



Commonwealth of the Northern Marianas Islands
Commonwealth Office of Transit Authority
Office of the Governor



"Driving You Forward"

ACKNOWLEDGEMENT

I hereby acknowledged that I have received and approved the Commonwealth Office of Transit Authority (COTA) Eligibility Appeal Policy on October 18, 2019.

Approved by:

Alfreda P. Camacho
Special Assistant for Public Transportation

Date: 10/18/19





Commonwealth of the Northern Mariana Islands
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Commonwealth Office of Transit Authority (COTA)
ELIGIBILITY APPEAL POLICY

If an applicant for Commonwealth Office of Transit Authority (COTA) ADA paratransit eligibility is determined to be ineligible to receive complementary paratransit service, and the applicant feels that this determination has been made in error, the applicant has the right to appeal the determination.

- Appeals may be filed in writing with the COTA ADA PARATRANSIT ELIGIBILITY DETERMINATION APPEAL REQUEST FORM or by writing or calling the Appeal Board of Eligibility.

Commonwealth Office of Transit Authority
Suite 216, Marianas Business Plaza
Susupe, Caller Box 10007
Saipan, MP 96950

- Appeals must be filed within 60 days upon applicant receiving determination of denial notice of One's Individual A.D.A. Paratransit Application
- Applicants have the right to heard in person on their own behalf and/or have others represent them at appeal proceedings. Applicants have the option of bringing additional documents supporting their eligibility claim
- *Applicants needing special reasonable accommodations prior to the Appeal hearing must be made in writing or via email 3 days in advance to COTA Administrative Officer Marie Quitugua at cota.saipanoffice@gmail.com*
- The Appeal Board of Eligibility will be the Commonwealth Public Transit Advisory Board (CPTAB).
- The Appeals Board of Eligibility will make a determining result of the appeal of eligibility within 30 days of completion of the appeal request. The decision will be made in writing to the applicant. Accessible formats are available if requested.
- If the Appeals Board of Eligibility does not make a determining result of appeal within 30 days, COTA shall provide paratransit service from that time until and unless a decision to deny the appeal is issued.
- If the Applicant is still not satisfied with the decision of the CPTAB Board, Information will be given to the applicant to file a Civil Rights violation with the Federal Transit Administration



COTA ADA PARATRANSIT ELIGIBILITY DETERMINATION APPEAL REQUEST FORM

Please complete this form if you would like to appeal our determination regarding your eligibility for the COTA complementary paratransit service. Once completed, please return it to the address listed below. Completed forms must be postmarked within 60 days of the date of your eligibility determination letter.

Name: _____

Street address: _____

City: _____ State _____ Zip _____

Telephone number with area code: (_____) - _____

Select one of the following:

_____ I choose to submit additional information for the Appeal Panel to consider, but do not want to appeal in person. (If you choose this option, please send all additional information or a representative you would like the Appeal Panel to consider along with this form. Please consider the information on the page attached to your letter of determination titled "Basis for the Determination" when preparing additional information.)

_____ I choose to appeal in person. (If you choose this option, we will contact you to schedule a mutually agreeable day and time for the appeal hearing. You may bring additional information to the hearing and can attend with others who are able to provide information on your behalf.)

Applicant signature: _____ Date: _____

Return completed form to:
Commonwealth Office of Transit Authority
Paratransit Appeals
Suite 216, Marianas Business Plaza
Susupe, Caller Box 10007, Saipan, MP 96950