

EXTERNAL COMPLAINTS OF DISCRIMINATION

COMPLAINANT INFORMATION (Complete all items below.)

Name		Telephone Number	
Address	City	State	ZIP Code
Email Address			

CAUSE OF DISCRIMINATION (Check all that apply.)

Title VI of the Civil Rights Act of 1964	Other Nondiscrimination Statutes/Executive Orders
<input type="checkbox"/> Race <input type="checkbox"/> National Origin	<input type="checkbox"/> Sex <input type="checkbox"/> Disability
<input type="checkbox"/> Color	<input type="checkbox"/> Age <input type="checkbox"/> Limited English Proficiency

Name of public entity complaint is against.
Provide an explanation of what happened and date(s) of the alleged discriminatory act and location.

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 Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient's External Complaints of Discrimination form and file by mail, fax, in person, or e-mail. However, the complainant may call Sub-Recipient and provide the allegations by telephone. Sub-Recipient 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 Sub-Recipient at:

TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

The Sub-Recipient will review the complaint, gather additional information from the complainant if necessary, and refer the complaint to 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 Sub-Recipient is named as the respondent will be forwarded by Sub-Recipient to NDDOT Civil Rights Division.

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

Sub-Recipient 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 the 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, Sub-Recipient 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 NDDOT every year. Although, FTA regulations do not specify a time frame for the investigation of Title VI complaints, the Sub-Recipient attempts to complete investigations within 90 days of receipt of the complaint from NDDOT.

For a Section 504/ADA complaint, Sub-Recipient 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 FTA. LOFs issued by the FTA are administratively final.

Sub-Recipient has delegated authority for issuing LOFs for Title VI, related statutes, and Section 504/ADA complaints processed by Sub-Recipient against FTA funded sub recipients or contractors. Closure letters or LOFs issued by Sub-Recipients 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.

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
 E-mail: 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
 E-mail: NorthDakota.fhwa@dot.gov

Federal Transit Administration (FTA)

Office of Civil Rights
 Attention: Complaint 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 - NWB
 Civil Rights Division
 U.S. Department of Justice (USDOJ)
 950 Pennsylvania Avenue, N.W.
 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
 E-mail: CivilRights.FHWA@dot.gov