

APPENDIX SIX: PROJECT NOW TITLE VI COMPLAINT FORM

Project NOW Title VI Complaint Form

Name: _____

Address: _____

Street City State Zip
Telephone: (home) _____ (work) _____ E-Mail Address: _____

Accessible Format Requirements? Large Print ____ Audio Tape ____ TDD ____ Other _____

The Federal Transit Administration (FTA) Office of Civil Rights is responsible for civil rights compliance and monitoring, which includes ensuring that providers of public transportation properly abide by Title VI of the Civil Rights Act of 1964, The Americans with Disabilities Act of 1990 (ADA), The Executive Order 12898, “Federal Actions To Address Environmental Justice in Minority Populations and Low-income Populations,” and the Department of Transportation’s Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries.

Project NOW’s complaint investigation process includes analyzing the complainant’s allegations for possible Title VI and related deficiencies by the Title VI Investigator. Identified deficiencies are presented to the transit provider and assistance is offered to correct the deficiencies within a specified timeframe. The State of Illinois may also refer the matter to the U.S. Dept of Justice.

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 the answer was ‘no’ please supply the name 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

Have you previously filed a Title VI complaint with any of the following: Project NOW _____ FTA _____
Transit Provider _____ IDOT _____ Equal Employment Opportunity Commission (EEOC) _____
Department of Justice _____ Other (Name) _____

If filed with FTA or EEOC, what was the Complaint Number? _____

(Note: For administration purposes we will assign the same complaint number to new complaint.)

Have you filed a lawsuit regarding this complaint? Yes ____ No ____

If yes, please provide a copy of the complaint form.

(Note: If litigation is pending regarding the same issues, we will defer to the decision of the court.)

Section IV

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route number, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Section V

May we release a copy of your complaint to the appropriate agencies, such as IDOT? Yes ____ No ____

May we release your identity to other agencies? Yes ____ No ____

Signature _____ Date _____

(Note: We cannot accept your complaint without a signature and date.)