

TITLE VI COMPLAINT PROCEDURE

Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Cape Cod Metropolitan Planning Organization or the Cape Cod Commission acting on behalf of the Cape Cod MPO (hereinafter referred to as “the Authority”) may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. The Cape Cod Metropolitan Planning Organization works with the Massachusetts Department of Transportation to investigate complaints received no more than 180 days after the alleged incident. The Authority acting with the Massachusetts Department of Transportation (hereinafter “MA DOT”) will process complaints that are complete.

Once the complaint is received, the Authority will first forward it to the Massachusetts Department of Transportation. The Authority will also review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by either the Authority or the MA DOT.

The Authority and/or the MA DOT has forty-five (45) days to investigate the complaint. If more information is needed to resolve the case, the Authority and/or the MA DOT may contact the complainant. The complainant has fifteen (15) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within fifteen business days, the Authority and MA DOT can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has thirty (30) days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.