

Nondiscrimination Public Notice

It is the policy of the Metropolitan Planning Organization (MPO) for Blair County and the Blair County Planning Commission (BCPC) to comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898, and related statutes and regulations in all programs and activities and requires that no person in the United States shall, on the grounds of race, color, national origin, sex, age, religion, income, disability or limit English proficiency can be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the MPO and the BCPC receives Federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI and related nondiscrimination laws has a right to file a formal complaint with the MPO or the BCPC. Any such complaint must be in writing and signed by the complaining person (s) or representative and filed with the MPO or BCPC Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. The Nondiscrimination Complaint Form can be obtained from the Offices of the Blair County Planning Commission or by visiting the Commission's Web site at blairplanning.org. Additionally, for assistance completing the form you may contact the Bureau of Equal Opportunity at (800) 468-4201. For translation and interpretation services, please contact the Blair County Planning Commission at (814) 693-2080.

Nondiscrimination Complaint Procedures

Purpose:

These Nondiscrimination Complaint Procedures specify the process employed by the MPO and the BCPC to investigate complaints, while ensuring due process for Complainants and Respondents. The process does not prevent the MPO or the BCPC from attempting to informally resolve complaints.

This procedure applies to all external complaints relating to any program or activity administered by the MPO/BCPC and/or 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, disability, sex, age, religion, income, national origin, 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 Disability 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 1) alleged occurrence, 2) when the alleged discrimination became known to the Complainant, or 3) when there has been a continuing course of conduct, the date on which the conduct was discontinued or latest instance of the conduct.

All written complaints will be acknowledged in writing within 10 days of receipt of the complaint. The MPO Secretary/BCPC Planning Director will complete an investigation within thirty 30 days of receipt of the complaint. The MPO Secretary will then render a decision in writing five days after completion of the investigation. A copy of the written decision will be provided to the person filing the complaint. Confidentiality will be maintained as far as practical in the processing and investigation of the complaint.

If the person filing the complaint is dissatisfied with the decision of the MPO Secretary, (s) he has the right of appeal to the Chairperson of the MPO or the Blair County Planning Commission as appropriate. The appeal must be furnished as a written complaint within 15 days after receiving the decision of the MPO Secretary.

All persons are requested to fully cooperate in carrying out this Policy and Procedure of the MPO/BCPC and to avoid acts of discrimination or the appearance of discrimination on the basis of race, religious creed, color, national origin, sex, ancestry, age, physical challenge and/or any political or union affiliations.

Complaints shall be in writing and signed by the Complainant(s). If complaints are received by telephone or in person, the MPO Secretary, Planning Director 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, national origin, sex, age, disability, income, or limited English proficiency)
- 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.

Complaints may be mailed to:

David W. McFarland, III, AICP
MPO Secretary & Title VI Coordinator
Blair County Planning Commission
423 Allegheny Street, Suite 046
Hollidaysburg, PA 16648

Equal Opportunity Specialist
U.S. Department of Transportation
Federal Highway Administration
228 Walnut Street; Room 508
Harrisburg, Pa. 17105-1720

Bureau of Equal Opportunity
PennDOT
PO Box 3251
Harrisburg, PA 17105-3251

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

Civil Rights Officer
U.S. Department of Transportation
Federal Transit Administration
1760 Market Street, Suite 500
Philadelphia, Pa. 19103-4124

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

The Blair County Planning Commission will maintain a log of all complaints received by the MPO and the BCPC, which will at a minimum include the date the complaint was filed, a summary of the allegations, the status of the complaint, and actions taken.

Nondiscrimination Complaint Form

Please Print All Information Below

Complaint Name:

Name of Individual assisting Complainant:

_____ / _____

Complaint Address:

Assisting Individual Address

Complaint Phone #

Assisting Individual Phone #

Basis of Complaint: (e.g., Race, Color, National Origin, Sex, Age, Disability, Religion, etc.)

Date(s) of alleged discrimination:

Please provide a detailed description of the circumstances of the incident(s), including any additional information supporting your complaint (please use additional pages as necessary):

Please provide the name(s), title and address of the person who discriminated against the Complainant.

Please provide, if applicable, names and contact information of people who may have knowledge of the alleged incident(s) or are perceived as parties in the complained-of incident(s):

Please list any other agency where complaint has been filed:

Complaint Signature:

Date:

Next Action:

Complaint forms may be mailed to:

David W. McFarland, III, AICP
MPO Secretary
Title VI Compliance
Blair County Planning Commission
423 Allegheny Street, Suite 046
Hollidaysburg, PA 16648

Equal Opportunity Specialist
PA Human Relations Commission
301 Fifth Avenue
Suite 390, Platt Place
Pittsburgh, Pa. 15222

Appeal Process:

If the Complainant does not agree with the decision by the Respondent and cannot come to an informal agreement, the Complainant can directly file the complaint with:

Bureau of Equal Opportunity
PennDOT
PO Box 3251
Harrisburg, PA 17105-3251

Civil Rights Officer
U.S. Department of Transportation
Federal Transit Administration
1760 Market Street, Suite 500
Philadelphia, Pa. 19103-4124

Equal Opportunity Specialist
U.S. Department of Transportation
Federal Highway Administration
228 Walnut Street; Room 508
Harrisburg, Pa. 17105-1720

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