

NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, INC.

TITLE VI NON-DISCRIMINATION COMPLAINT FORM

It is the policy of the North Jersey Transportation Planning Authority (NJTPA) to abide by Title VI of the Civil Rights Act of 1964, Executive Order 12898 for Environmental Justice, Executive Order 13166 for Limited English Proficiency, and 23 U.S.C. Section 324, which provides in part that: *No person in the United States shall, on the grounds of race, color, sex, age, national origin, low income or disability, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in any program or activity receiving federal financial assistance.*

This form may be used to file a complaint with the NJTPA for alleged violations of Title VI of the Civil Rights Act of 1964. If you need assistance completing this form due to a physical impairment or other reasons, please contact us by phone at (973) 639-8400 or via FAX at (973) 639-1953.

Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within the 180 days period, you have 60 days after you became aware of the discrimination to file your complaint.

Only the complainant or the complainant's designated representative should complete both pages (sides) of this form.

Name: _____	
Street Address: _____	
City: _____	State: _____ ZIP Code: _____
Home Telephone: _____	Work Telephone: _____ Cell Phone: _____
Individual(s) discriminated against, if different from above (use additional page(s) if necessary):	
Name: _____	
Street Address: _____	
City: _____	State: _____ ZIP Code: _____
Home Telephone: _____	Work Telephone: _____ FAX: _____
Please explain your relationship to the individual(s) indicated above: _____	
Name of Agency and Department or Program that discriminated:	
Agency and Department or Program name: _____	
Name of Individual (if known): _____	
Street Address: _____	
City: _____	State: _____ ZIP Code: _____
Telephone: _____	FAX: _____
Date alleged discrimination began: _____	Last or most recent date of discrimination: _____
Basis of Discrimination:	
<input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Color <input type="checkbox"/> Age <input type="checkbox"/> National Origin <input type="checkbox"/> Disability <input type="checkbox"/> Sex <input type="checkbox"/> Income <input type="checkbox"/> Limited English Proficiency (LEP)	
How were you discriminated against? Please give specific information, including names.	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
Were there any witnesses? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If so, please provide their contact information:	
Witness #1	Witness #2
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Telephone Number: _____	Telephone Number: _____
Signature _____	Date _____

NOTE: The laws enforced by this organization prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint or if you have questions regarding the completion of this form please contact:

Title VI Coordinator
 North Jersey Transportation Planning Authority
 One Newark Center, 17th Floor
 Newark, NJ 07102
 Phone: 973-639-8400 Fax: 973-639-1953
TitleVI@njtpa.org

NORTH JERSEY TRANSPORTATION PLANNING AUTHORITY, INC.

Title VI Complaint Process

The North Jersey Transportation Planning Authority (NJTPA) will investigate written complaints that have been filed by any person or class of persons who believe they have been subjected to discrimination or retaliation based on race, color, sex, age, national origin, low income or disability. To file a complaint, an individual or his/her representative should:

- 1. Complete and sign both sides of the complaint form. Include the complainant's name, address, and telephone number.
2. Initiate the filing no more than 180 days after the date of the alleged act of discrimination; the date when the individual(s) became aware of the alleged discrimination; or where there has been a continuing course of conduct, the date that the conduct was discontinued or the latest instance of the conduct.

These procedures do not preclude any agency from attempting to resolve issues and complaints that are non-written, e.g., sexual harassment. Complaints must detail the facts and circumstances of the alleged discrimination.

NJTPA will use procedures approved by the Federal Highway Administration (FHWA) to investigate complaints filed directly with the NJTPA against contractors and sub-recipients. This is in accordance with 23 CFR 200.9 (b) (3). The NJTPA cannot investigate complaints filed against itself; therefore, if a complaint is filed against the NJTPA, then it will be forwarded to the New Jersey Department of Transportation (NJDOT) for processing and investigation.

NJTPA's Title VI Coordinator will acknowledge in writing the receipt of every complaint filed with the NJTPA within ten business days of receiving it. If additional information is required, the Title VI Coordinator will extend the response time by ten business days. If the complaint is rejected, the Title VI Coordinator will inform the complainant of the appropriate appeal authority and set up a time-line for an appeal.

With the complainant's consent, and in the best interests of all parties involved in the complaint, attempts may be made to resolve the matter informally. However, if the complainant is dissatisfied with the NJTPA's decision, he or she may bring the matter to the attention of the NJDOT, FHWA, US Department of Transportation (USDOT), and the US Department of Justice (USDOJ).

If the complaint has merit, the Title VI Coordinator will supervise a thorough investigation and submit a written Report of Findings to the NJTPA's Senior Director of Finance and Administration for a final determination.

Within 60 days of the receipt of the complaint, NJTPA will notify the complainant of its findings, the proposed disposition of the matter, the avenues available for appeal and the time-line to appeal if there is dissatisfaction with the NJTPA's decision. The proposed remedy will include the actions necessary to correct and prevent future occurrences.

NJTPA will issue letters of findings for all investigations processed or develop informal settlements for all complaints processed. In accordance with regulations at 23 CFR 200, NJTPA will forward a copy of the complaint and a copy of the its report of the investigation to the NJDOT and the FHWA Division Office, within 60 days of the date the complaint was received. The FHWA may grant an extension of an additional 60 days for justifiable reasons. NJTPA has the responsibility to periodically inform the NJDOT and FHWA Division Office of the status of all complaints.

Title VI Complaint Consent/Release

Name:
Address Line 1:
Address Line 2:
City: State: ZIP Code:

Please read the information below, check the appropriate box, and sign this form.

I have read the Notice of Investigatory Uses of Personal Information by the NJTPA. As a complainant, I understand that in the course of an investigation it may become necessary for NJTPA to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of NJTPA to honor requests under the Freedom of Information Act. I understand that it may be necessary for NJTPA to disclose information, including personal identifying details, which it has gathered as a part of its investigation of my complaint. In addition, I understand that as a complainant I am protected by federal regulations from intimidation or retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statutes enforced by FHWA.

Consent/Release

- CONSENT - I have read and understand the above information and authorize NJTPA to reveal my identity to persons at the organization or institution under investigation. I authorize NJTPA to receive material and information about me pertinent to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release, and do so voluntarily.
CONSENT DENIED - I have read and understand the above information and do not want NJTPA to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and information about me, pertinent to the investigation of my complaint. I understand that this is likely to impede the investigation of my complaint and may result in the closure of the investigation.

Signature

Date

Please return this application to:

Title VI Coordinator
North Jersey Transportation Planning Authority
One Newark Center, 17th Floor
Newark, NJ 07102

Phone: 973-639-8400 FAX: 973-639-1953

TitleVI@njtpa.org