

APPENDIX C - COMPLAINT PROCEDURES

CAPE COD REGIONAL TRANSIT AUTHORITY(CCRTA) TITLE VI COMPLAINT PROCEDURE – POSTED WWW.CAPECODRTA.ORG

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the CCRTA may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The CCRTA investigates complaints received no more than 180 days after the alleged incident. The Authority will process complaints that are complete.

Once the complaint is received, the CCRTA will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The CCRTA has 30 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 10 business days from the date of the letter 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, the CCRTA 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 letters 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 the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590. If information is needed in another language please contact: 508-775-8504.

To meet the safe harbor provisions of the regulation the sentence above will also be posted on the web site in the Portuguese language: