

APPENDIX D

TITLE VI COMPLAINT FORM

The Title VI Complaint Form is on the following pages.

NON-DISCRIMINATION / ADA COMPLAINT FORM

Effective Date: 09/2026



COMPLAINT INFORMATION - Print all items legibly

Name

Telephone

--	--

Street Address / PO Box

Email

--	--

City

State

Zip Code

--	--	--

Name of public entity complaint is against:

--

Provide below a detailed account of the incident, including a description of the events, the specific date(s) on which the alleged discriminatory conduct occurred, and the location where the incident took place.

WE CANNOT ACCEPT YOUR COMPLAINT WITHOUT A SIGNATURE AND DATE

Complainant's Signature

Date

--	--

Any person or specific class of persons, who believes they were subjected to discrimination on the basis of race, color, national origin; or sex, age, disability, or limited English proficiency in the programs and activities of Sub-Recipient or its sub-recipients (e.g., a city, county, Metropolitan Planning Organization, Transit Agency, etc.) may be by himself/herself/themselves or through his/her/their legally authorized representative, make, sign and date a written complaint and file such complaint with the Sub-Recipient within **180 calendar days** following the date of the last instance of the alleged discriminatory action. Complainants must complete in its entirety, sign, and date Sub-Recipient's External Complaints of Discrimination form and file by mail, fax, in person, or e-mail. However, the complainant may call Sub-Recipient and provide the allegations by telephone. Sub-Recipient will transcribe the complainant's allegations into the complaint form and send the written complaint to the complainant for corrections, signature, and date.

**POSTED AT: Fargo-Moorhead Metropolitan Council of Governments:
1 - 2nd Street N Suite # 232, Fargo, ND 58102
Case Plaza Lobby just outside the elevator on the 2nd floor.**

To request accommodations, complainants may contact Sub-Recipient at:

Fargo-Moorhead Metropolitan Council of Governments
ATTN: Title VI Coordinator
1 - 2nd St N, Case Plaza Suite 232
Fargo, ND 58102

TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

The Sub-Recipient will review the complaint, gather additional information from the complainant if necessary, and refer the complaint to NDDOT. It is also within your rights to file directly with the appropriate Federal agency that oversees the transportation activities, services or facilities.

FHWA JURISDICTION (Roads and Bridges)

Title VI Complaints will be forwarded to the NDDOT. See NDDOT's External Complaints of Discrimination (SFN 51795) for processing information at:

<https://www.dot.nd.gov/forms/sfn51795.pdf>

FTA JURISDICTION (Public Transit)

Complaints filed under Title VI, related statutes, and Section 504/ADA in which Sub-Recipient is named as the respondent will be forwarded by Sub-Recipient to NDDOT Civil Rights Division. Title VI, related statutes, and Section 504/ADA complaints filed directly with Sub-Recipient against its sub recipients or contractors will be processed by Sub-Recipient in accordance with the FTA approved complaint procedures under FTA C 4710.1, FTA C 4702.1B, 49 CFR 27.13(b). Sub-Recipient may investigate complaints against its sub recipients as follows:

1. The complaint will be reviewed within 10 business days to determine whether it contains all the necessary information required for acceptance.
2. If the complaint is complete and no additional information is needed, the complainant will be sent a letter of acceptance along with the Complainant Consent/Release form (SFN 60741) and the Notice About Investigatory Uses of Personal Information fact sheet.

For Title VI or related statutes Complaints, Sub-Recipient is required to follow the FTA C 4702.1B to comply with reporting requirements of 49 CFR 21.9(b). The investigation information is recorded on the Transit Title VI - List of Investigations, Lawsuits, and Complaints (SFN 60805) and included in the Title VI/Nondiscrimination and ADA Program submitted to NDDOT every year. Although, FTA regulations do not specify a time frame for the investigation of Title VI complaints, the Sub-Recipient attempts to complete investigations within 90 days of receipt of the complaint from NDDOT.

POSTED AT: Fargo-Moorhead Metropolitan Council of Governments:
1 2nd Street N Suite 232, Fargo, ND 58102
Case Plaza Lobby just outside the elevator on the 2nd floor.

For a Section 504/ADA complaint, Sub-Recipient shall forward a copy of the complaint, together with a copy of the report of investigation within 90 days of receipt of the complaint to the NDDOT and the FTA Office of Civil Rights.

The FTA has delegated authority for issuing LOFs for Title VI, related statutes, and Section 504/ADA complaints processed by FTA. LOFs issued by the FTA are administratively final.

