



CITY OF MORRIS TRANSIT

610 Oregon Avenue • P. O. Box 438 • Morris, MN 56267 • 320-589-1000 • Fax 320-589-3111 • transitl@ci.morris.mn.us

Title VI Complaint Procedure

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.

Any person who believes that they have been subjected to discrimination may file a written complaint by completing and submitting the City of Morris Transit's Title VI Complaint Form. Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the alleged incident. The City of Morris Transit (hereinafter referred to as "the City") will process all complaints that are complete.

The City will begin an investigation within fifteen (15) working days of receipt of the complaint, and has ninety (90) days to complete the investigation of the complaint. If more information is needed to resolve the case, the City may contact the complainant. The complainant has fifteen (15) business days from the date of the letter to send the requested information to the City. If the City is not contacted by the complainant or does not receive the additional information within fifteen (15) business days, the City can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the City completes its review of the complaint, they will prepare a written report that shall include a summary description of the incident, findings and recommendations. After administrative review of the report, a copy of the report and closing letter will be provided to the complainant.

An appeal or a complaint can be filed directly with either of the following:

Federal Transit Administration
Office of Civil Rights, Attn: Complaint Team
1200 New Jersey Avenue SE
Washington, DC 20590

or

Minnesota Department of Transportation
Office of Civil Rights, Mail Stop 170
395 John Ireland Blvd.
St. Paul, Minnesota 55155-1899



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Title VI Complaint Form

Title VI of the Civil Rights Act of 1964 requires that “No person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The following information is necessary to assist us in processing your complaint. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

Should you require any assistance in completing this form, please contact our Transit Coordinator, Beth Heinrich, by calling (320)589-1000.

1. Complainant's Name _____

2. Address _____

3. City _____ State _____ Zip _____

4. Telephone Number _____ (other) _____

5. Person Discriminated against if someone other than complainant:

Name _____

Address _____

City _____ State _____ Zip _____

6. Which of the following best describes the reason you believe the discrimination took place. Was it because of: Race/Color _____ National Origin _____

7. What date did the alleged discrimination take place: _____

8. In your own words, describe the alleged discrimination. Explain what happened and who you believe was responsible. Use the back of this form if additional space is required.

9. Have you filed this complaint with any other federal, state or local agency?

_____ Yes _____ No

If yes, check each one that applies:

Federal Agency ___ Federal Court ___ State Agency ___ State Court ___
Local Agency ___ Local Court ___

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

Name _____

Address _____

City _____ State _____ Zip _____

11. Please sign below. You may attach any written materials or other information you think is relevant to your complaint.

Complainant's Signature

Date

Return completed form to: City of Morris Transit, P.O. Box 438, Morris, MN 56267

Fax: 320-589-3111 / Email: transit@ci.morris.mn.us