

STEBEN COUNTY TITLE VI POLICY STATEMENT

As a recipient of federal and state funds, Steuben 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, or activities). Non-compliance with this mandate can affect federal financial assistance.

The Civil Rights 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.

Steuben 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.B.

Steuben 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 Steuben County Manager's Office is responsible for monitoring the Title VI activities for Steuben County.

Anyone who has a discrimination complaint against Steuben County with regard to transportation services, or any other program or activity, should complete a complaint form available at the Steuben County Manager's Office. Complaints should be made in writing and mailed or brought to:

**Steuben County Manager's Office
Attn: Chris Brewer
Deputy County Manager / Title VI Coordinator
3 E. Pulteney Square
Bath, NY 14810**

Steuben County will respond and may request further information with the goal of obtaining an appropriate resolution. Formal complaints related to transportation projects may also be initiated by filing a complaint with the Federal Highway Administration (FHWA) or Federal Transit Administrative Office of Civil Rights. All formal complaints can also be initiated with the New York State Division of Human Rights. Those agencies can be contacted at the following addresses:

**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**

**NYS Division of Human Rights
333 East Washington St
Syracuse NY 13202
1-888-392-3644**

**Federal Highway Administration (FHWA)
US Department of Transportation
1200 New Jersey Ave, SE
8th Floor E81-105—Civil Rights
Washington DC 20590**

Public Notification Process

Title VI Information Dissemination

Title VI information shall be prominently and publicly displayed in Steuben County facilities. The name of the Title VI coordinator is available on the Steuben County website at www.steubencony.org. Additional information relating to nondiscrimination obligation can be obtained from the Steuben County Manager's Office or his/her designee.

Title VI information shall be disseminated to Steuben County employees annually, via a payroll staffer. This form reminds employees of the Steuben County Policy statement, and of their Title VI responsibilities in their daily work and duties.

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

The Title VI Complaint Form (attached) should be used to submit the complaint information. The complaint may be filed in writing to Steuben County at the following address:

Steuben County Manager's Office
Attn: Chris Brewer
Deputy County Manager / Title VI Coordinator
3 E. Pulteney Square
Bath, NY 14810

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 Steuben County will be directly addressed by Steuben County. Steuben County shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, Steuben County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed within seven days to the complainant. 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?

Steuben County shall send a final written response letter to the complainant. If a complaint is not substantiated the complainant will be advised of his or her right to:

1. File a complaint externally with the Federal Highway Administration (FHWA) and/or the Federal Transit Administration
2. File a complaint with the New York State Division of Human Rights.

In addition to the complaint process 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, 5th Floor —TCR
1200 New Jersey Ave., SE
Washington DC 20590**

**NYS Division of Human Rights
333 East Washington St
Syracuse NY 13202
1-888-392-3644**

**Federal Highway Administration (FHWA)
US Department of Transportation
1200 New Jersey Ave, SE
8th Floor E81-105—Civil Rights
Washington DC 20590**

Community Outreach

As an agency receiving federal financial assistance, Steuben County makes significant community outreach efforts. These efforts include open access to public meetings, social media (Facebook, Twitter, etc.), print media, television, radio, billboards, press releases, the County webpage (www.steubencony.org) and others. In addition, the public is invited to attend and participate in the legislative process, Title VI statements are posted in all County facilities for public viewing, and Steuben County's Title VI plan is available to the community on the website.

Policy Approved By:

**Steuben County Manager
Jack K. Wheeler**

