

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