

# **Schoharie County Title VI Program**

Schoharie County Title VI Program

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## **Schoharie County Title VI Program**

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### **Introduction**

As a recipient of federal and state funds, Schoharie County is subject to the requirements and provisions of the 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 and 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, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance” (42 USC 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.

Schoharie 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. The Schoharie County Attorney or his/her designee is responsible for monitoring the Title VI activities for Schoharie County.

Schoharie 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.A.

## **Public Notification Process**

### **Title VI Information Dissemination**

Title VI information posters shall be prominently and publicly displayed in the Schoharie County's facilities. The County Attorney is also Schoharie County's Title VI coordinator. The name of the County Attorney is available on the Schoharie County website. Information relating to nondiscrimination obligation can be obtained from the Schoharie County Attorney or his/her designee.

Title VI information shall be available on the County website, [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov), and will be reviewed annually at employee trainings.

## **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/she was discriminated against. The complainant shall include the location, names and contact information of any witnesses.
- Other information deemed significant by the complainant.

The Title VI Complaint Form may be used to submit the complaint information (Appendix A). The complaint may be filed in writing with Schoharie County at one of the following addresses:

County Attorney, Michael West  
2668 State Route 7  
Cobleskill, NY 12043

Schoharie Co. Board of Supervisors  
PO Box 429  
Schoharie, NY 12157

Schoharie Co. Public Transportation  
114 Rock Rd.  
Cobleskill, NY 12043

NOTE: Schoharie County encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. An original, signed copy of the complaint must be mailed.

### ***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 Schoharie County will be directly addressed by Schoharie County. Schoharie County shall also provide appropriate assistance to complainants, including those persons with

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disabilities, or who are limited in their ability to communicate in English. Additionally, Schoharie County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days. 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?***

Schoharie County shall send a final written response letter to the complainant. In the letter notifying complainant that the complaint is not substantiated, the complainant is also advised of his or her rights to 1) appeal within seven calendar days of receipt of the final written decision from Schoharie County, and/or 2) file a complaint externally with the US Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints.

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

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

NYS DOT Office of Civil Rights  
Attention: Acting Director  
50 Wolf Rd, 6<sup>th</sup> Fl  
Albany, NY 12232

## **Community Outreach**

As an agency receiving federal financial assistance, Schoharie 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 (Appendix B).
3. Schoharie County has a user-friendly website to enhance community relation efforts.  
Schoharie County's Title VI plan is available to the community on the website.

*Access to Title VI information is available on the New York State DOT website at:*  
[www.dot.ny.gov/main/business-center/civil-rights/title-vi-ej](http://www.dot.ny.gov/main/business-center/civil-rights/title-vi-ej)

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**APPENDIX A  
TITLE VI COMPLAINT FORM**

Title VI of the 1964 Civil Rights Act requires that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against, please provide the following information in order to assist us in processing your complaint and send it to one of the following addresses:

County Attorney, Michael West  
2668 State Route 7  
Cobleskill, NY 12043

Schoharie Co. Board of Supervisors  
PO Box 429  
Schoharie, NY 12157

Schoharie Co. Public Transportation  
114 Rock Rd.  
Cobleskill, NY 12043

Please print clearly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Person discriminated against: \_\_\_\_\_

Address of person discriminated against: \_\_\_\_\_  
\_\_\_\_\_

Please indicate why you believe the discrimination occurred:

\_\_\_ race/color

\_\_\_ national origin

What was the date of the alleged discrimination? \_\_\_\_\_

Where did the alleged discrimination take place? \_\_\_\_\_

SEE REVERSE

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disabilities, or who are limited in their ability to communicate in English. Additionally, Schoharie County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days. 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.

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**APPENDIX B**

**Sample of Narrative to be Included in Posters to be Displayed in Revenue Vehicles and Facilities**

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, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance” (42 USC Section 2000d).

Schoharie County is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by the Title VI in Federal Transit Administration (FTA) Circular 4702.1.A. **If you feel you are being denied participation in or being denied benefits of the transit services by Schoharie County, or otherwise being discriminated against because of your race, color or national origin, you may contact:**

County Attorney, Michael West  
2668 State Route 7  
Cobleskill, NY 12043

*For more information, visit our website at: [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)*



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**APPENDIX C**

**Employee Annual Education Form**

**Title VI Policy**

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of Schoharie County are expected to consider, respect, and observe this policy in their daily work and duties. Citizen questions or complaints shall be directed to the Schoharie County Attorney, Schoharie County Board of Supervisors, or Schoharie County Department of Public Transportation.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to respectfully address them without regard to race, color or national origin.

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I have read the above statements and understand Schoharie County's Title VI policy. I agree to follow the policy for the duration of my employment with Schoharie County.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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APPENDIX D


**Schoharie County  
Title VI Policy Statement**

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As a recipient of federal and state funds, Schoharie County is subject to the requirements and provisions of the 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 and activities). Noncompliance with this mandate can affect federal financial assistance.

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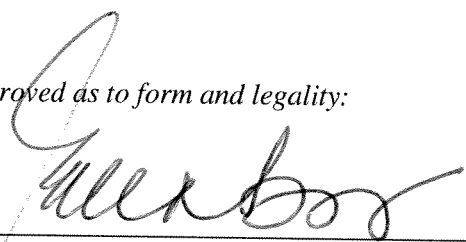
Schoharie County assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. The Schoharie County Attorney or his/her designee is responsible for monitoring the Title VI activities for Schoharie County.

  
\_\_\_\_\_  
Chairman, Schoharie County Board of Supervisors

5-6-13  
Date

  
\_\_\_\_\_  
Schoharie County Title VI Coordinator

5/2/13  
Date

*Approved as to form and legality:*  
  
\_\_\_\_\_  
Schoharie County Attorney

5/2/13  
Date