

Title VI Complaint Procedures

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States will, on the grounds 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 financial assistance”.

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by the Sherman-Denison Metropolitan Planning Organization (SDMPO) may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. Complaint forms can be found at the Grayson County Courthouse, 100 W. Houston Street, Suite G1, Sherman, TX 75090.

The SDMPO investigates complaints received no more than one-hundred and eighty (180) days after the alleged incident. The SDMPO will process complaints that are complete.

Once the complaint is received, the SDMPO will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to TxDOT Public Transportation Coordinator within ten (10) calendar days of receipt. The complainant will receive an acknowledgement letter informing him or her whether the complaint will be investigated by our office.

The SDMPO has thirty (30) days to investigate the complaint. If more information is needed to resolve the case, SDMPO may contact the complainant.

The complainant has ten (10) business days from the date of the letter to send requested information to the Title VI Coordinator investigating the case.

If the Title VI Coordinator is not contacted by the complainant or does not receive the additional information within ten (10) business days, the SDMPO can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.

After the title VI Coordinator reviews the complaint, he or she will issue one of two (2) letters to the complainant:

- A closure letter that summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- A letter of finding that summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, he or she has ten (10) business days after the date of the letter to do so.

Title VI Complaints are to be submitted to: MPO Director, Sherman-Denison MPO, 100 W. Houston Street, Suite G1, Sherman, TX 75090

A person may also file a complaint directly with the: Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11th Street, Austin, TX 78701-2483, or Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC, 20590.

If information is needed in another language, then please contact (903) 813-4524.

The SDMPO Title VI Complaint Procedure can be found at the following locations:

- SDMPO Website: www.sdmppo.org
- Grayson County Courthouse, 100 W. Houston Street, Suite G1, Sherman, TX 75090