

## **HERKIMER COUNTY TITLE VI POLICY STATEMENT**

As a recipient of federal and state funds, Herkimer County is subject to the requirements and provisions of Title VI of the Civil Rights Act of 1964, as amended. The provisions include but are not limited to, prohibiting discrimination on the grounds of race, color or national origin (being denied the benefits of, or being otherwise subjected to discrimination under any program or activity administered by federal or state assisted programs, services, or activities). Non compliance with this mandate can affect federal financial assistance.

The Civil Rights Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and consultants, whether such programs and activities are federally assisted or not.

Herkimer County assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Herkimer County's Personnel Officer is responsible for monitoring the Title VI activities for Herkimer County.

Anyone who has a discrimination complaint against Herkimer County with regard to transportation services should complete a complaint form available at the Herkimer County Personnel Office. Complaints should be made in writing and mailed or brought to:

Herkimer County Personnel Office  
Attn. Personnel Officer  
109 Mary St., Suite 1304  
Herkimer, NY 13350

Herkimer County will respond and may request further information with the goal of obtaining an appropriate resolution. Formal complaints may also be initiated by filing a complaint with the Federal Transit Administrative Office of Civil Rights or the New York State Division of Human Rights. Those agencies can be contacted at the following addresses:

US Department of Transportation  
1200 New Jersey Ave, SE  
Washington DC 20590

Federal Transit Administration Office of Civil Rights  
Attention Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Ave., SE  
Washington DC 20590

NYS Division of Human Rights  
333 East Washington St  
Syracuse NY 13202  
1-888-392-3644

## **HERKIMER COUNTY TITLE VI PROGRAM**

As a recipient of federal and state funds, Herkimer County is subject to the requirements and provisions of Title VI of the Civil Rights Act of 1964, as amended. The provisions include but not limited to, prohibiting discrimination on the grounds of race, color or national origin (being denied the benefits of, or being otherwise subjected to discrimination under any program or activity administered by federal or state assisted programs, services, or activities). Non compliance with this mandate can affect federal financial assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and consultants, whether such programs and activities are federally assisted or not.

Herkimer County assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Herkimer County’s Personnel Officer is responsible for monitoring the Title VI activities for Herkimer County.

Herkimer County is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

## Public Notification Process

### Title VI Information Dissemination

Title VI information shall be prominently and publicly displayed in Herkimer County facilities. The name of the Title VI coordinator is available on the Herkimer County website, at [www.herkimercounty.org](http://www.herkimercounty.org). Additional information relating to nondiscrimination obligation can be obtained from the Herkimer County Personnel Officer or his/her designee.

Title VI information shall be disseminated to Herkimer County employees annually, via a payroll staffer. This form reminds employees of the Herkimer County Policy statement, and of their Title VI responsibilities in their daily work and duties.

## Title VI Complaint Procedures

### *How to file a Title VI Complaint?*

The complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Name of complainant, mailing address, and how to contact the complainant (i.e. telephone number, e-mail address, etc.).
- How, when, where, and why the complainant believes he or she was discriminated against. The complainant shall include the location, names, and contact information of any witnesses.
- Other information that is deemed significant by the complainant.

The Title VI Complaint Form (attached) should be used to submit the complaint information. The complaint may be filed in writing to Herkimer County at the following address:

Herkimer County Personnel Office  
Attn Personnel Officer  
109 Mary St Suite 1304  
Herkimer NY 13350

### *What happens to the complaint once it is submitted?*

All complaints alleging discrimination based on race, color, or national origin in a service or benefit provided by Herkimer County will be directly addressed by Herkimer County. Herkimer County shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, Herkimer County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed within seven days to the complainant. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

*How will the complainant be notified of the outcome of the complaint?*

Herkimer County shall send a final written response letter to the complainant. If a complaint is not substantiated the complainant will be advised of his or her right to 1) file a complaint externally with the US Department of Transportation and/or the Federal Transit Administration and/or 2) file a complaint with the New York State Division of Human Rights.

In addition to the complaint process above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights  
Attn. Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Ave., SE  
Washington DC 20590

NYS Division of Human Rights  
333 East Washington St  
Syracuse NY 13202  
1-888-392-3644

## **Community Outreach**

As an agency receiving federal financial assistance, Herkimer County makes the following community outreach efforts:

1. The public is invited to attend and participate in the legislative process
2. Title VI statements are posted in all County facilities for public viewing
3. Herkimer County has a website to enhance community relation efforts. Herkimer County's Title VI plan will be available to the community on the website.

Additionally, Herkimer County will continue to reach out to low income minority and limited english proficiency populations through the relationships with community organizations who have contact with these individuals. These organizations include, but are not limited to: Resource Center for Independent Living, Catholic Charities, Mohawk Valley Community Action Agency, and Herkimer County HealthNet.

# Herkimer County Complaint of Discrimination Form

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

### Basis of Complaint

- Race
- Color
- Sex
- National Origin
- Age
- Disability (ADA)
- Low-Income
- Limited English Proficiency

### Who allegedly discriminated against you?

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

### If an organization, what is its name?

Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Name of Contact \_\_\_\_\_

### How were you discriminated against?

\_\_\_\_\_  
\_\_\_\_\_

### Where did the alleged discrimination occur?

\_\_\_\_\_  
\_\_\_\_\_

### Date/s and times discrimination occurred?

First time \_\_\_\_\_

Second time \_\_\_\_\_

Third time \_\_\_\_\_

Were there any other witnesses to the discrimination?

Name	Title	Work Telephone	Home Telephone

What can the Department do to resolve the complaint?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you filed your complaint with anyone else?

Who \_\_\_\_\_

When \_\_\_\_\_

Complaint number, if known \_\_\_\_\_

Do you have an Attorney in this matter?

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

When did you acquire \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Mail to: