evento que constituye la base de la reclamación; de si la preocupación es una constante, la carga de queja debe presentarse dentro de 180 días calendario de la última aparición.

Este procedimiento no excluye el derecho de cualquier demandante a presentar quejas, directamente con la Administración Federal del transporte (FTA), Administración Federal de carreteras (FHWA), o a buscar representación legal privada.

El tiempo requerido para procesar las investigaciones variará dependiendo de la complejidad de la cuestión; sin embargo, se hará todo lo posible para asegurar una rápida resolución de las quejas dentro de 60 días calendario.

La opción de las reuniones de mediación informal entre las partes afectadas puede ser utilizada para la resolución.

Conformidad con el título VI es responsabilidad de cada empleado HAMPO. HAMPO es responsable del cumplimiento de normas de vigilancia e información, investigación y administración del programa.

Responsabilidad

HAMPO es responsable de la toma de cargos de título VI informales y presentación de las quejas del Director Ejecutivo de HAMPO.

El Director Ejecutivo de HAMPO remitirá las quejas al partido adecuado dentro de su respectivo departamento para manejar resolución, seguimiento para asegurar que se produce resolución/resolución/propuesta y comunicarse aspectos específicos de la resolución/propuesta de resolución a la oficina HAMPO.

El Director Ejecutivo de HAMPO es responsable del seguimiento de las quejas para asegurarse de que los departamentos afectados ha tomado la acción recomendada para remediar cualquier determinación de la discriminación y comunicar resultados al denunciante. El Director Ejecutivo de HAMPO es también responsable por informar de las tendencias, planes de acción y el no cumplimiento a la Junta de directores y equipo directivo.

PROCESAMIENTO DE CARGOS INFORMALES

Ingesta de

La ingesta de una carga informal se genera a través de la comunicación, generalmente presentado verbalmente HAMPO personal (o sus sub-receptores, consultores y contratistas).

Cualquier personal HAMPO (o sus sub-receptores, consultores y contratistas) que recibe una consulta o queja de este tipo dirigirá la organización querellante que informe la preocupación directamente a la Directora Ejecutiva HAMPO (912) 408-2030, o por correo a HAMPO, 100 Main Street, Suite 7520, Hinesville, GA, 31313.

El Director Ejecutivo de HAMPO al recibir un cargo informal llevarán un registro de la carga y deberá identificar con prontitud los departamentos adecuados para resolver el problema y adelante la carga directamente al gerente general de ese departamento. El Director Ejecutivo de HAMPO determinar jurisdicción apropiada, investigar los méritos de las presuntas violaciones (si es necesario) y controlar las fechas de respuesta. Si la determinación se hace que la materia está fuera del alcance del título VI, HAMPO notificará a gerente del Departamento afectado en un plazo razonable.

Procesamiento y resolución

Si la materia se determina que en el ámbito del título VI, Gerente del Departamento afectado, dentro de negocio 5 días de la recepción se consulte HAMPO y ofrecer una propuesta de resolución. Dentro de 5 días hábiles de la recepción de la notificación de una resolución propuesta, representantes de HAMPO ofrecerá sugerencias, en su caso, modificar la propuesta de resolución. HAMPO o departamento afectado comunicará sus conclusiones escritas o verbales al cliente dentro de los 30 días calendario y explican las medidas adoptadas para resolver el asunto y remitirá copia de esta comunicación a los departamentos afectados.

Deberá hacer todo lo posible para procesar y resolver cargos informales dentro de 30 días calendario.

Recurso

Existe el derecho a la resolución de la apelación de un cargo informal. Sin embargo, el partido reserva el derecho a presentar una queja dentro de 180 días calendario.

PROCESO DE QUEJAS FORMALES

Ingesta de

Admisión de las quejas formales se genera a través de comunicación verbal o escrita de un problema tal como se presenta al personal de HAMPO. Cualquier personal HAMPO que recibe una denuncia de este tipo llevará la queja a la Directora Ejecutiva de HAMPO. HAMPO personal le proporcionará un formulario de denuncia al denunciante. Querellante debe firmar y presentar el formulario de reclamación completado al Director Ejecutivo de HAMPO por fax o por correo a la dirección que aparece en el formulario de reclamación.

Procesamiento de

El Director Ejecutivo de HAMPO deberá registrar la queja, revisar el asunto para determinar la competencia del título VI, asignar un investigador si se determina que el asunto merece investigación y vigilar las fechas de respuesta.

Jurisdicción será determinada basado en la información proporcionada en la queja por escrito. Una denuncia se investigará a menos que:

- No hechos de estado que podrían establecer un trato desigual intencional como se describe en la sección de definiciones de este procedimiento;
- Denunciante no es un beneficiario primario de la ayuda federal recibida por HAMPO.
- Si la determinación se hace que la materia está fuera del alcance del título VI.

Investigación, determinación y recomendación

Si la jurisdicción se determina que existen y se justifica la investigación, el investigador asignado tendrá los siguientes pasos:

- Identificar la base del presunto tratamiento desigual;
- Determinar dónde y Cuándo ocurrió el presunto tratamiento desigual;
- Identificar y entrevistar a todas las partes pertinentes, revisar documentos y hacer visitas a los sitios para obtener información objetiva.

Al término de una minuciosa investigación, el investigador preparará un informe para resumir los resultados y sugerir medidas correctivas junto con la propuesta de resolución. El informe de la investigación debe enviarse al Director Ejecutivo de HAMPO dentro de 50 días calendario. HAMPO mantendrá un registro de todos los debates y conservar todos los documentos relativos a la investigación en un archivo confidencial.

