

Notifying the Public of Rights Under Title VI

The Rome Transit Department and the Metropolitan Planning Organization of Rome and Floyd County

- The Rome Transit Department operates their programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with The Rome Transit Department.
- For more information on The Rome Transit Department's civil rights program, and the procedures to file a complaint, contact 706-236-4523; email KShealy@rome.ga.us; or visit our administrative office at 168 North Avenue, Rome, Georgia 30162. You may also contact the Metropolitan Planning Department at 706-236-5025, email Shiller@rome.ga.us; or visit the planning department at 607 Broad Street, Rome, Georgia 30162. For more information, visit www.romefloyd.com.
- If information is needed in another language, contact 706-236-4523.
- You may also file your complaint directly with the FTA at: Federal Transit Administration Office, 230 Peachtree Street NW, Suite 800, Atlanta, GA 30303 Attention: Regional Civil Rights Officer

The **Rome and Floyd County Metropolitan Planning Organization** fully complies with Title VI of the Civil Rights Act of 1964 and its related statutes and regulations in all programs and activities.

As set forth in the Americans with Disabilities Act of 1992, the Rome City Government and the Floyd County Government do not discriminate on the basis of disability, and will assist citizens with special needs given proper notice (seven working days). As set forth in Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance. To that end the City of Rome and Floyd County will make a reasonable effort to find translators, given proper notice (seven working days).

For more information or to obtain a Discrimination Complaint Form, please call (706)-236-5025 or e-mail Shiller@rome.ga.us.

AVISO AL PUBLICO DE LOS DERECHOS BAJO EL TITULO VI Departamento de Tránsito de Rome

- El Departamento de Tránsito de Rome opera sus programas y servicios sin distinción de raza, color y origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree que él o ella ha sido afectada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante el Departamento de Tránsito de Rome.
- Para mas información sobre el programa de Derechos Civiles del Departamento de Tránsito de Rome, y el procedimiento para presentar una queja, llamar al 706-236-453; email KShealy@rome.ga.us; o visite nuestra oficina administrativa en la 168 North Avenue, Rome, Georgia 30162. Usted tambien puede llamar al 706-236-5025, email Shiller@rome.ga.us ; o visitar el Departamento de Planeación en la 607 Broad Street, Rome, Georgia 30162. Para más información visita www.romefloyd.com.
- Si necesita información en otro language, llamar al 706-236-4523.
- Usted tambien puede presentar su queja directamente a FTA: Oficina de la Administración Federal de Tránsito (Federal Transit Administration Office), 230 Peachtree Street NW, Suite 800, Atlanta, GA 30303. Con Atención al: Oficial Regional de Derechos Civiles.

La Secretaría de Planificación Metropolitana del Condado de Floyd y de la Ciudad de Rome cumple a cabalidad con el Título VI de la Ley de Derechos Civiles de 1964 y sus estatutos y reglamentos relacionados con el mismo en todos los programas y actividades. Tal como se establece en la Ley de Estadounidenses con Discapacidades de 1992, el Gobierno de la Ciudad de Rome y del Condado de Floyd no discrimina a discapacitados y ayudarán a los ciudadanos con necesidades especiales que notifiquen debidamente (siete días hábiles). Según lo establecido en el Título IV de la Ley de Derechos Civiles de 1964, 42 U.S.C. 2000d et seq., ninguna persona en los Estados Unidos debe, a causa de su raza, color, ó nacionalidad, ser excluido de participar en, negarle los beneficios de, o ser sujeto a discriminación de cualquier programa o actividad que reciba asistencia financiera Federal. Por esto, la Ciudad de Rome y el Condado de Floyd harán un esfuerzo razonable para encontrar traductores, para personas que notifiquen debidamente (siete días hábiles). Para mas información ó para obtener un Formulario de Reclamos por discriminación, por favor llamar al (706) 236-5025 ó enviar un correo electrónico a Shiller@rome.ga.us.

COMPLAINT PROCEDURE

If someone believes that they have been excluded from participation in, been denied the benefits of, or been subjected to discrimination under any City of Rome Transit (RTD service, program or activity, they may file an official Title VI complaint with the RTD Title VI Coordinator. The following steps describe the procedures to file a complaint and how the City of Rome will respond.

1. The complaint must be submitted to the RTD Title VI Coordinator no later than 180 days after the date of the alleged discrimination.
2. A Title VI complaint form can be obtained by calling (706) 236-4523 or by downloading the form from our website at www.romefloyd.com. Please provide the following information on the complaint form. Or you may submit a signed written statement that contains all of the following written information.
 - Your name, address and how to contact you (phone number, email address, etc.)
 - The basis of the alleged discrimination complaint (race, color, or national origin)
 - How, why, when and where you believe you were excluded from participation in, were denied the benefits of, or were subjected to discrimination. If the alleged incident occurred on the bus, give date, time of day, and bus number if available.
 - Include the location, names and contact information of any witnesses.
 - Indicate whether you have filed the complaint with Federal Transit Administration.
 - You must sign your letter of complaint.

If you as the complainant are unable to write a complaint, the RTD Title VI Coordinator will assist you with the complaint. RTD is committed to providing open access to its services to persons with limited ability to speak or understand English; if requested by complainant, the RTD Title VI Coordinator will provide language translation services.

