



Flint Hills Metropolitan Planning Organization

323 Poyntz Avenue, Suite 101 | Manhattan, KS | 66502

Phone: 785.845.9050

FHMPO@FlintHillsMPO.org

Title VI Complaint Procedure

The following pertains only to Title VI complaints regarding the programs of the Flint Hills MPO.

Title VI, 42 U.S.C. §2000d et seq., was enacted as part of the Civil Rights Act of 1964. At the heart of the regulation is the statement that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The MPO has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Chapter VII of the Federal Transit Administration Circular 4702.1B, dated May 26, 1988. If you believe the MPO's programs have discriminated your civil rights on the basis of race, color, or national origin, you may file a written complaint by following the procedure outlined below.

Title VI Complaint Procedure:

1. **Submission of Complaint:** Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, or national origin has been excluded from or denied the benefits of or subjected to discrimination caused by the MPO may file a written complaint with the Title VI Coordinator within 180 calendar days after the date the discrimination occurred. A sample complaint form is available on the MPO's website, in *Appendix C* of the Title VI Program Guidance, or by contacting the Title VI Coordinator. (NOTE: Upon request, assistance will be provided to any person(s) unable to read or write.)

Flint Hills MPO
Attn: Title VI Coordinator
323 Poyntz Avenue, Suite 101
Manhattan, KS 66502
785-845-9050

2. **Referral to Review Officer:** Upon receipt of the complaint, the Title VI Coordinator will call an Executive Session with the Policy Board and appoint one or more staff review officers or

Policy Board Members to investigate the complaint, in consultation with the MPO attorney, as appropriate. The review officer(s) will make a recommendation about the merit of the complaint and, if so, what will be done to address it. The review officers will complete their review no later than 45 calendar days after the date the Title VI Coordinator receives the complaint. If more time is required, the Title VI Coordinator will notify the complainant of the estimated timeframe for completing the review. Upon completion of the review, the staff review officers will make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. The review officers will forward their recommendations to the Title VI Coordinator for review. If the Title VI Coordinator concurs, a written response will be issued to the complainant. (NOTE: Upon receipt of a complaint, the MPO shall forward a copy of this complaint and the resulting written response to the appropriate KDOT, FHWA, and FTA- Region 7 contacts).

3. **Request for Reconsideration:** If the complainant disagrees with the Title VI Coordinator's response, he or she may request reconsideration by submitting the request in writing to the MPO Policy Board Chairperson within 10 calendar days after receiving the Title VI Coordinator's response. The request for reconsideration shall be sufficiently detailed to contain any items the complainant feels were not fully understood by the Title VI Coordinator. The MPO Policy Board Chairperson will notify the complainant of his or her decision either to accept or reject the request for reconsideration within 10 calendar days. In cases where the MPO Policy Board Chairperson agrees to reconsider, the matter shall be returned to the Title VI Coordinator to reevaluate in accordance with Paragraph 2 above.
4. **Appeal:** If the request for reconsideration is denied, the complainant may appeal the MPO Policy Board Chairperson's response by submitting a written appeal to the MPO Policy Board no later than 10 calendar days after receipt of the Policy Board Chairperson's written decision rejecting reconsideration.
5. **Submission of Complaint to the Kansas Department of Transportation and Federal Transit Administration:** If the complainant is dissatisfied with the MPO's resolution of the complaint, he or she may submit a written complaint within 180 days after the alleged date of discrimination to the Kansas Department of Transportation or the Federal Transit Administration for investigation.

Kansas Department of Transportation
Office of Contract Compliance
700 S.W. Harrison St.
Topeka, KS 66503

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Ave, SE
Washington, DC 20590