**Appendix 3**

**Complaint/Comment Form**

**Hodan Community Services** is committed to providing you with safe and reliable transportation services and we want your feedback. Please use this form for suggestions, compliments, and complaints.

Please submit this form electronically at dkliebenstein@hodansc.org or in person at the address below.

**Hodan Community Services**

941 West Fountain Street

Mineral Point, WI 53565

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| **Section A: Accessible Format Requirements** |
| Please check the preferred format for this document |
| [ ]  Large Print | [ ]  TDD or Relay | [ ]  Audio Recording | [ ]  Other (if selected please state what type of format you need in the box below) |
| Click or tap here to enter text.  |

You may also call us at 608-987-3336. Please make sure to provide your contact information in order to receive a response.

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| **Section B: Contact Information** |
| Name Click or tap here to enter text. | Telephone Number (including area code) Click or tap here to enter text. |
| Address Click or tap here to enter text. | City Click or tap here to enter text. |
| State Click or tap here to enter text. | Zip Code Click or tap here to enter text. |
| Email Address Click or tap here to enter text. |
| Are you filing this complaint on your own behalf?  | [ ]  Yes  | [ ]  No |
| If no, please provide the name and relationship of the person for whom you are complaining and why you are completing the form on their behalf in the box below. |
| Click or tap here to enter text. |
| Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. | [ ]  Yes | [ ]  No |

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| **Section C: Type of Comment**  |
| **What type of comment are you providing? Please check which category best applies.** |
| [ ]  Complaint | [ ]  Suggestion | [ ]  Compliment | [ ]  Other |
| **Which of the following describes the nature of the comment? Please check one or more of the check boxes.** |
| [ ]  Race | [ ]  Color | [ ]  National Origin | [ ]  Religion |
| [ ]  Age | [ ]  Sex | [ ]  Service | [ ]  Income Status |
| [ ]  Limited English Proficient (L.E.P) | [ ]  Americans with Disability Act (A.D.A) |

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| **Section D: Comment Details** |
| **Please answer the questions below regarding your comment** |
| Did the incident occur on the following type of service? *Please check any box that may apply.*  | [ ]  Paratransit | [ ]  Shared Ride Taxi | [ ]  Bus |
| What was the date of the occurrence?  | Click to add datein the following format**:** Day, month, year |
| What was the time of the occurrence? | Click to add the time |
| What is the name or identification of the employee or employees involved? | Click or tap here to enter text. |
| What is the name or identification of others involved, if applicable? | Click or tap here to enter text. |
| What was the number or name of the route you were on, if applicable?  | Click or tap here to enter text. |
| What was the direction or destination you were headed to when the incident occurred, if applicable? | Click or tap here to enter text. |
| Where was the location of the occurrence? | Click or tap here to enter text. |
| Was the use of a mobility aid involved in the incident? | [ ]  Yes  | [ ]  No |
| Please add any additional descriptive details about the incident.  | Click or tap here to enter text. |
| **In the box below, please explain as clearly as possible what happened and why you believe you were discriminated against.** |
| Click or tap here to enter text. |

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| **Section E: Follow-up** |
| May we contact you if we need more details or information? | [ ]  Yes  | [ ]  No |
| **If yes, how would you best liked to be reached? Please select your preferred form of contact below** |
|  [ ]  Phone  | [ ]  Email  | [ ]  Mail |
| **If you would prefer to be contacted by phone, please list the best day and time to reach you.** |
| Click here to add your preferred time | Click here to add your preferred day |

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| **Section F: Desired Outcome** |
| **Please list below, what steps you would like taken to address the conflict or problem.** |
| Click or tap here to enter text. |
| **If applicable, please list below all additional agencies you have filed this complaint with such as Federal, State, Local agencies, or with any Federal or State Court. Please include the contact information to where the complaint was sent.**  |
| Click or tap here to enter text. |

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| **Section G: Signature** |
| **Please attach any documents you have which support the allegation. Then date and sign this form and send it to Hodan Community Services.** |
| Name Click or tap here to enter text. | **Date:** Click to add datein the following format**:** Day, month, year |
| Signature Click or tap here to enter text. |

**Appendix 4**

# List of Complaints, Investigations and Lawsuits[[1]](#footnote-1)

**Hodan Community Services** maintains a log to track and resolve transit related complaints, investigations, and lawsuits.

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| **Check One:**  |
| **X** | Since the last update of this Title VI Nondiscrimination Plan, there has been no transportation related civil rights investigations, complaints, or lawsuits filed with **Hodan Community Services**. |
|  | There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*  |

| **Type**ComplaintInvestigationLawsuit | **Date**(Month, Day, Year) | **Complainant’s** Name/Address | **Basis of Complaint[[2]](#footnote-2)** | **Summary**Complaint Description | **Status** | **Action Taken/** **Final Outcome** **if Resolved** |
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1. **Lawsuit:** The protected class under Title II is disability. The protected classes under Title VI are Race, Color and Nation Origin. [↑](#footnote-ref-1)
2. **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other [↑](#footnote-ref-2)