

**NOTICE TO THE PUBLIC:
YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT**



The VINE Faith in Action is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federal funded. Transit programs and services are distributed in accordance with Title VI of the Civil Rights Act and related nondiscrimination authorities. Additionally, VINE Faith in Action is committed to ensuring that its programs incorporate access for people with limited English proficiency.

Any person who believes that they, individually, or as a member of any specific class of persons, have been subjected to discrimination on the basis of race, color, or national origin may file a discrimination complaint with VINE Faith in Action using the complaint form located on VINE Faith in Action's website. The complaint form and procedures are also available in hard copy in, upon request. VINE Faith in Action website is:

<http://truetransit.org/passenger-info/>

Complaints can be submitted directly to VINE Faith in Action and/or to the Minnesota Department of Transportation (MnDOT), Office of Civil Rights, MS 170, Attention: Title VI Program, 395 John Ireland Blvd, St. Paul, MN 55155

Alternatively, a complaint may be directly filed with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

If you need information translated into another language, or require information in an alternative format, please contact: Blue Earth County Employment Services at 507-386-5750.

For more information about VINE Faith in Action Title VI Program, and the procedures to file a complaint, please reference the *Language Assistance Plan, and Appendix H: Title VI Complaint Procedure* located on VINE Faith in Action website,

<http://truetransit.org/passenger-info/> linked above; by phone 507-387-1666; email vine@vinevolunteers.org or visit our administrative office at 421 E Hickory Street, Mankato, MN, 56001.

Title VI Compliant Procedure

The VINE Faith in Action is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, or national origin by the VINE Faith in Action, providing programs and services in the following counties of Blue Earth, Nicollet, and LeSueur (hereinafter referred to as "VINE Faith in Action,") may file a Title VI complaint by completing and submitting VINE Faith in Action, Title VI Complaint Form. VINE Faith in Action, investigates complaints received no more than 180 days after the alleged incident. The VINE Faith in Action, will process complaints that are complete.

Once the complaint is received, the VINE Faith in Action, will review it to determine if our office has jurisdiction or if the complaint will be handled by MnDOT OTAT Compliance Coordinator and/or MnDOT Office of Civil Rights Title VI Coordinator. The complainant will receive written acknowledgement informing her/him that the complaint has been received and who will be handling.

VINE Faith in Action and/or MnDOT, has 30 days to investigate the complaint. If more information is needed to resolve the case, VINE Faith in Action and/or MnDOT, may contact the complainant. The complainant has 15 business days from the date of the written notification 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 10 business days, VINE Faith in Action and/or MnDOT can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two written documentations 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. An 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 15 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with MnDOT, Office of Transit and Active Transportation, ATTN: Compliance Coordinator at 395 John Ireland Blvd., MS 430, St. Paul, MN 55155-1899 or email complaint form to jean.meyer@state.mn.us. As an alternate, a person may file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Title VI Complaint Form



Title VI Complaint Form and Complaint Procedures

VINE Faith in Action is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on basis of race, color or national origin, as provided by the Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require assistance in completing this form, please contact the Transportation Manager at (507) 387-1666.

Contact Information

Name:

Phone:

Address:

Alternate Phone:

Person(s) discriminated against (If someone other than the complainant):

Name(s):

Address:

Complaint

Please describe the alleged discrimination incident on back of the form.

Which of the following best describes the reason for the alleged discrimination that took place:

Race

Color

National Origin (Limited English Proficiency)

Date of Incident:

Have you filed a complaint with any other federal, state or local agencies?

Yes ___ No ___ If yes, please complete the following below:

Agency: _____ Contact Name: _____

Address: _____ Date filed: _____

Agency: _____ Contact Name: _____

Address: _____ Date filed: _____

Please submit this form in person at the address below, or mail this form to:

VINE Faith in Action

Title VI Coordinator

421 E Hickory Street

Mankato, MN 56001