

Chattanooga Area Regional Transportation Authority
(CARTA)
1617 Wilcox Blvd.
Chattanooga, TN 37406

TITLE VI COMPLAINT FORM

Notifying the Public of Rights under Title VI
Chattanooga Area Regional Transportation Authority (CARTA)

The Chattanooga Area Regional Transportation Authority (CARTA) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. For more information on CARTA's civil rights program or for procedures to file a complaint, contact 423-629- 1411, (TDD 423-624-4534); email TitleVI@gocarta.org; or visit our administrative office at 1617 Wilcox Boulevard, Chattanooga, TN 37406. For more information, visit www.gocarta.org. A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

[For Official Use Only]

Complaint No: _____

Section I: Complaint Information (please print)

Name: _____ E-mail: _____
Address: _____ Race, Gender: _____
_____ Accessible Format Requirement:
Telephone (Home): _____ Large Print Audio Tape
Telephone (Work): _____ TDD Other (specify) _____

Section II: Person Discriminated (other than Complainant)

Are you filing this complaint on your own behalf? Yes (if Yes, go to Section III) No

If not, please supply the name and relationship of the person for who you are filing the complaint:

Name: _____ Relationship: _____

Please explain why you have filed for a third-party: _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on their behalf: Yes No

Section III: Complaint Information

I believe the discrimination I experienced was based on: (check all that apply)

Race Color National Origin

Date of the alleged discrimination (month, day, year): _____ Time: _____

Location: _____

Section III: Complaint Information (continued)

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. *If more space is needed, attach additional sheets of paper.*

* You may attach any written materials or other information you think is relevant to your complaint.

Have you previously filed a Title VI complaint with this agency? Yes No

If yes, please explain: _____

Have you filed this complaint with any other federal, state, local agency, or within any federal or state court? Yes No

If yes, please check all that apply:

- Federal Agency Federal Court State Agency State Court Local Agency

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Address: _____

Telephone: _____

In addition to your right to file a complaint with CARTA, you have the right to file a Title VI complaint with the Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590. However, please be advised that if you file a complaint with any court or administrative agency, such as the United States Equal Employment Opportunity Commission ("EEOC"), the Tennessee Human Rights Commission, or any other external forum, CARTA will administratively close your case and refer the matter to its Law Department for handling.

I affirm that I have read the above charge and that it is true to the best of my knowledge, information, and belief.

Complainant's Signature

Date