



NON-DISCRIMINATION/ADA COMPLAINT FORM

January 2022

COMPLAINANT INFORMATION (Complete all items below.)

Name		Telephone Number	
Address	City	State	Zip Code
Email Address			

CAUSE OF DISCRIMINATION (Check all that apply.)

<p>Title VI of the Civil Rights Act of 1964</p> <p><input type="checkbox"/> Race <input type="checkbox"/> National Origin</p> <p><input type="checkbox"/> Color</p>	<p>Other Nondiscrimination Statutes/Executive Orders</p> <p><input type="checkbox"/> Sex <input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Age <input type="checkbox"/> Limited English Proficiency</p>
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<p>Name of public entity complaint is against.</p>
<p>Provide an explanation of what happened and date(s) of the alleged discriminatory act and location.</p>

WE CANNOT ACCEPT YOUR COMPLAINT WITHOUT A SIGNATURE AND DATE.

Complainant's Signature	Date
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Any person or specific class of persons, who believes they were subjected to discrimination on the basis of race, color, national origin; or sex, age, disability, or limited English proficiency in the programs and activities of the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) or its sub-recipients (e.g., a city, county, Metropolitan Planning Organization, Transit Agency, etc.) may by himself/herself or through his/her legally authorized representative, make, sign and date a written complaint and file such complaint with the GF-EGF MPO within 180 calendar days following the date of the last instance of the alleged discriminatory action. Complainants must complete in its entirety, sign, and date the GF-EGF MPO's External Complaints of Discrimination form (SFN 51795) and file by mail, in person, or e-mail. However, the complainant may call the GF-EGF MPO and provide the allegations by telephone. The GF-EGF MPO will transcribe the complainant's allegations into the complaint form and send the written complaint to the complainant for corrections, signature, and date.

To request accommodations, complainants may contact the Grand Forks-East Grand Forks Metropolitan Planning Organization at (701) 746-2660, or by mail at: 600 DeMers Avenue, East Grand Forks, MN 56721. TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

POSTED AT: Grand Forks City Hall at 255 North 4th Street, Grand Forks, ND 58203 or East Grand Forks City Hall at 600 DeMers Ave., East Grand Forks, MN 56721 – VITAL DOCUMENT – TRANSLATE IF SIGNIFICANT LEP POPULATION

The GF-EGF MPO will review the complaint, gather additional information from the complainant if necessary, and refer the complaint to the NDDOT. It is also within your rights to file directly with the appropriate Federal agency that oversees the transportation activities, services or facilities.

FHWA JURISDICTION (Roads and Bridges)

Title VI Complaints will be forwarded to the NDDOT. See NDDOT's External Complaints of Discrimination (SFN 51795) for processing information at: <https://www.dot.nd.gov/divisions/civilrights/titlevi.htm>.

FTA JURISDICTION (Public Transit)

Complaints filed under Title VI, related statutes, and Section 504/ADA in which the GF-EGF MPO is named as the respondent will be forwarded by the GF-EGF MPO to NDDOT Civil Rights Division.

Title VI, related statutes, and Section 504/ADA complaints filed directly with the GF-EGF MPO against its sub-recipients or contractors will be processed by the GF-EGF MPO in accordance with the FTA approved complaint procedures under FTA C 4710.1, FTA C 4702.1B, 49 CFR 27.13(b).

The GF-EGF MPO may investigate complaints against its sub-recipients as follows:

1. The complaint will be reviewed within 10 business days to determine whether it contains all necessary information required for acceptance.
2. If the complaint is complete and no additional information is needed, the complainant will be sent a letter of acceptance along with the Complainant Consent/Release form (SFN 60741) and the Notice about Investigatory Uses of Personal Information fact sheet.

For Title VI or related statutes Complaints, the GF-EGF MPO is required to follow the FTA C 4702.1B to comply with reporting requirements of 49 CFR 21.9(b). The investigation information is recorded on the Transit Title VI – List of Investigations, Lawsuits, and Complaints (SFN 60805) and included in the Title VI/Nondiscrimination and ADA Program submitted to FTA every three years. Although, FTA regulations do not specify a time frame for the investigation of Title VI complaints, the GF-EGF MPO attempts to complete investigations within 90 days of receipt of the complaint from NDDOT.

For a Section 504/ADA complaint, GF-EGF MPO shall forward a copy of the complaint, together with a copy of the report of investigation within 90 days of receipt of the complaint to the NDDOT and the FTA Office of Civil Rights.

The FTA has delegated authority for issuing LOFs for Title VI, related statutes, and Section 504/ADA complaints processed by the FTA. LOFs issued by the FTA are administratively final.

The GF-EGF MPO has delegated authority for issuing LOFs for Title VI, related statutes, and Section 504/ADA complaints processed by the GF-EGF MPO against FTA funded sub-recipients or contractors. Closure letters or LOFs issued by the GF-EGF MPO under FTA jurisdiction on Title VI, related statutes, and Section 504/ADA complaints are administratively final. Individuals or a specific class of individuals, personally or through a representative, may submit a complaint to FTA within 180 days from the date of the alleged discrimination.

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Agencies Authorized to Receive and Process Complaints

North Dakota Department of Transportation

Civil Rights Division
608 E. Boulevard Ave.
Bismarck, ND 58507-0700
Phone: (701) 328-2576
Fax: (701) 328-0343
TTY: 711 or (800) 366-6888
Email: civilrights@nd.gov

FHWA

North Dakota Division Office
4503 Coleman St. N., Suite 205
Bismarck, ND 58503
Phone: (701) 250-4204
Fax: (701) 250-4395
Email: NorthDakota.fhwa@dot.gov

Federal Transit Administration (FTA)

Office of Civil Rights
Attention: Compliant Team
East Building, 5th Floor – TCR
1200 New Jersey Ave., S.E.
Washington, DC 20590
Phone: (888) 446-4511

USDOJ-ADA Complaints

U.S. Department of Justice (USDOJ)
950 Pennsylvania Avenue, N.W.
Civil Rights Division
Disability Rights Section – 1425 NYAV
Washington, DC 20530
Fax: (202) 307-1197
ADA Information Line:
(800) 514-0301 (voice) or (800) 514-0383 (TTY)
Main Section Telephone Number:
(202) 307-0663 (voice and TTY)

United States Department Of Transportation (USDOT)

Departmental Office of Civil Rights
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Ave., S.E.
Washington, DC 20590
Phone: (202) 366-4648
Fax: (202) 366-5575
TTY/Assistive Device: (202) 366-9696

USDOJ – Race, Color, National Origin Complaints

Federal Coordination and Compliance Section – NRB
Civil Rights Division
U.S. Department of Justice (USDOJ)
950 Pennsylvania Avenue., NW
Washington, DC 20530
Phone: (888) 848-5306 (English and Spanish)
(202) 307-2222 (Voice)
(202) 307-2678 (TDD)

United States Department Of Transportation (FHWA)

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Ave., S.E.
8th Floor E81-105
Washington, DC 20590
Phone: (202) 366-0693
Fax: (202) 366-1599
TTY: (202) 366-5132
Email: CivilRights.FHWA@dot.gov