

Title VI Complaint Procedures

Requirement to Develop Title VI Complaint Procedures and Complaint Form.

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form. The form and procedure for filing a complaint shall be available on the recipient's website and at their facilities.

Any individual may exercise his or her right to file a complaint with Danville-Pittsylvania Community Services if that person believes that he or she has been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the Agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT.

Danville-Pittsylvania Community Services includes the following language on all printed information materials, on the Agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

Danville-Pittsylvania Community Services is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964.

For additional information on Danville-Pittsylvania Community Services' nondiscrimination policies and procedures, or to file a complaint, please visit the website at www.dpcs.org or contact the Director of Developmental Services, 245 Hairston Street, Danville, VA 24540.

Instructions for filing Title VI complaints are posted on the Agency's website and in posters on the interior of each vehicle operated in passenger service and the Agency's facilities, and are also included within Danville-Pittsylvania Community Services brochures.

SEE APPENDIX C – Title VI Complaint Form

PROCEDURES FOR HANDLING, TRACKING, RESOLVING AND REPORTING INVESTIGATIONS/COMPLAINTS AND LAWSUITS

Should any Title VI investigation be initiated by FTA or DRPT, or any Title VI lawsuits are filed against Danville-Pittsylvania Community Services, the Agency will follow these procedures:

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Director of Developmental Services. The complaint is to be filed in the following manner:
 - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
 - b. The complaint shall be in writing and signed by the complainant(s).
 - c. The complaint should include:
 - The complainant's name, address, and contact information
 - (i.e., telephone number, email address, etc.)
 - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance)
 - a description of the alleged act of discrimination
 - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
 - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
 - if known, the names and/or job titles of those individuals perceived as parties in the incident
 - contact information for any witnesses
 - indication of any related complaint activity (i.e., was the complaint also submitted to DRPT or FTA?)
 - d. The complaint shall be submitted to Danville-Pittsylvania Community Services' Director of Developmental Services, at 245 Hairston Street, Danville, VA 24540.
 - e. Complaints received by any other employee of Danville-Pittsylvania Community Services will be immediately forwarded to the Director of Developmental Services.

- f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Director of Developmental Services. Under these circumstances, the complainant will be interviewed, and the Developmental Services Division's Administrative Assistant will assist the complainant in converting the verbal allegations to writing.
1. Upon receipt of the complaint, the Director of Developmental Services will immediately:
 - a. notify DRPT (no later than 3 business days from receipt)
 - b. notify Danville-Pittsylvania Community Services' Executive Director, and
 - c. ensure that the complaint is entered in the complaint database
 2. Within 3 business days of receipt of the complaint, the Director of Developmental Services will contact the complainant by telephone to set up an interview.
 3. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.
 4. If DRPT has assigned staff to assist with the investigation, the Director of Developmental Services will offer an opportunity to participate in the interview.
 5. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
 6. The Director of Developmental Services will determine, based on relevance or duplication of evidence, which witnesses will be contacted and questioned.
 7. The investigation may also include:
 - a. investigating contractor operating records, policies or procedures
 - b. reviewing routes, schedules, and fare policies
 - c. reviewing operating policies and procedures
 - d. reviewing scheduling and dispatch records
 - e. observing behavior of the individual whose actions were cited in the complaint
 8. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
 9. The Director of Developmental Services will contact the complainant at the conclusion of the investigation but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
 10. At the conclusion of the investigation and **within 60 days** of the interview with the complainant, the Director of Developmental Services will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be

provided to the Authorizing Official, DRPT, and, if appropriate, Danville-Pittsylvania Community Services' legal counsel.

11. The Director of Developmental Services will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to DRPT in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT.
12. A Complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. An interview cannot be scheduled with the complainant after reasonable attempts.
 - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
13. DRPT will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by Danville-Pittsylvania Community Services. DRPT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.