

**Miami Valley Regional Planning Commission  
Title VI Program Procedures Description**

Title VI Complaint Procedure

- A. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the MVRPC Executive Director. A formal complaint must be filed within 180 calendar days of the alleged occurrence. However, the complainant has the right to also file a complaint with state division of Equal Opportunity and with the appropriate federal agency.
- B. Upon receipt of the complaint, MVRPC will determine MVRPC's jurisdiction, acceptability of the complaint, and need for additional information. MVRPC will also acknowledge receipt of the complaint by notifying the complainant.
- C. If the complaint is determined to be within MVRPC's jurisdiction, then MVRPC will log the complaint and assign or designate a staff person to investigate the merit of the complaint.
- D. MVRPC's investigator will prepare an investigative report for MVRPC Executive Director's review.
- E. The investigative report and its findings shall be sent to MVRPC's legal counsel for review.
- F. MVRPC's investigator will review any comments or recommendations from MVRPC's legal counsel. The investigator will discuss the report and recommendations with the Executive Director. The report will be modified as needed.
- G. MVRPC's investigative report and a copy of the complaint will be forwarded to the appropriate oversight agency (for example, the Ohio Department of Transportation Division of Equal Opportunity (DoEO) and FHWA), providing the federally funded assistance.
- H. FHWA is responsible for making the final determination in coordination with DoEO regarding Title VI complaints.
- I. Once complaint determination becomes final, the parties will be properly notified of the resolution of the complaint, including recommendations to remedy any discriminatory practice – if such practice is identified, and any appeal rights.

For more information regarding the MVRPC Title VI complaint process, please contact:  
Director of Finance and Administration  
MVRPC  
1-937-223-6323

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<b>Miami Valley Regional Planning Commission Title VI Complaint Form</b>	
NAME (Complainant):	PHONE: (     )
HOME ADDRESS (Include City, State and ZIP):	E-MAIL (If Applicable):
Basis of Discriminatory Action(s): _____ Race    _____ Color    _____ National Origin    _____ Sex    _____ Age    _____ Disability	
Date of Alleged incident:	Location and position of person(s) who alleged discriminated against you if known:
Explain briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Please attach additional pages as needed or any additional written material about your complaint.	

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What other information do you think is relevant to this complaint?

How can this issue or issues be resolved to your satisfaction?

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Please list below the names, addresses, phone numbers and job titles of person(s) we may contact for additional information about your complaint (witnesses, fellow employees, supervisors, others):			
NAME	ADDRESS	PHONE NUMBER	JOB TITLE
Signature:		Date:	