



Title VI Discrimination Complaint Procedure Administrative Policy

1. Alignment

Region 1 Planning Council (R1PC) and its staff are responsible for operating within the parameters set forth by prevailing law and professional ethics.

2. Objective

The purpose of this policy is to establish a process for reporting complaints, investigating for violation of Title VI, and to determining appropriate relief should a violation be found.

3. Standard

Title VI of the Civil Rights Act of 1964 as amended prohibits discrimination on the basis of race, color, and national origin for programs and activities receiving federal financial assistance. As a recipient of federal financial assistance, R1PC has adopted the following complaint procedure.

4. Procedure

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation by R1PC's administration of federally funded programs, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by R1PC shall be referred immediately to the Region 1 Planning Council Title VI Coordinator.

Written complaints shall be sent to:

Region 1 Planning Council
Attention: Title VI Coordinator
313 N. Main Street
Rockford, IL 61101

2. Verbal and non-written complaints received by R1PC shall be resolved informally by the R1PC Title VI Coordinator. If the issue has not been satisfactorily resolved through informal means, or if at any time the complainant requests to file a formal written complaint, the Complainant shall be permitted to do so, and the complaint shall follow the process for written complaints.
3. The R1PC Title VI Coordinator will advise the R1PC Executive Director within ten (10) calendar days of receipt of the complaint(s). The following information will be included in every notification to the Executive Director (*or designated human resource manager*):

- a. Name, address, and phone number of the complainant
 - b. Name, address, and phone number of R1PC
 - c. Basis of complaint
 - d. Date of alleged discriminatory act(s)
 - e. Date complaint received by R1PC
 - f. A statement of the complaint
 - g. Other agencies (local, state, or Federal) where the complaint has been filed
 - h. An explanation of the actions R1PC has taken or proposed to resolve the allegation(s) raised in the complaint
4. Within thirty (30) calendar days of receipt of the complaint(s), the R1PC Title VI Coordinator will acknowledge receipt of the complaint(s), inform the complainant of action taken or proposed action to process the complaint(s), and advise the complainant of other avenues of redress available, such as the Illinois Department of Transportation's (IDOT) Equal Opportunity Office (EEO).
 5. Within one-hundred twenty (120) calendar days of receipt of the complaint(s), the R1PC Title VI Coordinator will conduct and complete a review of the complaint(s) and, based on the information obtained, will render a recommendation for action in a report of findings to the R1PC Executive Director (or designee.)
 6. Within one-hundred fifty (150) calendar days of receipt of the complaint(s), the R1PC Executive Director (or designee) will notify the complainant in writing of the final decision reached. The notification will advise the complainant of his or her right to file a formal complaint with IDOT's EEO if they are dissatisfied with the final decision rendered by R1PC. The R1PC Title VI Coordinator will also provide the governing board with a copy of this decision and summary of findings.
 7. The R1PC Title VI Coordinator will maintain a log of all verbal and non-written complaints received. The log will include the following information:
 - a. Name of complainant
 - b. Name of respondent
 - c. Basis of complaint
 - d. Date complaint received
 - e. Explanation of the actions R1PC has taken or proposed to resolve the issue raised in the complaint
 8. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC, 2059

5. Responsibility and Accountability

All employees and representatives of Region 1 Planning Council are responsible for abiding by Title VI. All R1PC employees with supervisory responsibilities are accountable for ensuring employees access to this process.

6. Review Schedule

The document is recommended for review no less than every two years. The Executive Director (or human resources designee) will ensure this policy is maintained and approved by the applicable authority accordingly.

7. Prevailing Authority

Title VI of the Civil Rights Act of 1964

8. Internal Cross-Reference

Standard Operating Procedure 1.0: Policy & Procedure System
Personnel Policy 2.2.6: Anti-Discrimination and Harassment

9. Attachments and Forms

None

Employee Acknowledgement: I acknowledge that I have read the above policy, also contained in RIPC's Personnel Policies, and agree to abide by it.

Printed Name: _____

Signed: _____ Date: _____