

KIPDA's Title VI Complaint Procedure

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the complainant's discretion, the complaint can be filed with KIPDA, the Kentucky Transportation Cabinet, the Kentucky Commission on Human Rights, Indiana Department of Transportation, Indiana Civil Rights Commission, and/or the Secretary of the US Department of Transportation.

Submission of Complaints

All complaints, written or verbal, shall be accepted. In the event a complainant sets forth the allegations verbally and refuses to reduce such allegations to writing, the person to whom the complaint is made shall reduce the complaint to writing. The complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of the US Department of Transportation.

Complaint Format

Complaints, whether written or later reduced to writing by a staff person, should contain the following information (see attachment A):

1. Name, address, and telephone number of the complainant; if provided.
2. The basis of the complaint; i.e., race, color, or national origin.
3. The date or dates on which the alleged discriminatory event or events occurred.
4. The nature of the incident that led the complainant to feel discrimination was a factor.
5. Names, addresses and telephone numbers of persons who may have knowledge of the event.
6. Other agencies or courts where complaint may have been filed and a contact name.
7. Complainant's signature and date.

Determination and Investigation

The complaint will be investigated by the Director of Administrative Services. If technical assistance is needed to resolve the complaint, KIPDA may contact the Agency's Legal Counsel, the Kentucky Transportation Cabinet, the Indiana Department of Transportation, and/or the Secretary of the US Department of Transportation.

Request for Additional Information from Complainant

If necessary, additional information may be requested from the complainant. Meetings may be held with the complainant to resolve the complaint.

Notice of Disposition/Referral to Other Agencies

The complainant will be notified in writing of the disposition of the complaint.

In cases where the complainant is dissatisfied with the resolution by KIPDA the complaint may be submitted to the Kentucky Transportation Cabinet, the Kentucky Commission on Human Rights, the Indian Department of Transportation, Indiana Civil Rights Commission, and/or the Secretary of the US Department of Transportation. See contact information below.

Kentucky Transportation Cabinet
Title VI Coordinator
200 Mero Street, W-6-01
Frankfort, Kentucky 40622
1-800-928-3079

Indiana Department of Transportation
Title VI Coordinator
100 N. Senate Ave., IGCN 904
Indianapolis, Indiana 46204
1-317-232-4005

Kentucky Commission on Human Rights
332 W. Broadway, Suite 700
Louisville, Kentucky 40202
1-800-292-5566

Indiana Civil Rights Commission
100 N. Senate Ave., IGCN 103
Indianapolis, Indiana 46204
1-800-628-2909

Departmental Office of Civil Rights
US Department of Transportation
400 7th Street SW
Washington, DC 20590
202-366-4648