



**Policy Statement, Notice to Beneficiaries, and Complaint  
Procedures & Documents  
Title VI of the Civil Rights Act of 1964**

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Attachment A: Complaint Log

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## **1. Introduction**

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This document serves as the Northwest Hills Council of Governments' (NHCOC) Title VI Nondiscrimination and Limited English Proficiency plan to address requirements under Title VI of the Civil Rights Act of 1964 as recipients of federal funding. This document only addresses program and actions undertaken by NHCOC on a regional basis and is separate from individual member actions within the region.

Title VI of the Civil Rights Act of 1964 and its subsequent amendments prohibit federal agencies and sub-recipients of federal funds from discriminating on the basis of race, color, national origin, sex, age, income status, and disability, against participants or clients of programs that receive federal funding. In addition to nondiscrimination, this plan provides information relative to Presidential Executive Order 13166 which mandates that federal agencies ensure that people with Limited English Proficiency (LEP) have meaningful access to federally conducted and/or funded programs and activities.

## **2. Title VI and Non-Discrimination Policy Statement**

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NHCOC will effectuate the provisions of Title VI of the Civil Rights Act of 1964, as amended (42 USC Section 2000d), 49 CFR Part 21, and 23 CFR Part 200, FTA circular 4702.1.B and other nondiscrimination directives. NHCOC prohibits discrimination on the basis of race, color, or national origin and will ensure that no person is excluded from participation in, denied the benefits of, or is otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the United States Department of Transportation.

NHCOC further assures that every effort will be made to ensure nondiscrimination of its programs and activities, whether those programs and activities are federally funded or not. NHCOC has developed a Title VI discrimination complaint process that is compliant with the Title VI requirements.

The NHCOC Executive Director has the overall responsibility for carrying out the commitments of NHCOC to the Title VI Program. The Title VI Program is an organization-wide initiative, and all employees share the responsibility for ensuring compliance.

Title VI Program implementation responsibilities have been delegated to NHCOC's Regional Planner, Janell Mullen, who will be responsible for the day-to-day collection, analysis, and reporting of Title VI related data as the designated Title VI Coordinator.

## **3. Title VI Notice to Beneficiaries (English)**

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### **Your Rights Under Title VI of the Civil Rights Act of 1964**

“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. 2000d)

### **What is Title VI and Title VI Policy?**

Title VI of the Civil Rights Act of 1964 is the Federal Law that protects individuals and groups from discrimination on the basis of their race, color, and national origin, in programs and activities that receive Federal financial assistance.

The Northwest Hills Council of Government (NHCOG) will effectuate the provisions of Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d), 49 CFR Part 21, and 23 CFR Part 200, FTA Circular 4702.1.B, 49 CFR Part 303 and related nondiscrimination authorities. NHCOG prohibits discrimination on the basis of race, color, national origin, sex, age, disability, income-status, or LEP, and will ensure that no person is excluded from participation in, denied the benefits of, or is otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the United States Department of Transportation. NHCOG also assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

### **What discrimination is prohibited by the NHCOG Title VI Program?**

Discrimination under our Title VI program is an act (action or inaction) whether intentional or unintentional, through which a person or group, solely because of race, color, or national origin, has been excluded from participation, denied the benefits, or otherwise subjected to unequal treatment or impact, under any program or activity receiving financial assistance from USDOT. In operating USDOT-assisted programs, a recipient cannot discriminate either directly or through contractual or other means by:

- Denying programs services, financial aids, or other benefits;
- Providing different program services, financial aids, or other benefits, or providing them in manner different from that provided to others;
- Segregating or separately treating individuals or groups in any matter related to the receipt of any program service, financial aid, or benefit;
- Restricting in any way the enjoyment of any advantage or privilege enjoyed by others receiving any program service, financial aid, or other benefits;
- Denying person(s) the opportunity to participate as a member of a planning, advisory, or similar body;
- Denying person(s) the opportunity to participate in the program through the provision of services, or affording the opportunity to do so differently from those afforded others.

### **How can I file a discrimination complaint?**

A complaint may be filed by any individual or group that believes that they have been subjected to discrimination based on their race, color, or national origin. The complaint may be filed by the affected party or a representative. A signed, written complaint should be filed within 180 days of the date of the alleged discrimination, including:

- Your name, address and telephone number. If you are filing on behalf of another person, include their name, address, telephone number, and your relation to that person.
- The name and address of the agency, firm, department, and individual(s) you believe discriminated against you (if known).

- A description of how, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts.
- The names of any persons, if known, that NHCOG could contact for additional information to support or clarify your allegations.

