



TITLE VI POLICY STATEMENT

Ottumwa Transit is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended.

It is Ottumwa Transit's objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency.

The Director, management, and all employees share the responsibility for carrying out Ottumwa Transit's commitment to Title VI. The Transit Director is responsible for the day-to-day operation of the program and receives and investigates Title VI complaints that come through the complaint procedures process.

For additional information on Ottumwa Transit's nondiscrimination obligations, please contact:

Ottumwa Transit
Attn: Director
2417 S. Emma
Ottumwa, IA 52501

Title VI Complaint Process:

The Ottumwa Transit is committed to a policy of non-discrimination in the conduct of its business, including its Title VI responsibilities, and to the delivery of equitable and accessible transportation services. Transit recognizes its responsibilities to the communities in which it operates and to the society it serves. It is Transit's policy to utilize its best efforts to assure that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under its program of transit service delivery and related

benefits. Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with Ottumwa Transit within 300 days from the date of the alleged discrimination.

Filing a Complaint with Ottumwa Transit:

Complaints may be filed with Ottumwa Transit in writing and be addressed to:

**Ottumwa Transit
Attn: Director
2417 S. Emma
Ottumwa, IA 52501**

What Happens to My Title VI Complaint to Ottumwa Transit?

Once a complaint is received, it will be reviewed by the office of the Transit Director. In instances where additional information is needed, they will contact the complainant by phone or in writing. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.

Based upon receipt of all the information required, Ottumwa Transit will investigate a Title VI complaint within 30 days of receipt. Transit will use its best efforts to respond to a Title VI complaint within 60 calendar days of its receipt of such complaint. Receipt of additional relevant information and/or simultaneous filing of complaint with Transit and an external entity may expand the timing of the complaint resolution.

The office of the Director will review and investigate every complaint promptly. Reasonable measures will be undertaken to preserve any information that is confidential. At a minimum the office of the Director will:

- Identify and review all relevant documents, practices and procedures;
- Identify and interview persons with knowledge of the Title VI violation, i.e., the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity, or anyone with relevant information.

Upon completion of the investigation, the office of the Director will complete a final report. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a synopsis of the investigation. The investigation process and final report should take no longer than twenty (20) business days.

The Transit Director shall maintain a log of Title VI complaints received from this process which log shall include the date the complaint was filed; a summary of the allegations; the status of the complaint; and actions taken by Ottumwa Transit in response to the complaint. Should Ottumwa Transit receive a Title VI complaint in the form of a formal charge or lawsuit, the complaint will be forwarded to the Ottumwa City Attorney.

Complaints may also be filed with the following two organizations no later than 300 days after the date of the alleged discrimination:

Ottumwa Human Rights Commission

105 East Third Street
Ottumwa, IA 52501
641-683-0600

Iowa Civil Rights Commission

400 East 14th Street
Des Moines, IA 50319-1004
515-281-4121
800-457-4416

How To File Complaint: http://www.iowa.gov/government/crc/file_complaint/index.html

Form: http://www.iowa.gov/government/crc/docs/revised_COMPLAINT_FORM_2007.htm

Federal Transit Administration's Office of Civil Rights

Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590
816-329-3770

For more information see "Filing a Title VI Complaint with the FTA."
http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html