**Appendix 3**

# Complaint Log

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

The **City of USA** maintains a log to track and resolve transportation related civil rights complaints, investigations, and lawsuits.

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

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| **Note:** The performance measure for tracking when an investigation begins and when its administratively closed is documented in the **Complaint Log** table below. **City of USA** will strive to complete the investigation within the timeframe specified in its **Complaint Procedure.** |

| **Type**  Complaint  Investigation  Lawsuit | **Date**  **Complaint Received**  (Month,  Day, Year) | **Complainant’s**  **Contact Information**  Name/Phone/ Email/Address | **Basis of Complaint[[2]](#footnote-2)** | **Summary**  Complaint Description | **Action Taken/**  **Final Outcome**  **if Resolved**  List dates of action steps including the dates complaint/ investigation begins and is administratively closed. | **Status**  Open/  Closed |
| --- | --- | --- | --- | --- | --- | --- |
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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)