



Title VI Complaint Procedures

This procedure outlines the Title VI complaint procedures related to providing programs, services, and benefits. It does not deny the complainant the right to file formal complaints with the Secretary of the US Department of Transportation, Equal Employment Opportunity Commission (EEOC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or to seek private counsel for complaints alleging discrimination, intimidation, or retaliation of any kind that is prohibited by law.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States shall, on the grounds of race, color or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

1. Any person who believes that they have been subjected to discrimination may file a written complaint with Gulf Regional Planning Commission (GRPC). Complaints should be filed within 180 calendar days of the alleged incident.
2. The complainant may download the complaint form from the GRPC website (www.grpc.com) or request a complaint form from the GRPC Public Involvement Coordinator at: Phone : 228-864-1167 or by emailing contactus@grpc.com.
3. The complainant may also submit a written statement that contains all of the following information:
 - a. Name, address, and telephone number of the complainant.
 - b. The basis of the complaint i.e., race, color, national origin, sex, elderly or disabled.
 - c. The date or dates on which the alleged discriminatory event or events occurred.
 - d. The nature of the incident that led the complainant to feel discrimination was a factor.
 - e. Names, addresses, and telephone numbers of persons who may have knowledge of the event.
 - f. Other agencies or courts where complaint may have been filed and a contact name.
 - g. Complainant's signature and date.
 - h. If the complainant is unable to write a complaint, GRPC staff will assist the complainant.
 - i. The complaint may be sent to the following address:

Gulf Regional Planning Commission (GRPC)
1635-G Poppo Ferry Road, Biloxi MS 39532
The complaint may be sent via email to: contactus@grpc.com
4. The complainant also has the right to file a Title VI claim with the US Department of Transportation, Federal Transit Administration, Office of Civil Rights-Region IV, 230 Peachtree, NW, Suite 800, Atlanta, GA 30303, **within** the 180 day timeframe.
5. GRPC will begin an investigation within fifteen (15) working days of receipt of a complaint.
6. GRPC will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed to investigate the complaint. If the complainant fails to provide the requested information in a timely basis, GRPC may administratively close the complaint.
7. GRPC will use its best effort to complete the investigation of Title VI complaints within ninety (90) days of receipt of the complaint. A written investigation report will be prepared by the investigator. The report shall include a summary description of the incident, findings, and recommendations for disposition.



TITLE VI COMPLAINT FORM – GULF REGIONAL PLANNING COMMISSION

Individuals or organizations who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin by a recipient of Federal Transit Administration (FTA) funding can file an administrative complaint under Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 states “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 assistance”.

This protection and same opportunity to file a complaint extends to the public through Executive Order 12898, “Federal Actions To Address Environmental Justice in Minority Populations and Low Income Populations,” and the Department of Transportation’s Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries.

Individuals and organizations may file a complaint by completing and submitting the following Title VI complaint form. Assistance is available upon request. Complaints must be signed and include contact information and should be sent via mail or delivered to: Gulf Regional Planning Commission, 1635-G Poppo Ferry Road, Biloxi MS 39532 or emailed to contactus@grpc.com.

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1. Complainant’s Name: _____
 2. Address: _____
 3. City: _____ State: _____ Zip: _____
 4. Telephone No. (Home): _____ Cell: _____ Business: _____
 5. Email Address: _____ TDD/Other: _____
 6. Are you filing this complaint on your own behalf? (*check the appropriate box*)
[] Yes (*go to question 10*) [] No
 7. If No, please give us the following information on the person discriminated against:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email Address: _____
Relationship to Complainant: _____

8. Which of the following best describes why you think the discrimination took place? Was it because of your:

Race/Color (Title VI)
National Origin(Title VI)
Low Income (Executive Order 12898)
Limited English Proficiency (Executive Order 13166)

Sex/gender(Title VI)
Age (Age Discrimination Act of 1967)
Minority Status (Executive Order 12898)
Disability (Americans with Disabilities Act of 1990 & Rehabilitation Act of 1973)

9. What date did the alleged discrimination take place? : _____

10. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please attach additional sheets of paper if more space is required.

11. Have you filed this complaint with any other federal, state or local agency, or with any federal or state court? (*check appropriate box*) [] Yes [] No

If answer is yes, check each box that applies:

Federal Agency
Federal Court
State Agency
State Court

Local Agency (Other than Gulf Regional Planning Commission)
Other:

Please provide contact person information for the agency or court you also filed the complaint with (*attach more sheets if necessary*):

Name/Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Date Filed: _____

1. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Signed: _____ Date: _____

(Note: We cannot accept your complaint without a signature, Thank You!)