

CORTPO TITLE VI COMPLAINT PROCESS

The Central Oklahoma Regional Transportation Planning Organization (CORTPO) uses the following detailed internal procedures for prompt processing and resolution of all the Title VI complaints received directly by any of its divisions having responsibilities under the Title VI and the related Nondiscrimination statutes. These procedures include but are not limited to:

1. Any person who believes that he or she, individually, as a member of any specific class, has been subjected to discrimination by CORTPO or any of their recipients prohibited by Title VI of the Civil Rights Act of 1964 as amended, may file a written complaint with the Title VI Coordinator. A complaint may also be filed by a representative on behalf of such a person.
2. In order to have the complaint considered under this procedure, **the complaint must be filed no later than 180 calendar days after:**
 - a. The date of the alleged act of discrimination: or
 - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.
3. Complaints shall be filed using CORTPO's Title VI Complaint Form (available at www.coedd.net or by contacting the Title VI Coordinator). 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, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator 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.

Complaints should be directed to:

Central Oklahoma Regional Transportation Planning Organization
Title VI Complaints Attention: Executive Director
400 N. Bell
Shawnee, Oklahoma 74801

4. Upon receipt of the signed complaint form, the Title VI Coordinator will log-in the complaint, determine the basis of the complaint, authority/jurisdiction, and who should conduct the investigation.
5. The Title VI Coordinator reviews and determines the appropriate action regarding every Title VI complaint. The department will not proceed with or continue a complaint investigation if:
 - a. The complaint is, on its face, without merit.
 - b. The same allegations and issues of the complaint have been addressed in a recently closed investigation or by previous federal court decisions.
 - c. The complainant's or injured party's refusal to cooperate (including refusal to give permission to disclose his or her identity) has made it impossible to investigate further.

6. Within then (10) business days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to be taken to process the allegation(s) and the complainant is advised of other avenues of redress available, such as the FHWA/FTA, U.S. Department of Justice, U.S. Department of Transportation, and the State Department of Transportation. The notification letter contains:
 - a. The basis of the complaint
 - b. A brief statement of the allegation(s) over which CORTPO has jurisdiction.
 - c. A brief statement of CORTPO's jurisdiction over the recipient to investigate the complaint; and
 - d. An indication of when the parties will be contacted.

7. The Title VI Coordinator also notifies the Oklahoma Department of Transportation's Civil Rights Division within ten (10) Calendars days of receipt of the allegations who will notify the appropriate Federal Agency. Generally, the following information will be included in every notification to the ODOT Civil Rights Division:
 - a. Name, address, and phone number of the complainant.
 - b. Email address if available.
 - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability/handicap).
 - d. Date of the alleged discriminatory act(s).
 - e. Date of complaint received by the recipient.
 - f. A statement of the 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(s) raised in the complaint.

8. Within sixty (60) calendar days from the date the original complaint was received, the Title VI Coordinator will conduct and complete an investigation of the allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the Oklahoma Department of Transportation.

9. The Title Coordinator will conduct an in-depth, personal interview with the complainant(s) information gathered in this interview includes: identification of each complainant by race, color, sex, age, national origin, disability/handicap, or income status; name of the complainant; a complete statement concerning the nature of the complaint, including names, places, and incidents involved in the complaint; the date the complaint was filed; and any other pertinent information the investigation team feels is relevant to the complaint. The interviews are recorded either in audio format or by taking notes. The Title VI Coordinator arranges for the complainant to read, make necessary changes to, and sign the interview transcripts or interview notes. Every effort will be made to obtain early resolution of complaints at the lowest possible level.

10. The Title VI Coordinator forwards the investigative report to the Oklahoma Department of Transportation's Civil Rights Division. The Oklahoma Department of Transportation will review the report and forward the investigative report to the appropriate Federal Agency. Included with

the reports is a copy of the complaint, copies of all documentation pertaining to the complaint, the date the complaint was filed, the date the investigation was completed, the disposition and the date of the disposition, and any other pertinent information. If for some reason, the investigation cannot be completed within this timeframe, a status report be submitted to ODOT at this stage and the report shall follow upon completion. The appropriate Federal Agency reviews and issues the official Letter of Findings to the complainant.

- 11. If the complaint cannot be resolved by CORTPO to the satisfaction of all parties concerned, the party not satisfied is advised of his or her right to appeal pursuant to the Title 49, Code of Federal Regulations, Part 21. The appeal must be filed, in writing no later than 180 calendar days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary to:**

**U.S. Department of Transportation
400 Seventh Street Southwest
Washington, D.C. 20590**