



VINCENT W. HARRIGAN
County Executive

CHAUTAUQUA COUNTY OFFICE OF THE COUNTY EXECUTIVE

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www.co.chautauqua.ny.us

Executive Policy Bulletin A-3-050

Subject: Chautauqua County Title VI Program

I. INTRODUCTION

As a recipient of federal and state funds, Chautauqua County is subject to the requirements and provisions of Title VI of the Civil Rights Act of 1964, as amended. The provisions include but are 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 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the 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.

Chautauqua 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. Chautauqua County's Director of Human Resources or his/her designee monitors compliance with Title VI.

II. PUBLIC NOTIFICATION PROCESS

Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in Chautauqua County's facilities. Chautauqua County's Title VI policy is available on Chautauqua County's website, at www.co.chautauqua.ny.us. Additional information relating to the County's nondiscrimination obligation can be obtained from Chautauqua County's Director of Human Resources or his/her designee.

This Executive Policy Bulletin shall be disseminated to Chautauqua County's employees annually via email.

III. TITLE VI COMPLAINT PROCEDURES

How do you 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, 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 which is deemed significant by the complainant.

The Title VI Complainant Form, which is attached as Appendix A or can be found at www.co.chautauqua.ny.us, may be used to submit the complainant information. The complaint may be filed in writing with Chautauqua County at the following address:

Chautauqua County
Attn: Director of Human Resources
3 North Erie Street
Mayville, New York 14757

NOTE: Chautauqua County encourages all complainants to send their complaint form by certified mail.

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 Chautauqua County will be directly addressed by Chautauqua County. Chautauqua County shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Chautauqua County shall have sixty (60) days to investigate the complaint.

A letter acknowledging receipt of the complaint will be mailed within seven (7) business days upon its receipt by the County. If Chautauqua County requests additional information to resolve the case, the complainant shall have fifteen (15) business days from the date on the letter to provide the requested information. 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. A case may also be administratively closed if the complainant notifies the County in writing they no longer wish to pursue their case.

How will the complainant be notified of the outcome of the complaint?

Chautauqua County shall send a final written response letter to the complainant. In any letter notifying complainant that the complaint is not substantiated, the complainant is also advised of

his or her rights to 1) appeal within thirty (30) calendar days of receipt of the final written decision from Chautauqua County, and/or 2) file a complaint externally with the U.S. Department of Justice, U.S. Department of Transportation, and/or Federal Transit Administration, as applicable.

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

Federal Coordination and Compliance Section - NWB
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

Federal Transit Information Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

NYS DOT Office of Civil Rights
Attention: Acting Director
50 Wolf Road, 6th Floor
Albany, New York 12232

IV. COMMUNITY OUTREACH

As an agency receiving federal financial assistance, Chautauqua 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. A copy of said statement is attached hereto as Appendix B.
3. Chautauqua County's Title VI plan is available to the community on its website.
4. Chautauqua County contracts require contractors to comply with the County's Title VI policy.

Date: 4/8/16

[Signature]
4/8/16

[Signature] 4/8/16
Vincent W. Horrigan, County Executive

Rev. 5/9/13, 4/8/16

APPENDIX A

Chautauqua County Title VI Complaint Form

Contact Information:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, please proceed to Complaint Information below.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Complaint Information:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
_____ _____				
Have you previously filed a Title VI complaint with this agency?			Yes	No

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

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

Signature and date required below

(Print Name)

(Signature)

Date

Please submit this form in person at the address below, or mail this form to:
 Chautauqua County
 Department of Human Resources
 3 North Erie Street
 Mayville, New York 14757
 (716) 753-4237

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 U.S.C. Section 2000d).

Chautauqua 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. **If you feel you are being denied participation in or being denied benefits of the transit services provided by Chautauqua County, or otherwise being discriminated against because of your race, color or national origin, you may contact our office at:**

Chautauqua County
Attn: Director of Human Resources
3 North Erie Street
Mayville, New York 14757
Telephone: (716) 753-4237

For more information, visit our website at www.co.chautauqua.ny.us.