**Complaints or requests for additional information may be directed to:  
Janell Mullen Title VI Coordinator, Northwest Hills Council of Governments  
59 Torrington Road, Goshen, CT  
Tel: (860) 491-9884; E-mail: [jmullen@northwesthillscog.org](mailto:jmullen@northwesthillscog.org)**

Complaints may also be filed directly with the CTDOT, FHWA, or FTA. For information on how to file a complaint directly with NHCOG please contact the Title VI Coordinator. Filing a complaint does not prevent an individual or group from seeking remedy through other sources.

Federal Transit Administration Office of Civil Rights  
Attn: Complaint Team East Building, 5th Floor  
TCR 1200 New Jersey Avenue, SE  
Washington, DC 20590

Federal Highway Administration Office of Civil Rights  
1200 New Jersey Avenue, SE 8th Floor E81-314  
Washington, DC 20590

#### **4. Title VI Notice to Beneficiaries (Spanish)**

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##### **Sus derechos bajo el Título VI de la Ley de Derechos Civiles de 1964**

“Ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, será excluida de participar en cualquier programa o actividad que reciba asistencia financiera federal, ni se le negarán los beneficios de dichos programas o actividades, ni será discriminada en ellos”. (42 U.S.C. 2000d)

##### **¿Qué son el Título VI y la Política del Título VI?**

El Título VI de la Ley de Derechos Civiles de 1964 es la ley federal que protege a los individuos y grupos de la discriminación sobre la base de su raza, color y origen nacional, en programas y actividades que reciben asistencia financiera federal.

El Colinas al Noroeste Consejo de Gobiernos (NHCOG) pondrá en práctica las disposiciones del título VI de la Ley de Derechos Civiles de 1964 (42 U.S.C Sección 2000d), 49 CFR Parte 21 y 23 CFR Parte 200, Circular 4702.1.8 de la FTA, 49 CFR Parte 303 y las autoridades de no discriminación relacionadas. El CTDOT prohíbe la discriminación por motivos de raza, color, origen nacional, sexo, edad, discapacidad, nivel de ingresos, o capacidad limitada en inglés, y se asegurará de que ninguna persona sea excluida de participar en cualquier programa o actividad

que reciba asistencia financiera federal del Departamento de Transporte de los Estados Unidos, ni se le nieguen los beneficios de dichos programas o actividades, ni sea discriminada en ellos. El CTDOT también asegura que se hará todo lo posible para garantizar la no discriminación en todos sus programas y actividades, ya se trate de programas y actividades financiados por el gobierno federal o no.

### **¿Qué tipo de discriminación prohíbe el Programa del Título VI del NHCOC?**

La discriminación bajo nuestro programa del Título VI es un acto (acción u omisión) ya sea intencional o no intencional, a través del cual una persona o un grupo, solamente a causa de su raza, color, o origen nacional, es excluido de participar, se le niegan los beneficios, o de otra manera es sometido a un trato o impacto desigual, bajo cualquier programa o actividad que recibe asistencia financiera del USDOT. Al operar los programas asistidos por el USDOT, un beneficiario no puede cometer discriminación ya sea directamente o a través de medios contractuales u otros medios realizando las siguientes acciones:

- Denegar servicios de programas, ayudas financieras, u otros beneficios.
- Proporcionar diferentes servicios de programas, ayudas financieras, u otros beneficios, o proporcionarlos de una manera diferente a la que son proporcionados a los demás.
- Segregar o tener un trato especial para con individuos o grupos en cualquier asunto relacionado con la recepción de cualquier servicio de programa, ayuda financiera, o beneficio.
- Restringir de alguna manera el goce de cualquier ventaja o privilegio que otras personas gocen al recibir cualquier servicio de programa, ayuda financiera u otros beneficios.
- Negar a la/s persona/s la oportunidad de participar como miembro de un organismo de planificación, de asesoramiento, u otro organismo similar.
- Negar a la/s persona/s la oportunidad de participar en el programa a través de la prestación de servicios, u ofrecer la oportunidad de hacerlo de una manera diferente a la que se ofrece a otros.

