

SEDA-COG METROPOLITAN PLANNING ORGANIZATION (MPO)
TITLE VI COMPLAINT PROCEDURES
(English)

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Although only race, color, and national origin are covered under Title VI, other federal and Pennsylvania civil rights laws require the MPO to address complaints based on broader protected classes such as age, sex, creed, and disability, employing the same or comparable practices to address disparate treatment and disparate impact allegations. Any person, who believes that they or any specific class of persons has been subjected to discrimination or retaliation prohibited by Title VI and other nondiscrimination provisions, may file a written complaint. The complaint may be filed by the affected individual or a representative and must be in writing. A complaint must be filed no later than 180 days after the following:

- The date of the alleged act of discrimination; or
 - The date when the person(s) became aware of the alleged discrimination; or
 - Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.
1. Complaints shall be in writing and signed by the Complainant or the Complainant's representative. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by phone can be reduced to writing as an accommodation upon request and provided to the complainant for confirmation or revision and signature before processing. Complainants can also use the MPO's Title VI Complaint Form available on the SEDA-COG website.
 2. Generally, the written complaint should include the following information:
 - a. Name, address, and telephone number of the Complainant.
 - b. Basis of the complaint (e.g., race, color, national origin, sex, age, disability or retaliation).
 - c. A detailed description of the circumstances of the incident that lead the Complainant to believe discrimination occurred.
 - d. Name, title, and address of the person(s) who discriminated against the Complainant.
 - e. Name, address, and phone number of any person(s) who may have knowledge of the alleged incident or are perceived as parties in the complained-of-incident.
 - f. Date or dates on which the alleged discrimination occurred.
 - g. Other agencies where the complaint was filed.
 3. If the MPO receives a complaint, the Title VI Compliance Officer will acknowledge receipt of the complaint by notifying the Complainant within 10 business days and transmitting the complaint to the proper federal or state agency (e.g., Federal Highway Administration, Federal Transit Administration, or PennDOT) for investigation and disposition pursuant to that agency's Title VI complaint procedures.
 4. Although these procedures do not preclude the MPO from attempting to informally resolve complaints, the decision to resolve informally always rests with the Complainant, who may withdraw from the informal process at any time.

5. These procedures apply to all external complaints about discrimination on the basis of race, color, national origin (including limited English proficiency), age, sex, religious creed, or disability related to any program or activity administered by the MPO and/or its subrecipients, consultants, and contractors, filed under Title VI (including its Disadvantaged Business Enterprise and Equal Employment Opportunity components), as well as other related laws including, 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.

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

Title VI complaints may be submitted to any of the following agencies:

SEDA-COG Metropolitan Planning Organization
Title VI Compliance Officer
201 Furnace Road
Lewisburg, PA 17837
information@seda-cog.org

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

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

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

Federal Transit Administration, Region III
Civil Rights Officer
1835 Market Street, Suite 1910
Philadelphia, PA 19103-2932

U.S. Department of Transportation
Departmental Office of Civil Rights
1200 New Jersey Ave, SE
Washington, DC 20590

U.S. Department of Justice
Office for Civil Rights
810 7th Street, NW
Washington, D.C. 20531