

La Crosse Municipal Transit Utility

Title VI Complaint Form

This form is designed to assist you in filing a Title VI complaint with the La Crosse Municipal Transit Utility (LMTU). You are not required to use this form. Your complaint may be filed in any manner, such as a letter, that contains the same information. However, for LMTU to perform a complete investigation, it is important to include all of the information that this form asks for.

La Crosse Municipal Transit Utility (LMTU) assures that no person shall on the grounds of race, color or national origin as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any LMTU sponsored program or activity. LMTU further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Title VI complaints must be filed in writing with the La Crosse MTU no later than 180 days after the alleged discrimination.

Title VI compliance is a condition of receipt of Federal funds, LMTU's General Manager and Title VI Coordinator are authorized to ensure compliance with provisions of this policy and with the law, including the requirements of 23 Code of Federal Regulation (CFR) 200 and 40 CFR 21.

Section I:

Name: _____

Address: _____

Home Telephone: _____ Cell or Alternate Telephone _____

Section II:

Are you filing this complaint on your own behalf? Yes No

If you answered "Yes", go to Section III.

Name of person discriminated against if other than yourself:

Please explain why you are filing for a third party: _____

Please confirm that you have obtained permission to file on this person's behalf: Yes No

Section III.

Have you filed this complaint with any other agency: Yes No

If you answered "Yes" please provide the following:

Name of agency: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Section IV:

Which of the following best describes the reason the alleged discrimination took place? Please check your answer:

- Race
- Color
- National Origin (Limited English Proficiency)

Program that you feel discriminated against you: _____

Do you know the name of the individual?: _____

If not, could you please describe the individual?: _____

Please provide the following information regarding the incident:

Date: _____ Time: _____ Bus Route/Number: _____

Location: _____

Section V:

What type of harm or discriminatory action was taken against you?

- Service
- Accommodation

- Hostile Environment
- Other

If "Other", please specify:

Section VI:

Please provide a detailed description of the incident:

Section VII:

Were there any other witnesses to this incident? Yes No

Name: _____

Address: _____

Telephone: _____

Section VIII:

Is there any other information that you would like to provide to assist us in our investigation of this incident:

Section IX:

What remedy would you like LMTU to consider?

Signature

Date

Note: Complaint will not be accepted without a signature.

LMTU’s Title VI Officer will investigate all complaints. At the conclusion of our investigation we will send a letter of finding to the complainant. If our investigation determines that we were not in violation of Title VI, our letter will explain why we were in compliance. If it is determined that there was a violation of Title VI, our letter will document the violation and the action that LMTU will take to become compliant.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because he or she has filed a complaint to secure rights protected by the nondiscrimination statutes we enforce. Any individual alleging such harassment or intimidation may file a complaint with LMTU or the Federal Transit Administration.

Any questions or comments regarding this plan should be directed to the LMTU Operations Manager at:

Title VI complaints to the City of La Crosse Title VI Coordinator:

Transit Operations Manager

La Crosse MTU

2000 Marco Drive

La Crosse, WI 54601

Phone: 608-789-7350

Fax: 608-789-7374