

ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS

1.1. General Overview

23 C.F.R. provides that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation."

In order to comply with Title VI and all of the regulations of 23 C.F.R., Orange County, acting by and through its Department of Public Works provides the following complaint procedures for those persons who believe that they have been subjected to discrimination under any program or activity receiving Federal financial assistance from the United States Department of Transportation. These procedures do not deny the right of the complainant to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination.

1.2. Who do these Title VI procedures apply to?

Title VI applies to any program for which Federal financial assistance is authorized under a law administered by the United States Department of Transportation. Federal financial assistance includes grants and loans of Federal loans; the grant or donation of Federal property and interests in property; the detail of Federal personnel; the sale and lease of and the permission to use Federal property or any interest in such property without consideration or at a nominal consideration, or in recognition of the public interest to be served by such sale or lease to the recipient and any Federal agreement, arrangement or other contract which has as one of its purposes the provision of assistance

1.3. Who may file a Title VI complaint?

A complaint may be filed by any person who believes himself, herself, or any specific class of persons to be subjected to discrimination.

1.4. What is discrimination under Title VI?

Discrimination under Title VI of the Civil Rights Act of 1964, as amended, is an act (action or inaction), whether intentional or unintentional, through which a person, solely because of race, color, national origin, creed, sex, age or disability, has been otherwise subjected to unequal treatment or impact under any program or activity receiving Federal financial assistance from the United States Department of Transportation.

1.5. How and where is a discrimination complaint filed?

A complaint must be in writing, signed by the person(s) or their representative(s) and must include the complainant(s) name, address and telephone number. Attached is a Discrimination Complaint Form that may be used, however, a complaint may also be filed by sending the complaint via facsimile or electronic mail.

A signed written complaint must be filed within 180 days of the date of the alleged discrimination. The signed complaint must be sent to:

Commissioner
Orange County Department of Public Works
2455-59 Route 17M
Goshen, NY

1.6. How long will it take for my complaint to be resolved?

The complaint will be reviewed by the Commission of Public Works. Where practicable, the complainant shall be notified, in writing, of the findings and remedial action, if any, within a period not to exceed 60 days.

Enclosed are **Attachment A** – Complaint Form and **Attachment B** – Sample Complaint Tracking Log

2. Title VI Investigations, Complaints, and Lawsuits

There have been **no** investigations, complaints, or lawsuits filed with or against the Orange County Department of Public Works for Title VI violations during the past three (3) years.

3. Notification to Beneficiaries of Protection Under Title VI

The Department recognizes the importance of informing the public of its Title VI rights and providing and distributing general information to the public in a manner and language citizens can disseminate. The Orange County Department of Public Works and its sub-recipients periodically post the following statement through various media outlets, including the Department’s website to notify the public of their rights under Title VI. The figure provided on the following page is the official notification posted to notify individuals of their Title VI rights.

ORANGE COUNTY
DEPARTMENT OF PUBLIC WORKS
TITLE VI POLICY STATEMENT

Orange County Department of Public Works (OCDPW) assures that no person shall on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Orange County Department of Public Works further 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. In the event that Orange County Department of Public Works distributes federal aid funds to another entity, it will include Title VI language in all written agreements and will monitor for compliance.

Additional Information:

Individuals and/or organizations who would like more information concerning OCDP's non-discrimination obligations should contact:

Commissioner
Orange County Department of Public Works
2455-59 Route 17M
Goshen, NY 10924

Complaint Procedures:

Individuals or organizations who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin can file an administrative complaint with the OCDP under Title VI of the Civil Rights Act of 1964 and send to the above address. If desired, individuals and organizations may file a complaint by completing the attached Title VI complaint form or a copy of the form is available on-line at <http://www.orangecountygov.com/content/124/1366/default.aspx>. Complaints should be signed and include contact information.

OCDPW Title VI Complaint Form

Note: The following information is needed to assist in processing your complaint.

Complainant's Information:

Name:

Address:

City/State/Zip Code:

Telephone Number (Home):

Telephone Number (Work):

Person Discriminated Against (if someone other than complainant)

Name:

Address:

City/State/Zip Code:

Telephone Number (Home):

Telephone Number (Work):

Which of the following best describes the reason you believe the discrimination took place?

Race/Color (Specify)

National Origin (Specify)

Religion

Other

On what date(s) did the alleged discrimination take place?

Describe the alleged discrimination. Explain what happened and whom you believe was responsible (if additional space is needed, add a sheet of paper).

List names and contact information of persons who may have knowledge of the alleged discrimination.

Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? Check all that apply.

Federal Agency Federal Court State Agency
State Court Local Agency

If you have checked above, please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Address:

City/State/Zip Code:

Telephone Number (Home):

Telephone Number (Work):

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant Signature:

Date:

Attachments: Yes No

Submit form and any additional information to:

**Commissioner
Orange County
Department of Public Works
2455-59 Route 17M
Goshen, New York 10924**