### **¿Cómo puedo presentar una queja por discriminación?**

Cualquier persona o grupo que crea que ha sido objeto de discriminación por motivos de raza, color, o origen nacional, puede presentar una queja. La queja puede ser presentada por la parte afectada o un representante. Se debe presentar una queja escrita y firmada dentro de un plazo de 180 días posteriores a la fecha del supuesto acto de discriminación, la cual debe incluir la siguiente información:

- Su nombre, dirección y número de teléfono. Si usted presenta la queja en nombre de otra persona, incluya su nombre, dirección, número de teléfono y relación con esa persona.
- El nombre y la dirección de la agencia, la empresa, el departamento, y el/los individuo/s que usted considera que cometieron el acto de discriminación (si se conocen).
- Una descripción de cómo, por qué y cuándo cree que se cometió el acto de discriminación. Incluya tanta información de contexto como sea posible sobre los supuestos actos de discriminación.
- Los nombres de las personas, si se conocen, que la NHCOC podría contactar para

obtener información adicional a fin de respaldar o aclarar sus acusaciones.

**Las quejas o solicitudes de información adicional pueden dirigirse al siguiente contacto:**  
**Janell Mullen , Coordinadora del Título VI, Colinas al Noroeste Consejo de Gobiernos**  
**59 Torrington Road, Goshen, CT 06756**  
**Teléfono: (860) 491-9884; Correo electrónico: [jmullen@northwesthillscog.org](mailto:jmullen@northwesthillscog.org)**

Las quejas también pueden presentarse directamente al CTDOT, FHWA, o FTA. Para obtener información sobre cómo presentar una queja directamente con el NHCOG, comuníquese con el Coordinador del Título VI. Si usted considera que un beneficiario de la ayuda federal del USDOT tomó represalias en contra suya, comuníquese de inmediato con el USDOT para que su denuncia se investigue. Presentar una queja no impide que un individuo o grupo presente un recurso a través de otras fuentes.

Federal Transit Administration Office of Civil Rights  
Attn: Complaint Team East Building, 5th Floor  
TCR 1200 New Jersey Avenue, SE  
Washington, DC 20590

Federal Highway Administration Office of Civil Rights  
1200 New Jersey Avenue, SE 8th Floor E81-314  
Washington, DC 20590

## 5. Title VI Complaint Procedure

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NHCOG Title VI Policy assures that no person or groups of persons 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 and all programs, services, or activities administered by NHCOG, its recipients, sub-recipients, and contractors.

Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with NHCOG within 180 days of from the date of the alleged discrimination. These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program or activity administered by NHCOG. These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. NHCOG uses the following detailed, internal procedures for prompt processing of all Title VI complaints received directly by it. These procedures include but are not limited to:

1. Any person or groups of persons who believe they have been aggrieved by an unlawful discriminatory practice under Title VI may individually, or through a legally authorized representative, make and sign a complaint and file the complaint with NHCOG. Allegations

received do not have to use the key words “complaint,” “civil rights,” “discrimination,” or their near equivalents. It is sufficient if such allegations imply unequal treatment based on race, color or national origin in one or more of the NHTCOG’s programs for it to be considered and processed as an allegation of a discriminatory practice under Title VI.

2. The complaint must be communicated to NHTCOG, no later than 180 calendar days after the date of the alleged discrimination. Complaints may be filed with NHTCOG in writing (including electronic at [jbrown@northwesthillscog.org](mailto:jbrown@northwesthillscog.org)) and addressed to the Northwest Hills Council of Governments (attention: Executive Director), 59 Torrington Road, Goshen, CT. NHTCOG will provide appropriate assistance to complainants who are limited in their ability to communicate in English. Any complaints related to FHWA will be immediately forwarded to CTDOT by NHTCOG for processing.
3. The complaint may also be filed directly with FHWA, FTA, or NHTCOG. The complaint must be filed, in writing, no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary, U. S. Department of Transportation.

In addition to filing a Title VI complaint with the NHTCOG, a Title VI complaint may also be filed directly with the Federal Transit Administration (FTA) for transit related complaints, or with the Federal Highway Administration (FHWA) for highway program related complaints at the addresses listed below.

Federal Transit Administration Office of Civil Rights  
Attn: Complaint Team East Building, 5th Floor  
TCR 1200 New Jersey Avenue, SE  
Washington, DC 20590

Federal Highway Administration Office of Civil Rights  
1200 New Jersey Avenue, SE 8th Floor E81-314  
Washington, DC 20590

4. Title VI complaints filed against NHTCOG and sub-recipients (e.g., contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, fee appraisers, etc.) are processed by NHTCOG in accordance with FHWA and/or FTA approved complaint procedures, as required under 23 Code of Federal Regulations Part 200. NHTCOG is available to provide assistance.

A copy of the complaint, will be forwarded to CTDOT, within ten (10) days of the date the complaint was received by the NHTCOG.

All complaints will be investigated promptly and every effort will be made to obtain early resolution of complaints. Materials received will be handled in full accordance with the Connecticut Freedom of Information Act (as amended) and other applicable laws. The Executive Director and Title VI Director will review each complaint.



