

PLANNING AND COMMUNITY DEVELOPMENT

Commissioners:

Scott L. Metzger, Chairman
Marc C. Sortman, Vice Chairman
Mark Mussina, Secretary

Location:

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Williamsport Pennsylvania 17701



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WILLIAMSPORT AREA TRANSPORTATION STUDY

METROPOLITAN PLANNING ORGANIZATION

Title VI Discrimination Complaint Procedures

Purpose:

The *Williamsport Area Transportation Study Metropolitan Planning Organization (WATS MPO)* Title VI Complaint Procedures are written to specify the process employed by the *WATS MPO* to investigate complaints, while ensuring due process for Complainants and Respondents. The process does not preclude the *WATS MPO* from attempting to informally resolve complaints.

These procedures apply to all external complaints relating to any program or activity administered by the *WATS MPO* and/or its sub-recipients, consultants and contractors, filed under Title VI of the Civil Rights Act of 1964 as amended, (including Disadvantage Business Enterprise and Equal Employment Opportunity components), as well as other related laws that prohibit discrimination on the basis of race, color, sex, disability, age, low income, national origin, religion, or Limited English Proficiency. Additional statutes include, but are not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990.

These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the Complainant. Intimidation or retaliation of any kind is prohibited by law.

Process:

An individual, or his or her representative, who believes that he or she has been subject to discrimination or retaliation prohibited by Title VI and other nondiscrimination provisions, has the right to file a complaint. Complaints need to be filed within 180 calendar days of alleged occurrence, when the alleged discrimination became known to the Complainant, or when there has been a continuing course of conduct, the date on which the conduct was discontinued or latest instance of the conduct.

Complaints may be mailed to:

Michael Hagen
Director of Human Resources
County of Lycoming
Third Street Plaza
49 West Third Street
Williamsport, PA 17701
Phone: (570)-320-2120

Equal Opportunity Specialist
U.S. Department of Transportation
Federal Highway Administration
Pennsylvania Division Office
228 Walnut Street, Room 508
Harrisburg, PA 17101-1720
Phone: (717)-221-3705

U.S. Department of Justice
Office of Justice Programs
Office for Civil Rights
810 7th Street, NW
Washington, DC 20531
Phone: (202)-307-0690
Phone (TDD): (202)-307-2027

Civil Rights Officer
U.S. Department of Transportation
Federal Transit Administration
17600 Market Street, Suite 500
Philadelphia, PA 19103-4121

Title VI Coordinator
Pennsylvania Department of Transportation
Bureau of Equal Opportunity
PO Box 3251
Harrisburg, PA 17105-3251
Phone: (717)-934-4199
Email: penndoteoreports@pa.gov

Equal Opportunity Specialist
PA Human Relations Commission
Harrisburg Regional Office
333 Market Street, 8th Floor
Harrisburg, PA 17101

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General,
Main
Washington, D.C. 20530

Title VI Coordinator
Office of Civil Rights
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591

Complaints shall be in writing using the *WATS Discrimination Complaint Form* and signed by the Complainant(s). If complaints are received by telephone or in person, the Title VI Compliance Officer or other authorized representative shall formally interview the person to provide the basis for the written complaint. If necessary, the authorized person will assist the Complainant in writing the complaint. The written complaint must include the following information:

- Name, address and telephone number of Complainant
- Basis of the complaint (e.g., Race, Color, Sex, Disability, Age, National Origin, Religion, or Retaliation)
- A detailed description of the circumstances of the incident that lead the Complainant to believe discrimination occurred.
- Names address and phones numbers of people who may have knowledge of the alleged incident or are perceived as parties in the complained-of-incident.
- Date or dates on which the alleged discrimination occurred
- Other agencies where the complaint was filed.
- As an investigation moves forward, additional information may be required.

If the **WATS MPO** receives a complaint, the **MPO** will acknowledge receipt of the complaint by notifying the Complainant and immediately transmitting the complaint to the proper state and federal agency (e.g. Federal Highway Administration, Federal Transit Administration, and PennDOT) for investigation and disposition pursuant to that agency's Title VI complaint procedures. This can be done by scanning to email or by regular mail. The Department of Justice has final word on what agency will investigate the claim.

The **WATS MPO** Title VI Compliance Officer will maintain a log of all complaints received by the Williamsport Area Transportation Study Metropolitan Planning Organization.

These procedures were adopted by the Williamsport Area Transportation Study Metropolitan Planning Organization at a publicly advertised meeting held on July 23, 2012.

Eric High, Chairperson

Williamsport Area Transportation Study Metropolitan Planning Organization