

## 4.0 Title VI Procedures and Compliance

*FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.*

### 4.1 Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Crawford County Transit System may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). Crawford County Transit System County Manager investigates complaints received no more than 180 days after the alleged incident. Crawford County Transit System County Manager will process complaints that are complete.

Once the complaint is received, Crawford County Transit System County Manager will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Crawford County Transit System County Manager has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Crawford County Transit System County Manager may contact the complainant. The complainant has ten (10) business days from the date of the letter 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 ten (10) business days, Crawford County Transit System County Manager can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters 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. A 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 seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on Crawford County Transit System's website ([www.crawfordcountyga.org](http://www.crawfordcountyga.org)).

### 4.2 Complaint Form

A copy of the complaint form in English is provided in Appendix E and on Crawford County Transit System's website ([www.crawfordcountyga.org](http://www.crawfordcountyga.org)).

The complaint form must be provided in any languages spoken by the LEP population which meet the Safe Harbor threshold (See Appendix G).