

TOWN OF SOUTH WINDSOR

TITLE VI POLICY STATEMENT

The Town of South Windsor is committed to ensuring that no person is excluded from participation, denied benefits, or otherwise subjected to discrimination under any program or activity, on the basis of race, color, national origin, sex, age or disability.

The Town of South Windsor as a recipient and sub-recipient of federal financial assistance will ensure full compliance with Title VI of the Civil Rights Act of 1964, as amended and related statutes and regulations in all the Town's programs and activities.

Any person who believes that he or she has been subjected to discrimination or retaliation based on their race, color, national origin, sex, age or disability may file a Title VI complaint. Complaints may be filed directly to the Town or to the Federal Funding agency. Complaints must be filed in writing and signed by the complainant or a representative and should include the complainant's name, address, and telephone number or other means by which the complainant can be contacted. Complaints must be filed within 180 days of the date of the alleged discriminatory act.

To request additional information on the Town of South Windsor's non-discrimination obligations or to file a Title VI complaint, please submit your request or complaint in writing to:

Human Resources Director
Town of South Windsor
1540 Sullivan Ave
South Windsor, CT 06074

Complaint forms can be obtained on the Town's website, www.southwindsor.org

Town Manager

Date

Complainants have the right to file Title VI complaints with the following agencies:

Connecticut Department of Transportation
Division of Contract Compliance Manager
2800 Berlin Turnpike
Newington, CT 06111

Federal Transit Administration (FTA) Title VI Complaints:

Title VI Program Coordinator
East Building, 5th

Floor, TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Federal Highway Administration (FHWA) Title VI complaints:

Ms. Brenda Armstead, Investigations Team Director
FHWA Office of Civil Rights
1200 New Jersey Avenue, SE, Suite E-81
Washington, DC 20590

Federal Aviation Administration (FAA) Title VI complaints:

Mr. Ossie Jordan, Civil Rights Officer
New England Region Headquarters, ANE-9
18 New England Executive Park
Burlington, MA 02302

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PRINTABLE TITLE VI DISCRIMINATION COMPLAINT FORM

Please print out this form, fill it out and mail it to:

Human Resources Director, Town of South Windsor, 1540 Sullivan Ave, South Windsor, CT 06074

Name: _____

Street Address: _____

Apt.#: _____

City or Town/State/Zip Code: _____

Phone: _____

Discrimination because of: __Race __Color __National Origin __Sex __Age
__Disability __Other

Please provide the date(s) and location of the alleged discrimination,
the name(s) of the individual(s) who allegedly discriminated against you
including their titles (if known).

Please provide the names, addresses and telephone numbers of any witnesses.

Explain as briefly and as clearly as possible what happened, how you feel
that you were discriminated against and who was involved. Please include
how other persons were treated differently from you.

Signature/Date _____

You may use additional sheets of paper if necessary. Also include any
written materials pertaining to your complaint.

TOWN OF SOUTH WINDSOR

TITLE VI COMPLAINT PROCESS

All Title VI complaints will be filed in accordance with the following Title VI Complaint Procedures:

Any person alleging to be aggrieved by a discriminatory practice may in person or through a legal representative, obtain a Title VI Complaint Reporting Form, fill it out and file said complaint with the Director of Human Resources or the Director of Human Services:

- Within 180 days following the date of the alleged discriminatory action; or
- The date when the person(s) became aware of the alleged discriminatory action.

Alternatively, the Director of Human Resources or the Director of Human Services may complete the Title VI Complaint form and attach the Complainant's letter.

The Director of Human Resources will be notified of all Title VI complaints. Complaints must be in writing, signed by the Complainant or representative, and include the Complainant's name, address, and telephone number, or other means by which the Complainant may be contacted. Complaints shall explain as fully as possible the facts and circumstances surrounding the alleged discriminatory action, and identify the individual(s) and/or organization(s) responsible for the alleged discriminatory action.

At the Intake/Interview process Complainant shall explain as fully as possible the allegations and circumstances surrounding the alleged discriminatory action, and identify the individual(s) and/or organization(s) responsible for the alleged discriminatory action. In cases where the Complainant will be assisted in converting an oral complaint into a written complaint, the Complainant is required to sign the written complaint. Signed allegations of discrimination received by facsimile or e-mail will be acknowledged and processed. Complaints received by telephone will be reduced to writing and provided to the complainant for confirmation, revision and signature before processing.

The Director of Human Resources will review the complaint and inform the appropriate Program Area Department Director. The Director of Human Resources or the Director of Human Services receiving the written complaint will review the written complaint to ensure that the required information is provided, the complaint is timely, and is within the appropriate jurisdiction. The complaint will be accepted unless it is withdrawn, is not filed timely, or the Complainant fails to provide the required information after a written follow-up request for the missing information.

Issues that do not involve discrimination or are not based upon a protected basis will not be directed to the appropriate entity. Individuals should never be discouraged from filing a written complaint.

Complaints Filed Against The Town of South Windsor

Written complaints filed with the Town of South Windsor naming the Town or a specific contractual department(s) as a respondent will be forwarded to the State of Connecticut Department of Transportation Title VI Coordinator and the Federal Transit Authority for processing. ConnDOT Title VI Coordinator and Federal Transit Authority (FTA) will analyze the Complainant(s) allegation(s) and complainant will be notified of the status of the complaint. The Title VI Coordinator may conduct an independent evaluation regarding affected Department policy and may direct actions be taken within the Department to address any policy deficiencies.

Complaints Filed Against A Sub-recipient

Written complaints filed with the Town in which a Town sub-recipient (i.e., contractor, subcontractor, consultant, sub-consultant, or other sub-recipient) is named as the Respondent will be analyzed and investigated by the Director of Human Resources. The Director of Human Resources may forward a complaint to the State of Connecticut Department of Transportation, Contract Compliance Division, attention Ms. Debra Goss, Contract Compliance Manager, and Federal Transit Authority, Civil Rights Coordinator for investigation. Once the investigation has been conducted and the investigative report (IR) written, the Director of Human Resources will forward a copy of the complaint and copy of the Investigative Report (IR) within 60 days to the State of Connecticut Department of Transportation, Contract Compliance Division, Ms. Debra Goss, Contract Compliance Manager and the same to the Federal Transit Authority, Civil Rights Coordinator.

A complaint log will be maintained for all complaints filed with and investigated by the Department. The Investigator will advise the Complainant of his/her rights under Title VI, Title VIII, and related statutes.

The Respondent is notified by the Department that he/she has been named in a complaint. The letter will indicate the Investigator's name and inform the Respondent that he/she will be contacted for an interview. The complaint investigation will be completed within forty (40) days of the date of receipt.