

## **1. Title VI Complaint Procedures**

### ***1.1. General Overview***

49 C.F.R. Part 21.1, 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 49 C.F.R. Part 21, the County of Orange acting by and through its Department of Planning 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:

**DAR of Monroe**  
**Title VI Coordinator**  
1465 Orange TPK Upper Level  
Monroe, NY 10950  
Phone: (845) 783-6222  
Email address: [dab@townofmonroeny.gov](mailto:dab@townofmonroeny.gov)

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

The complaint will be submitted to the Orange County Planning Department for review. 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 Form