

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

It is the policy of the Metropolitan Transportation Planning Organization (MTPO) for the Gainesville Urbanized Area that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, martial status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.



Lee Pinkoson, Metropolitan Transportation Planning Organization Date 7/18/08
Chairperson for the Gainesville Urbanized Area

Title VI Complaint Procedure
Metropolitan Transportation Planning Organization (MTPO)
for the Gainesville Urbanized Area

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the MTPO shall be referred immediately by the MTPO Director of Transportation Planning to the FDOT's District Two Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal and non-written complaints received by the MTPO shall be resolved informally by the MTPO Director of Transportation Planning. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the MTPO Director of Transportation Planning shall refer the Complainant to the FDOT's District Two Title VI Coordinator for processing in accordance with approved State procedures.
3. The MTPO Director of Transportation Planning will advise the FDOT's District Two Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District Two Title VI Coordinator.
 - (a) Name, address, and phone number of the complainant.
 - (b) Name(s) and address(es) of respondent.
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the MTPO.
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the MTPO has taken or proposed to resolve the allegation(s) raised in the complaint.

4. Within ten (10) calendar days, the MTPO Director of Transportation Planning will acknowledge receipt of the allegation(s), inform the complainant of action taken or proposed action to process the allegation(s), and advise the complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
5. Within sixty (60) calendar days, the MTPO Director of Transportation Planning will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the Chief Staff Official of the MTPO.
6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the Chief Staff Official of the MTPO will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EOO, if they are dissatisfied with the final decision rendered by the Chief Staff Official of the MTPO. The MTPO Director of Transportation Planning will also provide the FDOT's District Two Title VI Coordinator with a copy of this decision and summary of findings.
7. The MTPO Director of Transportation Planning will maintain a log of all verbal and non-written complaints received by the MTPO. The log will include the following information:
 - a. Name of complainant.
 - b. Name of respondent.
 - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - d. Date verbal or non-written complaint was received by the MTPO.
 - e. Date MTPO notified the FDOT's District Two Title VI Coordinator of the verbal or non-written complaint.
 - f. Explanation of the actions the MTPO has taken or proposed to resolve the issue raised in the complaint.