5. Upon receipt of the complaint, the Executive Director will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint.

In instances where additional information is needed, NHTCOG will contact the complainant in writing. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.

6. NHTCOG shall acknowledge receipt of the allegation(s) within ten (10) working days. The complainant is notified of the proposed action to be taken to process the allegation(s). The notification letter contains:
  - a. The basis for the complaint.
  - b. A brief statement of the allegation(s) over which NHTCOG has jurisdiction.
7. The investigation consists of an in-depth, interview with the complainant(s). Information gathered in this interview includes but is not limited to: identification of each complainant by race, color, and/or national origin; name of the complainant; a complete statement concerning the nature of the complaint, including names, dates, places, and incidents involved in the complaint; the date the complaint was filed; and any other pertinent information the investigator(s) feels is relevant to the complaint. The interview(s) is recorded, either on audio tape or by an investigator taking notes. The investigator(s) arranges for the complainant to read, make necessary changes to, and sign the interview transcript or interview notes.
8. Following the interviews, NHTCOG may request more information. Complainant must respond to requests for additional information within 30 days. Without a response, the complaint will be closed administratively.
9. After the research, the investigator(s) develops a report of the investigation and recommendations based on the facts. The report contains the investigators' findings, conclusions concerning each issue raised in the complaint, and recommendations for corrective action. The report is the last document prepared by the investigator(s). Any other actions taken as a result of the investigators' findings and conclusions are the responsibility of NHTCOG management.
10. The complainant receives a letter from NHTCOG detailing the findings and any recommendations for corrective action to be taken based on the facts. All issues in the complaint are addressed.
11. The final report of the investigation will be submitted to the FHWA Division Office and/or FTA Regional Office, with a copy to CTDOT, in a period not to exceed sixty (60) calendar days from the date the original complaint was received by NHTCOG. Receipt of additional relevant information and/or simultaneous filing of complaint with NHTCOG and an external entity may expand the timing of the complaint resolution.

Included with the report is a copy of the complaint, copies of all documentation pertaining to

the complaint, the date the complaint was filed, the date the investigation was completed, and any other pertinent information. If an act of discrimination is not substantiated and the complainant wishes to appeal the decision, such appeal may be made to CTDOT, FHWA, and/or FTA.

For more information, please contact NHCOC Title VI Coordinator, Janell Mullen, at 860-491-9884

**ATTACHMENT A**

**Title VI Discrimination Complaint Log**

## Northwest Hills Council of Governments

### TITLE VI DISCRIMINATION COMPLAINT LOG – FTA

NHCOG shall prepare and maintain a list of any of the following that allege discrimination by NHCOG on the basis of race, color, or national origin:

- Active investigations conducted by FTA or NHCOG;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. Logs will be submitted to CTDOT as requested.

**List of Investigations, Lawsuits and Complaints**

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
<b>Investigations</b>				
<b>1.</b>				
<b>2.</b>				
<b>Lawsuits</b>				
<b>1.</b>				
<b>2.</b>				
<b>Complaints</b>				
<b>1.</b>				
<b>2.</b>				

## Northwest Hills Council of Governments

### TITLE VI DISCRIMINATION COMPLAINT LOG - FHWA

NHCOG shall prepare and maintain a list of any of the following that allege discrimination by NHCOG on the basis of race, color, or national origin:

- Active investigations conducted by FHWA or NHCOG;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. Logs will be submitted to CTDOT as requested.

**List of Investigations, Lawsuits and Complaints**

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

**ATTACHMENT B**  
**Title VI Discrimination Complaint Form**  
**(English)**

# Northwest Hills Council of Governments (NHCOG)

## TITLE VI & RELATED PROGRAMS DISCRIMINATION COMPLAINT FORM

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### *How can I file a discrimination complaint?*

If you believe a United States Department of Transportation (USDOT) recipient has discriminated against you or others protected by Title VI of the Civil Rights Act of 1964, you may file a complaint. Complaints filed with NHCOG should be directed to: Joanna Wozniak-Brown, Title VI Coordinator at 860-491-9884. Fax: 860-491-3729. We are asking for the information to assist in processing your complaint. This form is not mandatory. If you need help, including another language, to complete this form please let us know.

#### **Section I:**

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

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

City, State, Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Accessible Format Requirements?  Large Print       Audio Tape       TDD       Other

*If other, please specify* \_\_\_\_\_

#### **Section II:**

Are you filing this complaint on your own behalf?  Yes  No *If you answered Yes, please proceed to Section III.*

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.  Yes       No

#### **Section III:**

For Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) