

Public Notice of Rights under Title VI

NOTICE TO THE PUBLIC: YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT Tri-CAP

Tri-CAP is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federal funded. Transit programs and services are distributed in accordance with Title VI of the Civil Rights Act and related nondiscrimination authorities. Additionally, Tri-CAP is committed to ensuring that its programs incorporate access for people with limited English proficiency.

Any person who believes that they, individually, or as a member of any specific class of persons, have been subjected to discrimination on the basis of race, color, or national origin may file a discrimination complaint with Tri-CAP using the complaint form located on Tri-CAP's website. The complaint form and procedures are also available in hard copy in, Spanish and Somali and additional languages upon request. Tri-CAP website is: <http://www.tricap.org>

Complaints can be submitted directly to Tri-CAP and/or to the Minnesota Department of Transportation (MnDOT), Office of Civil Rights, MS 170, Attention: Title VI Program, 395 John Ireland Blvd, St. Paul, MN 55155

Alternatively, a complaint may be directly filed with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

If you need information translated into another language, or require information in an alternative format, please contact Planning and Evaluation Director, Tri-CAP 1210 23rd Avenue North, Waite Park, MN 56387, General@tricap.org

For more information about Tri-CAP, Title VI Program, and the procedures to file a complaint, please reference the *Language Assistance Plan*, and *Appendix H: Title VI Complaint Procedure* located on Tri-CAP website, under [How to Ride | Tri-CAP \(tricap.org\)](#) above; by phone 320-251-1612; email General@tricap.org or visit our administrative office at 1210 23rd Avenue South, Waite Park, MN, 56387.



Lori Schultz, Executive Director
Tri-CAP

10-12-22
Date

Title VI Complaint Procedure

The Tri-CAP is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, or national origin by the Tri-CAP, providing programs and services in the following counties of Benton, Mille Lacs, Morrison, Sherburne, and Stearns (hereinafter referred to as “ Tri-CAP,”) may file a Title VI complaint by completing and submitting Tri-CAP, Title VI Complaint Form. Tri-CAP investigates complaints received no more than 180 days after the alleged incident. Tri-CAP will process complaints that are complete.

Once the complaint is received, Tri-CAP, will review it to determine if our office has jurisdiction or if the complaint will be handled by MnDOT OTAT Compliance Coordinator and/or MnDOT Office of Civil Rights Title VI Coordinator. The complainant will receive written acknowledgement informing her/him that the complaint has been received and who will be handling.

Tri-CAP and/or MnDOT, has 30 days to investigate the complaint. If more information is needed to resolve the case, Tri-CAP and/or MnDOT, may contact the complainant. The complainant has 15 business days from the date of the written notification 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 10 business days, Tri-CAP and/or MnDOT 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 written documentations 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 15 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with MnDOT, Office of Transit and Active Transportation, ATTN: Compliance Coordinator at 395 John Ireland Blvd., MS 430, St. Paul, MN 55155-1899 or email complaint form to jean.meyer@state.mn.us. As an alternate, a person may file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency:

Federal Court _____ State Agency

State Court Local Agency

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Tri-CAP Title VI Coordinator
1210 23rd Avenue South, PO Box 683
Waite Park, MN 56387