

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Title VI Notice to the Public

Rights under Title VI of the Civil Rights Act of 1964

What is Title VI?

Title VI of the Civil Rights Act of 1964 provides that “no person in the United States shall, on the ground of race, color, or national origin, be (1) excluded from participation in, (2) denied the benefits of, or (3) subjected to discrimination under any program or activity receiving Federal financial assistance” (42 USC 2000[d]).

Title VI Policy

As a recipient and sub-recipient of Federal financial assistance, the South Central Regional Council of Governments (SCRCOG) works to ensure compliance with Title VI of the Civil Rights Act of 1964 (as amended) and related statutes/regulations in all SCRCOG programs and activities.

Contact Information

For more information on SCRCOG’s Title VI Program, contact 203-466-8625, email lfrancis@scrcog.org, or visit our office at 127 Washington Avenue, 4th Floor West, North Haven, CT 06473.

A complainant may also file complaints directly with:

CT Department of Transportation

Attention: Title VI Program Coordinator
2800 Berlin Turnpike
Newington, CT 06131
Debra.goss@ct.gov
860-594-2169

Federal Transit Administration

Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave, SE
Washington, DC 20590

Federal Highway Administration

FHWA Office of Civil Rights
Attention: Title VI Program Coordinator
8th Floor, E81-105
1200 New Jersey Ave, SE
Washington, DC 20590

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Title VI Complaint Process/Procedures

Rights under Title VI of the Civil Rights Act of 1964

Filing a Title VI Complaint

Anyone who believes that he or she has been subjected to discrimination based on race, color, or national origin may file a Title VI complaint. The complaint must be in writing and may be filed by the affected party or a representative.

Complaints should be filed within 180 days of the date of the alleged discrimination and include:

- Complainant's name, addresses, phone number, and e-mail address or fax number
 - If filing on behalf of another person, please include your name, address, phone number and e-mail address or fax number and your relation to that person
- Name(s) of the individual(s) who allegedly discriminated against you (if known)
- Names, addresses, and phone numbers of any witnesses
- A description of how, when, and why you believe you were discriminated against
- Your signature

To obtain additional information about SCRCOG's discrimination obligations or to submit a Title VI complaint, please submit your written request or complaint to:

South Central Regional Council of
Governments Attention: Laura Francis,
Executive Director 127 Washington Avenue, 4th
Floor West
North Haven, CT 06473

If this information is needed in another language, please contact SCRCOG at (203) 234-7555.

Complaint forms are available at the SCRCOG office and online (www.scrcog.org).

Complaints may also be filed directly to the appropriate Federal transportation agency:

Federal Highway Administration
Investigations and Adjudication Team Director
FHWA Office of Civil Rights
1200 New Jersey Avenue, SE, Suite E-81
Washington, D.C. 20590

Federal Transit Administration
Title VI Program Coordinator
East Building, 5th Floor, TCR
1200 New Jersey Avenue, SE
Washington, D.C. 20590

Federal Highway Administration and Federal Transit Administration each have their own complaint process. These processes are summarized below.

FHWA Complaint Process

To submit a complaint with FHWA, you must submit:

- A written explanation of what has happened;
- Your contact information, (e.g., email address)
- The basis of the complaint, (e.g., race, color, national origin, disability)
- The identification of the agency alleged to have discriminated;
- The date(s) of the alleged discriminatory act and location.

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

The complaint can be submitted at <https://www.fhwa.dot.gov/civilrights/file/>. If you would like to file your complaint via US Mail, you may contact the FHWA Office of Civil Rights at 202-366-0693 or via email at: FHWA.TitleVIcomplaints@dot.gov or FHWA.ADAcomplaints@dot.gov to request hardcopy and send it to:

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

FTA Complaint Process

To submit a complaint with FTA, you must fill out the Civil Rights Complaint form found here: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/fta-civil-rights-complaint-form>

Additionally, you must attach a separate sheet containing:

- A summary of your allegations and any supporting documentation.
- Sufficient details for an investigator to understand why you believe a public transit provider has violated your rights, with specifics such as dates and times of incidents.
- Any related correspondence from the transit provider.

The completed form and attached documents are to be mailed to:

Federal Transit Administration
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Complaint Procedure

Once the complaint is received, SCRCOG will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office. Any complaints related to an FHWA-funded program will be forwarded to the State of Connecticut Department of Transportation (CTDOT). SCRCOG may investigate Title VI complaints related to FTA-funded programs, benefits or services but will notify CTDOT of any complaints received within 10 business days. SCRCOG will investigate within 90 days of receipt of a complete complaint. If more information is needed to resolve the case, SCRCOG may contact the complainant. The complainant has 14 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 14 business days, SCRCOG can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Appeals

In the event a complainant is not satisfied with the response received from SCRCOG, she/he has 14 days after the date of the letter or the LOF to do so.

CT DOT Contact Information

Phone Number: 860-594-2169

Mailing Address: 2800 Berlin Turnpike, P.O. Box 317546, Newington, CT 06131-7546

Website: portal.ct.gov/DOT

Please note that Title VI complaints should not be filed with the Connecticut Commission on Human Rights and Opportunities (CHRO).

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Title VI and Related Programs Discrimination Complaint Form

If this form is needed in another language, please contact SCRCOG at (203) 234-7555.

Complainant's Name: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ E-mail Address or Fax: _____

Discrimination because of: Race Color National Origin Disability [check applicable box(es)]

Please provide the date(s) and location of the alleged discrimination as well as 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 clearly as possible what happened and how you were discriminated against.

Signature: _____ Date: _____

If filed by a representative of the complainant, please provide:

Name: _____

Address: _____ Phone: _____

E-mail Address or Fax: _____

Attach additional sheets of paper as necessary. You may include any written materials or other information that you think is relevant to your complaint.

Submit this form to: South Central Regional Council of Governments
Attention: Carl Amento, Executive Director
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Title VI Discrimination Complaint Log

Date Complaint Filed	Complainant's Name	Race/Color/National Origin/Disability	Date of Incident	Allegations	Findings	Disposition	Date of Disposition