Sub-Recipient has delegated authority for issuing LOFs for Title VI, related statutes, and Section 504/ADA complaints processed by Sub-Recipient against FTA funded sub recipients or contractors. Closure letters or LOFs issued by Sub-Recipients under FTA jurisdiction on Title VI, related statutes, and Section 504/ADA complaints are administratively final. Individuals or specific class of individuals, personally or through a representative, may submit a complaint to FTA within **180 days** from the date of the alleged discrimination.

**POSTED AT: Fargo-Moorhead Metropolitan Council of Governments:
1 2nd Street N Suite 232, Fargo, ND 58102
Case Plaza Lobby just outside the elevator on the 2nd floor.**

AGENCIES AUTHORIZED TO RECEIVE AND PROCESS COMPLAINTS

Fargo-Moorhead Metropolitan Council of Governments (Metro COG)

Attention: Title VI Coordinator
1 - 2nd St N, Case Plaza Suite 232
Fargo, ND 58102
Phone: (701) 532-5100
Fax: (701) 232-5043
TTY: 711 or (800) 366-6888
Email: metrocog@fmmetrocog.org

ND Department of Transportation

NDDOT Civil Rights Division
608 E Boulevard Ave
Bismark, ND 58507-0700
Phone: (701) 328-2576
Fax: (701) 328-0343
TTY: 711 or (800) 366-6888
Email: civilrights@nd.gov

Federal Highway Administration (FHWA)

North Dakota Division Office
4503 Coleman St. N, Suite 205
Bismark, ND 58503
Phone: (701) 250-4204
Fax: (701) 250-4395
Email: NorthDakota.fhwa@dog.gov

USDOT - Federal Highway Administration

Federal Highway Administration (FHWA)
Office of Civil Rights
1200 New Jersey Ave, SE
8th Floor E81-105
Washington, DC, 20590
Phone: (202) 366-0693
Fax: (202) 366-1599
TTY: (202) 366-5132
Email: civilrights.FHWA@dot.gov

US Department of Transportation (USDOT)

Departmental Office of **Civil Rights**
Office of Civil Rights
1200 New Jersey Ave, SE
Washington, DC 20590
Phone: (202) 366-4648
Fax: (202) 366-5575
TTY/Assistive Device: (202) 366-9696

USDOJ - ADA Complaints

US Department of Justice
950 Pennsylvania Ave NW
Civil Rights Division Disability Rights Section
1245 NYAV Washington, DC 20590
Fax: (202) 307-1197
ADA Information Line:
Voice: (800) 514-0301 or
TTY: (800) 514-0383
Main Section Telephone Number:
Voice and TTY: (202) 307-0663

Race, Color, National Origin Complaints

Federal Coordination and Compliance
Section - NWB
Civil Rights Division USDOJ
950 Pennsylvania Ave NW
Washington, DC 20590
Phone: (888) (848-5306
(English and Spanish)
Voice: (202) 307-2222
TDD: (202) 307-2678

Federal Transit Administration (FTA)

Office of Civil Rights Attention:
Complaint Team East
Building, 5th Floor - TCR
1200 New Jersey Ave, SE
Washington, DC 20590
Phone: (888) 446-4511

COMPLAINANT CONSENT/RELEASE (EXTERNAL COMPLAINTS OF DISCRIMINATION)

Name

Street Address / PO Box

City

State

Zip Code

----------------------	----------------------	----------------------

Complaint Number(s) if known:

Please read the information below, check the appropriate box, and sign this form.

I have read the Notice About Investigatory Uses of Personal Information by the Sub Recipient. As a complainant, I understand that in the course of an investigation it may become necessary for Sub Recipient to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of Sub Recipient to honor requests under the Freedom of Information Act and North Dakota Century Code 44-04-18. I understand that it may be necessary for Sub Recipient to disclose information, including personally identifying details, which it has gathered as a part of its investigation of my complaint. In addition, I understand that as a complainant I am protected by Sub Recipient's regulations from intimidation or retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statutes enforced by Sub Recipient.

CONSENT / RELEASE - Please check the box or boxes that apply

CONSENT

☐

I have read and understand the above information and authorize Sub Recipient to reveal my identity to persons at the organization or institution under investigation. I hereby authorize the Sub Recipient to receive material and information about me pertinent to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release, and do so voluntarily.

CONSENT

☐

The respondent named in the complaint may receive a copy of my complaint upon request.

DENIED CONSENT

☐

I have read and understand the above information and do not want Sub Recipient to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and information about me, pertinent to the investigation of my complaint. I understand this is likely to impede the investigation of my complaint and may result in the closure of the investigation.

Complainant's Signature

Date

----------------------	----------------------