

**Attachment D**

**VALLEY SENIOR SERVICES  
TITLE VI AND NON-DISCRIMINATION POLICY STATEMENT**

Valley Senior Services, hereinafter referred to as the "TRANSIT AGENCY" is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and statutes. The TRANSIT AGENCY assures that no person or groups(s) of persons shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the TRANSIT AGENCY, regardless of whether those programs and activities are federally funded or not.

The TRANSIT AGENCY also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the TRANSIT AGENCY will provide meaningful access to services for persons with Limited English Proficiency for language assistance free of charge to the person upon request.

In the event the TRANSIT AGENCY distributes federal-aid funds to a subrecipient, the TRANSIT AGENCY will include Title VI language in all written agreements and will monitor for compliance.

The TRANSIT AGENCY's Title VI Coordinator - **Paul W. Grindeland, Transportation Director, 701 356-1421, 2801 32<sup>nd</sup> Ave So, PO Box 2217 Fargo ND 58108, pgrindeland@valleyseniors.org** is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

  
\_\_\_\_\_

Signature

*Transit Manager*  
\_\_\_\_\_

Title

*5/15/16*  
\_\_\_\_\_

Date

# VALLEY SENIOR SERVICES

## TRANSIT TITLE VI COMPLAINT FORM

### PART I - COMPLAINANT INFORMATION (Print all items legibly.)

Name		Telephone
Street Address/P.O. Box		Email Address
City	State	Zip Code

### PART II - CAUSE OF DISCRIMINATION BASED ON [Check all appropriate box(es).]

Race     Color     National Origin

### PART III - THE PARTICULARS ARE: (Include names, dates, places, and incidents involved in the complaint.) [If additional space is needed, attach extra sheet(s).]


### PART IV - REMEDY SOUGHT [State the specific remedy sought to resolve the issues(s).]


### PART V - VERIFICATION

Complainant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Instructions

### GENERAL

1. Under Title VI of the Civil Rights Act of 1964 and the related statutes and regulations, no person or groups(s) of persons shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by **VALLEY SENIOR SERVICES**. Any person or groups(s) of persons who feel they have been discriminated against may file a complaint.
2. Instructions provided within this form are not meant to be all inclusive. Complainants are responsible for all procedural requirements.
3. Complainants **must** include all required information and **must** meet all timeframes as defined in the **VALLEY SENIOR SERVICES** Title VI Complaint Procedure.
4. Legible copies of all available pertinent documentation should be attached to this form.
5. All inquiries should be directed to **Paul W. Grindeland\_Valley Senior Services, 2801 32<sup>nd</sup> Ave So. PO Box 2217 Fargo, ND 58108; 701 356-1421**

### PART I

Complete all information in this section.

### PART II

Check all boxes that apply indicating the basis for the complaint. The discrimination **must** be based on at least one of the listed categories.

### PART III

State the specific complaint in a manner that clearly identifies the issues upon which the complaint is based.

### PART IV

State the minimum remedy acceptable for resolution of this complaint.

### PART V

Sign and date this section to verify the information contained in Parts I through IV.

### Complaints filed with Federal Transit Administration

Discrimination complaints based on race, color, or national origin may be filed with the Federal Transit Administration at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590. The complaint **must** be filed, in writing, no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary, U.S. Department of Transportation.