Comunicación de resultados y resolución de quejas

El Director Ejecutivo de HAMPO aceptar, rechazar, o modificar el informe de investigación y consultar con el Departamento afectado para transmitir los resultados preliminares y desarrollar una propuesta de resolución. El Director Ejecutivo de HAMPO preparará una determinación escrita y presentar la determinación al departamento legal para su revisión y análisis de la suficiencia legal (si

procede). Una vez que la determinación final es lista para el lanzamiento, el Director Ejecutivo de HAMPO y un representante legal de HAMPO (si procede) se reunirá con el gerente general de los departamentos afectados para comunicar la determinación final y recomendaciones, en su caso, de medidas correctivas. El Director Ejecutivo de HAMPO proporcionará notificación al denunciante de los resultados de la investigación y resolución propuesta de HAMPO, si cualquier. HAMPO remitirá copia de esta comunicación a los departamentos afectados.

Si se encuentra ninguna causa para indicar un hecho potencial de incumplimiento, el Director Ejecutivo de HAMPO comunicará esta información al Comité Ejecutivo de la Junta de gobierno antes de lanzar sus conclusiones a la organización querellante.

Recurso

El Director Ejecutivo de HAMPO explicar al demandante su derecho a apelar ante la Administración Federal del transporte, Administración Federal de carreteras, o buscar representación legal privada.

FORMULARIO DE QUEJAS DE DISCRIMINACIÓN TÍTULO VI

Título VI de la ley de derechos civiles de 1964 estados "ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, excluida de la participación en, ser negada los beneficios de o ser objeto de discriminación bajo cualquier programa o actividad recibiendo asistencia financiera federal".

El componente de justicia ambiental del título VI garantiza un trato equitativo para todas las personas. HAMPO es necesaria para identificar y tratar, según proceda, desproporcionadamente alta y los efectos adversos de sus programas, políticas y las actividades sobre las minorías y las poblaciones de bajos ingresos. HAMPO también es necesaria para tomar las medidas razonables para asegurar que la persona Limited English Proficiency (LEP) tener acceso significativo a los programas, servicios, y proporciona información HAMPO.

Si usted siente que ha sido discriminado, proporcione la siguiente información necesaria con el fin de facilitar la tramitación de su queja. Si necesita ayuda para completar este formulario, por favor háganoslo saber. Una vez completado, envíe una copia firmada a:

Hinesville Área Organización de Planificación Metropolitana (HAMPO)

Attn: Executive Director
100 Main Street, Suite 7520
Hinesville, GA 31313
(tel) 912-408-2030 (fax) 912-408-2072

Nota: Para proteger sus derechos, su queja debe ser presentada con 180 días de la ocurrencia. Archivo dentro de 180 días puede ocasionar despidos de la queja.

Nombre del Denunciante: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Teléfono (Casa): _____ (Trabajo): _____ (Celular): _____

Persona discriminada (si alguien que no sea querellante)

Nombre: _____

Dirección: _____

Ciudad:_____ Estado:_____ Código Postal:_____

Teléfono (Casa):_____ (Trabajo):_____ (Celular):_____

¿En qué premisa se basa su queja de discriminación? (marque todas las que apliquen)

☐ Raza/Color ^

☐ Religión ^

☐ Discapacidad

☐ Origen Nacional ^

☐ Género ^

☐ Dominio Limitado del Inglés (LEP)

Fecha de la supuesta discriminación:_____

Describir la discriminación alegada. Explicar qué sucedió y quién crees que fue el responsable.
(Espacio adicional, adjuntar hojas adicionales de papel o use la parte posterior de la forma):

¿Donde ocurren los hechos? ¿Proporcione por favor la ubicación, tiempo, autobús número etc..?

¿Los testigos? Por favor proporcione su información de contacto.

Nombre:_____

Dirección:_____

Ciudad:_____ Estado:_____ Código Postal:_____

Teléfono (Casa):_____ (Trabajo):_____ (Celular):_____

Nombre: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Teléfono (Casa): _____ (Trabajo): _____ (Celular): _____

¿Cómo pueden resolver esta denuncia (¿Cómo puede el problema ser corregida).

¿Presentó esta denuncia con otra agencia federal, estatal o local o ante un tribunal federal o estatal?

(Compruebe el espacio correspondiente) ^ ☐ Sí ^ ☐ No

Si tu respuesta es Sí, compruebe cada organismo con el cual se presentó una queja:

^

☐ Agencia Federal para el ^ ☐ Tribunal Federal ^ ☐ Agencia Estatal de

^

☐ Tribunal Estatal ^ ☐ Agencia Local ^ ☐ Otros

Por favor proporcione información de contacto de la agencia también presentó la queja con:

_____ Archivo de Fecha: _____

Si necesita cualquier arreglos especiales para la comunicación con respecto a esta queja, por favor especifique formato alternativo requiere.

☐ Braille ☐ Impresión de gran tamaño (especificar el tamaño de fuente): _____ ☐ CD (disco compacto)

^

☐ Intérprete de lenguaje de señas (especificar idioma)

^

☐ Intérprete de lenguaje (idioma)

Firme la demanda en el espacio de abajo. Adjunte cualquier documento que crees que es

compatible con su queja.

Sustantivo Firma Femenino

Fecha es hoy

Office use only:

Date received: _____ by: _____