



## HOW TO FILE A COMPLAINT

Your complaint must be filed within 180 days of the alleged discrimination and should include:

- Your name, address, and telephone number;
- The name and address of the agency, institution, or department you believe discriminated against you;
- How, why, and when you believe you were discriminated against (include as much specific and detailed information as possible);
- The names of any persons, if known, who the SCDOT Title VI Program Coordinator could contact for clarity of your complaint.

The contact information for agencies to file an alleged Title VI complaint are listed below:

South Carolina Department of Transportation  
Office of Civil Rights Programs  
Attention: Title VI Program Coordinator  
955 Park Street, Room 117  
Columbia, South Carolina 29202-0191  
Phone: 803-737-5095  
Fax: 803-737-2021

Federal Highway Administration  
Attn: Title VI Team Leader  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
Email: [nicole.mcwhrter@dot.gov](mailto:nicole.mcwhrter@dot.gov)

If you have a transit related complaint, you may file a complaint with SCDOT or directly with the Federal Transit Administration listed below:

The Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor-TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

For additional information or to obtain a complaint form, please visit our website:

[https://www.scdot.org/business/pdf/businessDevelop/complaint\\_form.pdf?v=2](https://www.scdot.org/business/pdf/businessDevelop/complaint_form.pdf?v=2)

South Carolina Department of Transportation

## Title VI Program

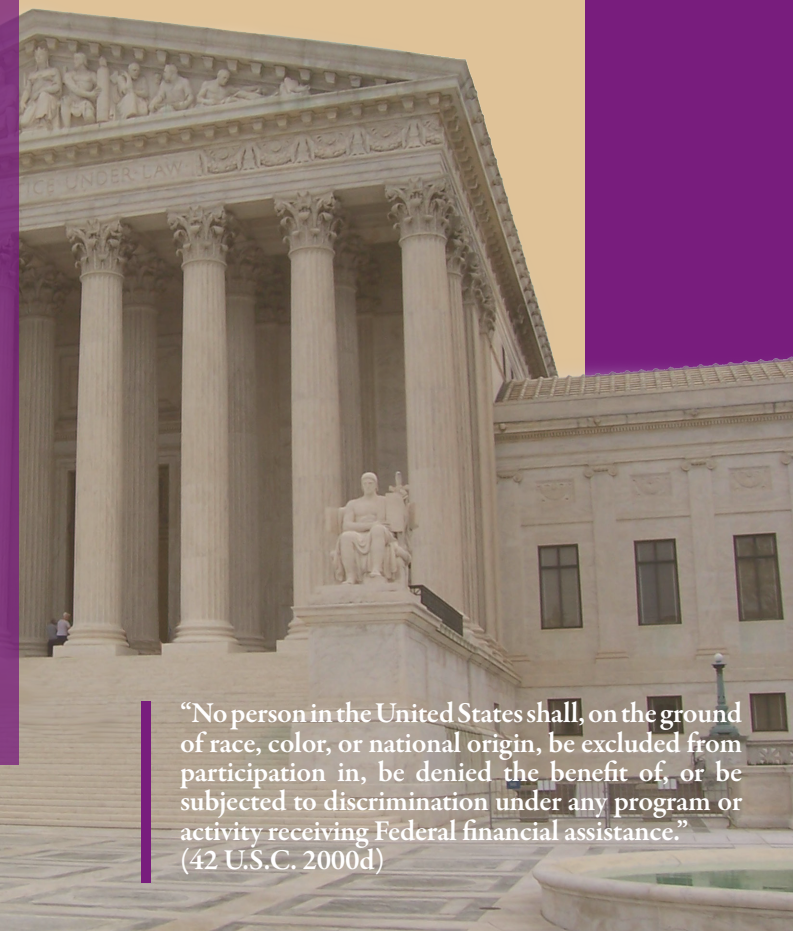
### Programs or activities include, but are not limited to:

- Transportation
- Construction
- The distribution of benefits and services
- Tax benefits enjoyed by private agencies, fraternal and non-profit organizations (i.e. 501(c) 3) and education institutions.

*\* Federal-aid contracts must include language which requires compliance with Title VI of the Civil Rights Act of 1964.*

## WHO MAY FILE A COMPLAINT

If you believe that you, or someone you represent has received discriminatory treatment on the basis of race, color or national origin, you may file a complaint with the South Carolina Department of Transportation.



“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”  
(42 U.S.C. 2000d)

## WHAT IS TITLE VI?

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals and groups from discrimination on the basis of their race, color, or national origin in programs and activities that receive federal financial assistance.

## SCDOT TITLE VI POLICY

Pursuant to Title VI of the Civil Rights Act of 1964, it is the policy of the South Carolina Department of Transportation to ensure that discrimination on the ground of race, color, or national origin, shall not occur in connection with any programs or activities receiving federal financial assistance.

Efforts to prevent discrimination will address, but not be limited to, a program's impact upon access, benefits, participation, treatment, services, contracting opportunities, training opportunities, investigation of complaints, right-of-way acquisition, project development, construction, and research.

### Title VI of the Civil Rights Act of 1964 (Title VI)

"No person in the United States shall, on the ground 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."

## TITLE VI AND LIMITED ENGLISH PROFICIENCY (LEP)

The federal government and those receiving federal financial assistance must take reasonable steps to ensure that LEP persons have meaningful access to programs, services, and information.

## WHO IS A LIMITED ENGLISH PROFICIENT PERSON?

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient. These individuals may be entitled to language assistance in accessing a particular type of service or benefit.

## SCDOT RESPONSIBILITIES

SCDOT has an obligation to reduce language barriers that can preclude meaningful access by LEP persons.

The starting point is an individualized assessment of the following four factors:

1. The number or proportion of LEP persons in the SCDOT service area who may be served or likely to encounter an SCDOT program, activity, or service.
2. The frequency with which LEP individuals come in contact with the program, activity, or service.
3. The nature and importance of the program, activity, or service provided by SCDOT to LEP community.
4. The resources available to SCDOT and overall costs.

**"Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination."**

*– President John F. Kennedy*



## DISCRIMINATION PROHIBITED BY TITLE VI

Discrimination under SCDOT's Title VI program is an action or inaction, intentional or not, through which any intended beneficiary, solely because of race, color, or national origin, has been otherwise subjected to unequal treatment or impact under any program or activity.

Any form of discrimination based on race, color, or national origin limit opportunities for equal access to services and programs. Recipients of federal financial assistance cannot, either directly or indirectly:

- Deny program services, aids, or benefits
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others;
- Segregate or separately treat individuals in any manner related to the receipt of any services, aids, or benefit; or
- Deny person(s) the opportunity to participate as a member of a planning, advisory, or similar body.