3. The complaint shall be sent to the following address:

RTD Title VI Coordinator
Ms. Kathy Shealy Director/Ms. Phyllis Lee Assistant Director
City of Rome Transit Department
P.O. Box 1433
Rome, Georgia 30162-1433

4. All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The Rome Transit Title VI Coordinator will review every complaint, and when necessary, begin the investigation process. At a minimum the investigating will:
 - Identify and review all relevant documents, practices and procedures.
 - Identify and interview persons with knowledge of the alleged discrimination, that is, 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.
5. Upon completion of the investigation, the RTD Title VI Coordinator will complete a final report for the City Administrator. The investigation process and final report should take no longer than ninety (90) days after receipt of the complaint. 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 copy of the final report together with any remedial steps.
6. If no violation is found and the complainant wishes to appeal the decision, he or she may contact the Federal Transit Administration, 230 Peachtree Street NW, Suite 800, Atlanta, GA 30303 Attention: Regional Civil Rights Officer, or by calling (404) 865-5628, or website http://www.fta.dot.gov/civilrights/title6/civil_right_5104.html . Complainants may also file their initial Title VI complaint directly, no later than 180 days after the date of the alleged discrimination, to the Federal Transit Administration.

TITLE VI COMPLAINT FORM

Section I:

Name: _____
Address: _____
Telephone (home): _____ Telephone (work): _____
Electronic Mail Address: _____
Accessible Format Requirements:
Large Print: _____
TDD: _____
Audio Tape: _____
Other: _____

Section II:

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

*If you answered "yes" to this question, go to Section III.

If not, please supply the name and relationship of the person for whom you are complaining

Please explain why you have filed third party _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes _____ No _____

Section III:

I believe the discrimination I experienced was based on (check on that apply);

Race _____ Color _____ National Origin _____

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV:

Have you previously filed a Title VI complaint with this agency? Yes _____ No _____

Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? Yes _____ No _____

If Yes, check all that apply:

Federal Agency _____ State Agency _____ Federal Court _____
Local Agency _____ State Court _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____
Title: _____
Agency: _____
Address: _____
Telephone: _____

Section VI:

Name of agency complaint is against: _____
Contact Person: _____
Title: _____
Telephone number: _____

You may attach any written materials of other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Kathy Shealy
Transit Director
City of Rome
168 North Avenue
Rome, Georgia 30162

OR

Sue Hiller
Planning Director
Rome and Floyd County
607 Broad Street
Rome, Georgia 30161

Mailing Address: P.O. Box 1433
Rome, Georgia 30162

FORMULARIO DE DENUNCIAS DEL TITULO VI

Sección I:

Nombre: _____
Dirección: _____
Teléfono (Casa): _____ Teléfono (Trabajo): _____
Dirección de Correo Electrónico: _____
Requisitos del Formato Accesible:

- Material Impreso:
- TDD:
- Cinta de Audio:
- Otro:

Sección II:

Usted esta llenando esta denuncia por su propia cuenta? *Si___ No___

*Si la respuesta a esta pregunta es "Si", pasar a la Sección III.

Si es "No", por favor proporcione el nombre y la relación que tiene usted con la persona que esta presentando la queja

Por favor explique por qué usted esta presentando a un tercero

Por favor confirme que usted ha obtenido permiso de la parte ofendida si es que usted esta llenando la forma en nombre de un tercero. Si ___ No___

Sección III:

Yo creo que la discriminación que experimenté fue en base a (Marque las que apliquen);

Raza___ Color___ Origen Nacional___

Fecha de la Presunta Discriminación (Mes/Día/Año): _____

Explique lo mas claramente posible que pasó y por qué usted cree que fue discriminado. Describa todas las personas que estuvieron involucradas. Incluya los nombres y la información de contacto de las personas que lo discriminaron (si los conoce) asi como también los nombres y la información de contacto de cualquier testigo. Si necesita más espacio, por favor use la parte de atras de esta forma

Sección IV:

Usted ha presentado anteriormente un formulario de denuncias del Titulo VI con esta agencia?

Si ___ No___

Sección V:

Usted ha presentado esta denuncia ante cualquier otra agencia Federal, Estatal ó Local, ó ante cualquier Corte Federal ó Estatal? Si___ No___
Si es "Si", Marque todas las que aplican:

Agencia Federal _____ Agencia Estatal_____ Corte Federal_____ Agencia Local _____
Corte Estatal _____

Por favor proporcione la información de la persona de contacto en la Agencia/Corte donde usted presentó la denuncia:

Nombre: _____
Título: _____
Agencia: _____
Dirección: _____
Teléfono: _____

Sección VI:

Nombre de la Agencia de la cual se esta quejando: _____
Persona de Contacto: _____
Título: _____
Número Telefónico: _____

Usted puede adjuntar cualquier material escrito u otra información que usted piense es relevante para su denuncia.

Firma y Fecha requerida abajo

Firma

Fecha

Por favor entregue esta forma en persona a la dirección de abajo ó envíela por correo a:

Kathy Shealy
Directora de Tránsito
Ciudad de Rome
168 North Avenue
Rome, Georgia 30162

ó

Sue Hiller
Directora de Planeación
Rome y Condado de Floyd
607 Broad Street
Rome, Georgia 30161

Dirección de Correo Postal: P.O. Box 1433
Rome, Georgia 30162
