

**APPENDIX D**  
**AND**  
**TITLE VI NOTICE TO THE PUBLIC**

**TITLE VI PUBLIC NOTICE OF RIGHTS / COMPLAINT PROCESS**  
**CITY OF RAPID CITY, SOUTH DAKOTA**

**Public Notice of Rights**

The following statement shall be posted on site at the Rapid Transit System office, on the Rapid Transit System website [www.rapidride.org](http://www.rapidride.org); permanently displayed on public transit vehicles; and other appropriate materials made available to the public:

**Non-Discrimination - Your Rights under Title VI of the Civil Rights Act of 1964**

The United States Department of Transportation (DOT) ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color or national origin in the provisions of benefits and services resulting from federally assisted programs and activities. Any person, who believes the City of Rapid City, has violated his /her Title VI protections, should contact the Rapid Transit System at 605-394-6631 or [megan.gould-stabile@rcgov.org](mailto:megan.gould-stabile@rcgov.org). The CITY's Title VI policy, complaint procedures shall be made available upon request by contacting the Rapid Transit System as indicated above. For federal Title VI information please contact the Federal Transit Administration (FTA), Region 8 at 720-963-3300. Federal Title VI information, including filing complaints, can also be accessed on the FTA web site at: [www.fta.dot.gov](http://www.fta.dot.gov).

**Title VI Information, Limited English Proficient (LEP) information and Complaint Process (for printed materials, website, and other mediums upon request)**

The City of Rapid City grants all citizens equal access to all its transportation services. It is further the intent of the City of Rapid City that all citizens are aware of their rights to such access. This is designed to serve as an educational tool for citizens so that they may understand one of the civil rights laws that protect their benefit of the CITY programs and services, specifically, as it relates to Title VI of the Civil Rights Act of 1964.

**What is Title VI?**

Title VI is a section of the Civil Rights Act of 1964 requiring that "No person in the United States shall 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."

Note that Title VI does not address gender discrimination. It only covers race, color and national origin. Other Civil Rights laws prohibit gender discrimination.

**What is LEP?**

As part of Title VI requirements, Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000). A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

**The City of Rapid City's Complaint and Investigation Procedures**

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, for alleged discrimination in any program or activity administered by the City of Rapid City.

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These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the City of Rapid City may be utilized for resolution. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a complaint.

The following measures will be taken to resolve Title VI complaints:

- 1) A formal complaint must be filed within 180 calendar days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address and telephone number; name of alleged discriminating official, basis of complaint (race, color, national origin), and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.

The City of Rapid City strongly encourages the use of the attached City of Rapid City Title VI Complaint Form when filing official complaints.

The preferred method is to file your complaint in writing using the City of Rapid City Title VI Complaint Form, and sending it to:

Megan Gould-Stabile, Transit Manager  
Rapid Transit System  
333 Sixth Street  
Rapid City, SD 57701

- 2) In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the City of Rapid City, Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the City of Rapid City, Title VI Coordinator will assist the Complainant in converting the verbal allegations to writing.
- 3) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the Complainant, within ten (10) calendar days by registered mail.
- 4) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided 60 calendar days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.
- 5) Within 15 calendar days from receipt of a complete complaint, the City of Rapid City will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) calendar days of this decision, the Transit Manager or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.
  - a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.

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- b. If the complaint is to be investigated, the notification shall state the grounds of the City of Rapid City's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6) When the City of Rapid City does not have sufficient jurisdiction, the Transit Manager will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
- 7) If the complaint has investigative merit, the Transit Manager will instruct the Title VI Coordinator to fully investigate the complaint. A complete investigation will be conducted, and an investigative report will be submitted to the Transit Manager within 60 calendar days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the Title VI Coordinator will notify the appropriate authorities, and an extension will be requested.
- 8) The Transit Manager or his/her authorized designee will issue letters of finding to the Complainant and Respondent within 90 calendar days from receipt of the complaint.
- 9) If the Complainant is dissatisfied with the City of Rapid City's resolution of the complaint, he/she has the right to file a complaint with:

Attn: Office of Civil Rights  
Federal Transit Administration Region VIII  
1961 Stout Street, Suite 13301  
Denver, CO 80294-3007  
Phone 303 362-2416  
Fax 303 292-5904

FTA Complaint procedures can also be found on the FTA web site at: [www.fta.dot.gov](http://www.fta.dot.gov). These procedures are also outlined in FTA Circular 4702.1A, Chapter IX.

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# Title VI

## Complaint Form

### Complaint Form

Instructions: If you would like to submit a Title VI complaint to the City of Rapid City, please fill out the form below and send it to: Rapid Transit System, Attn: Megan Gould-Stabile, 333 Sixth Street, Rapid City, SD 57701. For questions or a full copy of the City of Rapid City's Title VI policy and complaint procedures call 605-394-6631 or email [megan.gould-stabile@rcgov.org](mailto:megan.gould-stabile@rcgov.org).

1. Name (Complainant):	
2. Phone:	3. Home address (street no., city, state, zip):
4. If applicable, name of person(s) who allegedly discriminated against you:	
5. Location and position of person(s) if known:	6. Date of incident:
7. Discrimination because of: <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National origin	

8. Explain as 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. Also, attach any written material pertaining to your case.

9. Why do you believe these events occurred?

10. What other information do you think is relevant to the investigation?

11. How can this/these issue(s) be resolved to your satisfaction?

12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses):

Name:

Address:

Phone number:

13. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

- Yes                       No

If yes, check all that apply:

- Federal agency             Federal court             State court  
 Local agency               State agency

If filed at an agency and/or court, please provide information about a contact person at the agency/court where the complaint was filed.

Agency/Court:              Contact's Name:              Address:                      Phone number:

Signature (Complainant):

Date of filing: