

**DELAWARE COUNTY  
TITLE VI PROGRAM**

As a recipient of federal and state funds, Delaware 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 benefits of, or be subjected to discrimination under any program or activity receiving Federal 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.

Delaware 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. Delaware County’s Personnel Officer or his/her designee is responsible for monitoring the Title VI activities of Delaware County.

Delaware County is committed to ensuring that no person is excluded from participation in, or denied 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 Delaware County facilities. The name of the Title VI coordinator is available on the Delaware County website, at [www.co.delaware.ny.us](http://www.co.delaware.ny.us). Additional information relating to nondiscrimination obligation can be obtained from Delaware County's Personnel Officer or his/her designee.

Title VI information shall be disseminated to Delaware County's employees via the County website and the Employee Handbook. This reminds employees of Delaware County's policy statement, and of their Title VI responsibilities in their daily work and duties.

### **Title VI Complaint Procedures**

#### ***How to File a 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, email 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 to the complainant.

The Title VI Complaint Form (see Appendix A) may be used to submit the complaint information. The complaint may be filed in writing at the Delaware County address:

Delaware County  
Attention: Personnel Officer or his/her designee  
1 Courthouse Square, Suite 2  
Delhi, New York 13753

NOTE: Delaware County encourages all complainants to certify all mail that is sent through the US Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Delaware County Personnel Officer or his or her designee as soon as possible but no later than thirty (30) days from the alleged date of discrimination.

#### ***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 Delaware County will be directly addressed by Delaware County. Delaware County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of the complaint will be mailed or emailed within seven (7) 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?***

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

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

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

## **Community Outreach**

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

- The public is invited to attend and participate in the legislative process
- The Title VI Policy Statement was adopted by Board Resolution at the meeting open to the public on August 26, 2015.
- Title VI statements are posted in all County facilities for public viewing.
- Delaware County has a user friendly website to enhance community relations efforts. Delaware County's Title VI plan will be available to the community on the website.

**TITLE VI COMPLAINT FORM**

Title VI of the 1964 Civil Rights Act requires that 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 benefits of, or be subjected to discrimination under any program or activity receiving Federal 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:

Delaware County  
Attn: Personnel Officer or his/her designee  
1 Courthouse Square, Ste. 2  
Delhi, New York 13753

Please print clearly:

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

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

City, State, Zip Code; \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ (home) (\_\_\_\_) \_\_\_\_\_ (cell) \_\_\_\_\_ (email)

Person discriminated against:

\_\_\_\_\_

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

City, State, Zip Code; \_\_\_\_\_

Please indicate why you believe the discrimination occurred:

\_\_\_\_ race or color                      \_\_\_\_ national origin

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

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

Please describe the circumstances as you saw it:

\_\_\_\_\_

\_\_\_\_\_

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Please list any and all witnesses' names and phone numbers:

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Please attach any documents you have which support the allegation, The date and sign this form.

Your Signature: \_\_\_\_\_

Print your name: \_\_\_\_\_

Date: \_\_\_\_\_

**DELAWARE COUNTY  
TITLE VI POLICY STATEMENT**

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Delaware 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. Delaware County’s Personnel Officer or his/her designee is responsible for monitoring the Title VI activities of Delaware County.

Delaware County is committed to ensuring that no person is excluded from participation in, or denied 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.

BY:

DATE:

\_\_\_\_\_  
James E. Eisel, Sr.  
Chairman, Board of Supervisors

BY:

\_\_\_\_\_  
Teddie Storey  
Personnel Officer

BY:

\_\_\_\_\_  
Porter Kirkwood  
County Attorney

## APPENDIX E

### SAMPLES 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 benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance” (42 U.S.C. Section 2000d).

Delaware County is committed to ensuring that no person is excluded from participation in, or denied 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. **If you feel you are being denied participation in or being denied benefits of the transit services provided by Delaware County, or otherwise being discriminated against because of your race, color, national origin, you may contact our office at:**

Delaware County  
Attn: Personnel Officer or his/her designee  
1 Courthouse Square, Ste. 2  
Delhi, New York 13753

## **APPENDIX F**

### **EMPLOYEE ANNUAL EDUCATION PROGRAM**

#### **Title VI Policy**

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

All employees of Delaware 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 Director of Personnel or his/her designee of Delaware County.

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.