

## ***Vermont Agency of Transportation Title VI Complaint Procedure***

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, national origin, sex, age, low income, LEP, or disability may file a complaint with the Vermont Agency of Transportation's Office of Civil Rights & Labor Compliance.

The mailing address for written complaints is as follows:

Vermont Agency of Transportation  
Office of Civil Rights & Labor Compliance  
One National Life Drive  
Montpelier, VT 05633-5001

Complaints may also be submitted by telephone or fax. Contact numbers are as follows:

Tel: 802.249-9291  
Fax: 802.828.1047

Electronic submission of complaints is also permitted. All complaints related to Title VI Program discrimination should be addressed to Sue Hackney, Title VI Coordinator, at the following address:  
[susan.hackney@vermont.gov](mailto:susan.hackney@vermont.gov) .

Written or faxed complaints must be signed by the complainant. Complaints submitted by telephone or e-mail, or unsigned written or faxed complaints must be followed by a complaint in writing, signed by the complainant or his/her representative within 10 business days of the initial verbal/electronic/unsigned complaint. If the complainant requires assistance to submit a written document, a member of the VTrans Office of Civil Rights will interview the complainant and assist the person in converting verbal complaints to writing. This document must be signed by the complainant or his/her representative. Federal and state law require that the complaint be filed within 180 days of the alleged incident of discrimination.

Once the complaint has been submitted in writing, VTrans will pursue the following steps in addressing the complaint:

1. The VTrans Title VI Coordinator will initiate a Complaint Form.
2. Essential information on the form includes the following:
  - a. Date of the incident that is the subject of the complaint;
  - b. Time of the incident;
  - c. Location of the incident; and
  - d. Circumstances of the incident in as much detail as is available, including description of the issues and the names and job titles of those individuals perceived as parties in the complaint.
3. The completed form, along with the initial complaint letter and a summary of any other communication, will be submitted to the VTrans Chief of Civil Rights for review. The Chief of Civil Rights will determine the jurisdiction and acceptability of the complaint and any need for additional information. After any additional information is procured, the Chief of Civil Rights will determine whether to accept or reject the complaint.

4. The complainant will be provided with a written notification that VTrans has either accepted or rejected the complaint.
5. A complaint may be rejected for the following reasons:
  - a. More than 180 days passed between the alleged incident and the filing of the initial complaint.
  - b. The allegation does not involve a basis covered under Title VI, such as race, color, national origin, age, gender, low income, LEP, or disability.
  - c. The allegation does not involve VTrans or one of its sub recipients of federal funds.
  - d. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
  - e. The complainant cannot be located after reasonable attempts.
6. An accepted complaint will be assigned a case number and be logged in a database and on the VTrans Title VI Complaint Log maintained by the VTrans Office of Civil Rights, identifying the complainant's name, date of the incident, alleged harm, and the race, color, or national origin of the complainant.
7. The VTrans Title VI Coordinator, assisted by other members of the Office of Civil Rights who are trained in compliance investigations, will initiate an investigation of the complaint and complete a report within 90 days of the acceptance of the complaint. The report shall include a narrative description of the incident, identification of the persons interviewed, findings, and recommendations for disposition.
8. The report will be reviewed by the Chief of the VTrans Office of Civil Rights and referred to the Legal Section of VTrans, if deemed appropriate. The Chief will accept or reject the recommendation for disposition, in consultation with the Legal Officer, and if the individuals involved are found to be in noncompliance with Title VI Program requirements, remedial actions will be determined.
9. The results of the investigation and the Chief's determination will be mailed to the complainant. Notice shall include information regarding appeal rights of the complainant and instructions for initiating such an appeal. Notice of appeals are as follows:
  - a. VTrans will reconsider the determination if new facts come to light.
  - b. If the complainant is dissatisfied with the determination and/or resolution set forth by VTrans, the same complaint may be submitted to the appropriate federal agency listed below:

Federal Transit Administration (FTA) Office of Civil Rights 1200 New Jersey, S.E. 5 <sup>th</sup> Floor TRC East Building Washington, DC 20590 Phone: 202.366.4043	Federal Highway Administration (FHWA) Vermont Division 87 State Street, Suite 216 Montpelier, VT 05602 802.828.4423
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10. A copy of the complaint and VTrans' investigation report, letter of finding, and remedial action plan will be submitted within 120 days of the initial receipt of the complaint to the appropriate agency listed above.