

# Civil Rights (Title VI) Notice to the Public

(Note: to be translated into Chinese, Spanish, Korean, French and Japanese)

## Your Civil Rights Under Title VI Ithaca-Tompkins County Transportation Council

The Ithaca-Tompkins County Transportation Council (and their subcontractors, if any) operates its programs and services without regard to race, color, national origin, or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). If you believe you have been aggrieved by any unlawful discriminatory practice under Title VI, you may file a complaint with the Ithaca-Tompkins County Transportation Council.

For more information on the Ithaca-Tompkins County Transportation Council's civil rights plan and how to file a complaint, contact Fernando de Aragón; phone 607-274-5570; e-mail [fdearagon@tompkins-co.org](mailto:fdearagon@tompkins-co.org); or by appointment at the Ithaca-Tompkins County Transportation Council office at 121 E. Court Street, Ithaca NY 14850 (Mon.-Fri. 9:00am-4:00pm). For more information, visit [www.tompkinscountyny.gov/itctc/civilrights](http://www.tompkinscountyny.gov/itctc/civilrights).

You may also file a complaint directly with the Tompkins County Office of Human Rights, 120 W. Martin Luther King/State St., Ithaca, NY, 14850 (Office Hours: Monday-Friday 8:30am-4:30pm), phone (607) 277-4080; or with the 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.

For information in another language, contact the Ithaca-Tompkins County Transportation Council at 607-272-5570 or e-mail Fernando de Aragón, ITCTC Title VI coordinator at [fdearagon@tompkins-co.org](mailto:fdearagon@tompkins-co.org) or at 121 E. Court St., Ithaca, NY 14850 (Mon.-Fri. 9:00am-4:00pm) and state the desired language.

*The above notice is posted in the following locations:*

- Online at [www.tompkinscountyny.gov/itctc/](http://www.tompkinscountyny.gov/itctc/)
- In the Ithaca-Tompkins County Transportation Council's Unified Planning Work Program and the agency's Unified Operations Plan.
- In the entry of the Ithaca-Tompkins County Transportation Council office at 121 E. Court Street, Ithaca, NY 14850
- At ITCTC meeting locations.

# Title VI/Discrimination Complaint Procedure

(Note: to be translated into Chinese)

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These procedures are for all civil rights complaints (for example under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA)) against the Ithaca-Tompkins County Transportation Council about our programs and services.

It is illegal for the Ithaca-Tompkins County Transportation Council to intimidate or retaliate against you for filing a formal complaint against the ITCTC. You can also make a formal complaint with the New York State Department of Transportation or with the Federal Transit Administration or talk to a lawyer about alleged discrimination. The Ithaca-Tompkins County Transportation Council makes every effort to resolve every complaint as quickly and smoothly as possible and at the lowest administrative level.

- (1) If you believe you have been discriminated against because of race, color, national origin, limited English proficiency (LEP), or disability, you may file a civil rights complaint with the Ithaca-Tompkins County Transportation Council using our Civil Rights Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination, or the date when you found out about it, or for an ongoing issue, the date when it ended or the last time it occurred.
- (3) A formal complaint must be in writing, must include your name and address and you or your designee must sign it. You can submit a formal complaint in person, by postal mail, by fax, or by e-mail to Fernando de Aragón, ITCTC Title VI coordinator, at [fdearagon@tompkins-co.org](mailto:fdearagon@tompkins-co.org) or at 121 E. Court St., Ithaca, NY 14850 (Mon.-Fri. 9:00am-4:00pm) and state the desired language. If you need help writing down the complaint, Ithaca-Tompkins County Transportation Council staff will help you. A copy of the ITCTC Title VI/Discrimination Complaint form can be found online at: [www.tompkinscountyny.gov/itctcg/civilrights](http://www.tompkinscountyny.gov/itctcg/civilrights)
- (4) Complaints made over the telephone will be written down. The written complaint will be given back to you for you to review. You must sign and return it to the Ithaca-Tompkins County Transportation Council before it becomes a formal complaint. The ITCTC office telephone number is 607-274-5570.
- (5) The Ithaca-Tompkins County Transportation Council will review all formal complaints to be sure they are about Ithaca-Tompkins County Transportation Council's programs or services. You will be sent an acknowledgement letter saying whether the complaint will be investigated by the Ithaca-Tompkins County Transportation Council or submitted to the County or Federal authority for guidance.
- (6) The Ithaca-Tompkins County Transportation Council will call the Tompkins County Office of Human Rights at (607) 277-4080 within 72 hours of receiving a formal complaint.
- (7) The Ithaca-Tompkins County Transportation Council has 45 days to investigate a formal complaint. If we need more information, we may contact you. You then have 45 days to send us the information we request. If we do not get a response in this time, the Ithaca-Tompkins County Transportation Council's Civil Rights Coordinator can close the case. We can also close a case if you provide a signed written notice to tell us you no longer wish to pursue the case.
- (8) After we review the formal complaint, we will send you a letter. It will be either a closure letter or a letter of finding. A closure letter summarizes the allegations and states that there was not a Title VI discrimination violation and that the case will be closed. A letter of finding summarizes the allegations and the interviews about them, and explains if any disciplinary action, additional staff

training, or other action will happen. If you want to appeal the decision, you can do that within 45 days after the date of the closure letter or the letter of finding.

