

RESOLUTION 25 - 38

Decatur Area Metropolitan Planning Organization Adopting the Title VI Discrimination Complaint Procedures

WHEREAS, the Decatur Area Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by Infrastructure Investment and Jobs Act, Section 11201 November 2021); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

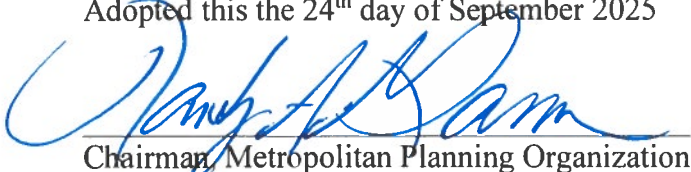
WHEREAS, the U.S. Department of Transportation (USDOT) requires all urbanized areas, as established by the U.S. Bureau of the Census, and doing area-wide urban transportation planning, to submit a Unified Planning Work Program (UPWP) as a condition for meeting the provisions of 23 Code of Federal Regulations (CFR) 450.308; and

WHEREAS, consistent with the declaration of these provisions, the staff of the Metropolitan Planning Organization (MPO) in cooperation with the Alabama Department of Transportation (ALDOT), has prepared a Title VI Discrimination Complaint Procedures document; and

WHEREAS, pursuant to its duties, functions, and responsibilities, the Decatur Area Metropolitan Planning Organization (MPO), in session this day of September 24, 2025, did review and evaluate the aforementioned Title VI Discrimination Complaint Procedures document, summarized on the attached pages; now

THEREFORE, BE IT RESOLVED by the Decatur Area Metropolitan Planning Organization (MPO) does hereby adopt the Title VI Discrimination Complaint Procedures document.

Adopted this the 24th day of September 2025


Chairman, Metropolitan Planning Organization

ATTEST:


Director of Transportation Planning, Decatur Area MPO

Decatur Area Metropolitan Planning Organization (MPO)

P.O. Box 488
Decatur, AL 35602

September 24, 2025

TITLE VI DISCRIMINATION COMPLAINT PROCEDURES

General

The Title VI discrimination complaint procedure is intended to provide aggrieved individuals a process to bring forth complaints of discrimination regarding federal financial assisted programs, activities and/or services administered by the Decatur Area Metropolitan Planning Organization (MPO) or its sub-recipients. The law provides that "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." In addition to Title VI, Decatur MPO Title VI Program extends protection under the following Nondiscrimination statutes: Section 162(a) of the Federal-Aid Highway Act of 1973 (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act of 1990 (disability).

Purpose

The purpose of this policy is to describe the procedure used by Decatur Area MPO for processing complaints of discrimination under the Title VI of the 1964 Civil Rights Act as amended, in accordance with the regulations and guidelines listed below. This process does not deny the right of a complainant to file formal complaints with other federal agencies or seek private counsel for complaints alleging discrimination.

Authorities

The following laws, regulations, and guidelines provide the authority for the Decatur Area MPO Title VI Compliant Procedures:

- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq);
- Civil Rights Restoration Act of 1987;
- 49 CFR Part 21;
- 23 CFR Part 200;
- Executive Order #13166 (Limited-English-Proficiency);
- Federal Highway Administration (FHWA) Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964;

Overview of Complaint and Investigation Process

The Decatur Area MPO staff will forward all Title VI complaints filed against the MPO or its subrecipients which are related to the Federal-Aid Highway Program (FAHP) to FHWA's Office of Civil Rights (HCR) for processing.

HCR is responsible for processing all complaints related to the FAHP and making determinations to accept, dismiss, or refer such complaints to another agency. HCR will conduct all investigations of the Decatur Area MPO as a direct recipient of funds under the FAHP. If a complaint is filed against a subrecipient related to the FAHP, HCR may either conduct the investigation itself, or it may delegate the investigation to the MPO. If HCR chooses to delegate the investigation of a subrecipient to the MPO, HCR will communicate its acceptance of the complaint and delegation of the investigation to the complainant and MPO.

If the MPO is delegated an investigation from HCR, the MPO will complete investigations within 60 days of receipt of the delegated complaint from FHWA (unless otherwise approved by HCR). The MPO will then create a Report of Investigation, which it will send to HCR. **HCR is responsible for the final disposition of all complaints related to the FAHP.**

The Decatur Area MPO staff will process and investigate all complaints related to the federal transit program. If the complaint is against a subrecipient of funds under the federal transit program, the MPO will complete an investigation within 60 days of receipt of the complaint (unless otherwise approved by FTA). The MPO staff will then create a Report of Investigation (ROI), which it will send to the Office of Civil Rights for FTA. If the complaint is against the MPO, the MPO will internally investigate and attempt to resolve the claim. If unsuccessful, the MPO will create a Report of Investigation and send it to the Office of Civil Rights for FTA.

How to File a Complaint

Any person who believes they or a specific class of persons have been subjected to discrimination on the basis of race, color, or national origin in the programs and activities of the MPO or its subrecipients may file a Title VI complaint. Any person who believes they have been retaliated against for participating in a discrimination complaint process may also file a complaint.

The complaint may be filed by the complainant or representative and must be submitted in writing no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by the processing agency (HCR).

The Title VI Complaint Form can be found on the MPO webpage at <https://www.cityofdecatural.com/departments/metropolitan-planning-organization/>

If assistance is needed, the complainant may call ALDOT at 256-341-4716 and provide the allegations by telephone. The MPO staff will transcribe the allegations of the complaint as provided over the telephone and send the written complaint to the complainant for signature.

Complaints may be submitted to the MPO by mail, or e-mail:

Decatur Metropolitan Planning Organization (MPO)
P.O. Box 488
Decatur, Alabama 35602
E-mail: mpo@decatur-al.gov

Within ten days (10) of the receipt of the complaint, the MPO will acknowledge the receipt of the complaint by regular and electronic mail, where applicable.

Complainants may also file complaints directly with the appropriate federal agencies listed below.

Complaints related to the Federal-Aid Highway Program:

Federal Highway Administration
U.S. Department of Transportation Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

Complaints related to the federal transit program:

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Avenue, SE
Washington, DC 20590

Requirements for Submitted Complaints

The complaint should contain the following information:

- A written explanation of the alleged discriminatory actions;
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address;
- The basis of the complaint (e.g., race, color, national origin);
- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is on-going.

If additional information is needed, please contact 256-341-4716.

Chairman, Decatur Area Metropolitan Planning Organization

Director, Decatur Area Metropolitan Planning Organization

Decatur Area Metropolitan Planning Organization (MPO)

Title VI Complaint Form

Available in the following Locations:

Decatur MPO Website

Hard Copy at MPO Office

Available in appropriate Language for LEP populations, meeting the Safe Harbor Threshold.

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Email Address:		
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 for a 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 all that apply):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Other_____		
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 the 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	<input type="checkbox"/> Federal Court: _____
<input type="checkbox"/> State Agency: _____	<input type="checkbox"/> State Court: _____
Local Agency: _____	
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 person, company or agency the complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone: _____	

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

Signature and date required below:

Name

Date

Please submit this form to address below, or email this form to:

Attn: Director of MPO
Decatur Area Metropolitan Planning Organization
P.O. Box 488
Decatur, AL 35602
MPO@decatur-al.gov