

APPENDIX A

TITLE VI COMPLIANCE REPORTING CHECKLIST FOR ALL GRANTEES

Chapter IV: FTA Circular 4702 1A All Grantees. *All recipients should submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Subrecipients shall submit the information below to their direct recipient.*

- Title VI Compliant Procedures
- Record of Title VI Investigations, Complaints, or Law Suits
- Access to Services by Persons with LEP
- Notifying Beneficiaries of their Rights Under Title VI
- Inclusive Public Participation

1. Title VI Compliant Procedures. *Chapter IV, part 2; 49 CFR 21.9(b);* MaineDOT has developed procedures for investigating and tracking Title VI complaints filed against them and makes their procedures for filing a complaint available to members of the public upon request. MaineDOT encourages its subrecipients to adopt their Title VI complaint investigation and tracking procedures. *A copy of procedures for filing a Title VI complaint is on file. Please refer to Page 5 for additional information.*

2. Procedure for Investigations, Complaints and Lawsuits: *Chapter IV part 3; 48 CFR 21.9(b).* MaineDOT has developed and maintains a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the recipient and/or subrecipients that allege discrimination on the basis of race, color, or national origin that includes the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient or subrecipient in response to the investigations. *A list of any Title VI investigations, complaints, or lawsuits filed with the agency since the time of the last submittal is on file. Please refer to Page 6 and Appendix E for additional information.*

3. Access to Services by Persons with LEP. *Chapter IV, part 4; 49 CFR 21.5(b) and the DOT LEP Guidelines.* The MaineDOT is taking “reasonable steps” to remove barriers for LEP individuals and it has developed a Language Implementation Plan pursuant to the recommendations in Section VII of the DOT LEP Guidance. MaineDot’s LEP outreach plan is determined on a case by case basis at the program level. Any LEP individual directly impacted or benefiting from MaineDOT programs should be offered translation proactively as a rule. *A copy of the agency’s plan for providing access to meaningful activities and programs for persons with limited English proficiency which was based on the DOT LEP is available on line. Please refer to Page 6 for additional information.*

4. Notifying Beneficiaries of their Rights Under Title VI. *Chapter IV, part 5; 49 CFR 21.9(d).* MaineDOT has developed a statement for the provision of information to the public regarding their Title VI obligations and to apprise members of the public of the protections against discrimination afforded to them by Title VI. **Please refer to Page 8 for additional information.**

5. Inclusive Public Participation. *Chapter IV, part 9; DOT Order 5610.* MaineDOT has developed a public outreach and involvement activities report (below) undertaken since the last submission and a description of steps taken to ensure that minority persons had meaningful access to these activities. **Please refer to Page11 for additional information.**

FTA DISCRIMINATION COMPLAINT FORM

RIDER COMPLAINT FORM

**Federal Transit Administration
Office of Civil Rights
Complaint Form**

Section I

Name: _____

Address: _____

Telephone Numbers:

(Home) _____ (Work) _____

Electronic Mail Address: _____

Accessible Format Requirements?

Large Print _____ Audio tape _____

TDD _____ Other _____

The Federal Transit Administration (FTA) Office of Civil Rights is responsible for civil rights compliance and monitoring, which includes ensuring that providers of public transportation properly implement Title VI of the Civil Rights Act and Title II of the Americans with Disabilities Act of 1990 (the ADA), the Department of Transportation (DOT) ADA regulations, and Section 504 of the Rehabilitation Act of 1973. In the FTA complaint investigation process, we analyze the complainant's allegations for possible ADA/Title VI deficiencies by the transit provider. If deficiencies are identified they are presented to the transit provider and assistance is offered to correct the inadequacies within a predetermined timeframe. FTA also may refer the matter to the U.S. Department of Justice for enforcement.

Section IV

Name of public transit provider complaint is against:

Contact person: _____ Title: _____

Telephone number: _____

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Section V

May we release a copy of your complaint to the transit provider?

Yes ____ No ____

May we release your identity to the transit provider?

Yes ____ No ____

Please sign here: _____

Date: _____

[Note - We cannot accept your complaint without a signature.]

**Please mail your completed form to: Director, FTA Office of Civil Rights,
400 7th Street, S.W., Room 9102, Washington, D.C. 20590**

You may also contact us by phone at our toll free FTA ADA Assistance Line,

**1-888-446-4511 (VOICE) OR THROUGH THE FEDERAL INFORMATION RELAY
SERVICE,
1-800-877-8339. WE CAN ALSO BE REACHED BY ELECTRONIC MAIL AT:
ADA.ASSISTANCE@FTA.DOT.GOV. THE FTA WEB PAGE CAN BE FOUND
AT [HTTP://WWW.FTA.DOT.GOV]**