- (9) If you are not satisfied with the Ithaca-Tompkins County Transportation Council's decision, you may complain directly to the Tompkins County Office of Human Rights, 120 W. Martin Luther King/State St., Ithaca, NY, 14850; phone (607) 277-4080, or the Federal Transit Administration at the Office of Civil Rights: Attention Title VI Program Coordinator, East Building 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC 20590.
- (10) A copy of these procedures along with the Title VI/Discrimination Complaint form can be found online at: [www.tompkinscountyny.gov/itctc/civilrights](http://www.tompkinscountyny.gov/itctc/civilrights).

**(Note: last paragraph to be translated into Spanish, French, Chinese, Korean and Japanese)**

# Title VI/Discrimination Complaint Form

(Note: to be translated into Chinese)

For help with this form in another language, contact the Ithaca-Tompkins County Transportation Council and state the language. Contact information is included at the end of the form. (Note: this statement to be translated into Spanish, French, Chinese, Korean and Japanese)

YOUR NAME AND CONTACT INFORMATION		
Name:		
Address:		
Telephone:		
E-mail Address:		
Do you need an Accessible Format?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other

IS THIS FOR YOU OR SOMEONE ELSE?		
Are you complaining for yourself?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, who are you complaining for and what is their relationship to you?		
Tell us why you are helping:		
Do you have their permission to file this complaint?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

WHAT HAPPENED?												
<p>I believe the discrimination I experienced was based on (check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;"><input type="checkbox"/> Race</td> <td style="padding: 2px;"><input type="checkbox"/> Color</td> <td style="padding: 2px;"><input type="checkbox"/> National Origin</td> <td style="padding: 2px;"><input type="checkbox"/> Disability</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Age</td> <td style="padding: 2px;"><input type="checkbox"/> Sex (gender)</td> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> Limited English Proficiency (LEP)</td> </tr> <tr> <td colspan="4" style="padding: 2px;"><input type="checkbox"/> Income Level</td> </tr> </table> <p>Date of Alleged Discrimination (Month, Day, Year): _____</p> <p>Explain as clearly as you can what happened and why it was discrimination. Describe everyone involved. Include the name of the person(s) who discriminated against you (if you know) as well as the names and contact information of any witnesses. It's ok if you need more space. You may use a separate page, but be sure to include your whole explanation with the form.</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	<input type="checkbox"/> Sex (gender)	<input type="checkbox"/> Limited English Proficiency (LEP)		<input type="checkbox"/> Income Level			
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Disability									
<input type="checkbox"/> Age	<input type="checkbox"/> Sex (gender)	<input type="checkbox"/> Limited English Proficiency (LEP)										
<input type="checkbox"/> Income Level												

**IS THIS ABOUT A SPECIFIC PERSON AT THE ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL?**

Who?

**HAVE YOU COMPLAINED BEFORE?**

Have you made a Civil Rights complaint with the ITCTC before?

Yes

No

If yes, tell us a little about it.

\_\_\_\_\_

\_\_\_\_\_

**HAVE YOU COMPLAINED TO ANY OTHER AGENCY ABOUT THIS?**

Have you complained about this to any other Federal, State, or local agency, or with any Federal or State court?  Yes  No

If yes, with whom?

Federal Agency: \_\_\_\_\_

Federal Court: \_\_\_\_\_  State Agency: \_\_\_\_\_

State Court : \_\_\_\_\_  Local Agency: \_\_\_\_\_

Is there someone we can contact there about your complaint?

Name, Title:

Agency:

Address:

Telephone:

You may attach any other information about your complaint. Be sure to sign and date below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

You can complain formally

In person at the ITCTC's offices: 121 E. Court Street, Ithaca, NY 14850

By mail to: Fernando de Aragón, ITCTC Title VI Coordinator, 121 E. Court Street, Ithaca, NY 14850

By e-mail to [fdearagon@tompkins-co.org](mailto:fdearagon@tompkins-co.org) (Include the information on this form)

This form is online at [www.tompkinscountyny.gov/itctc/civilrights](http://www.tompkinscountyny.gov/itctc/civilrights).

If you need help submitting a formal complaint, you can call the ITCTC at (607) 274-5570.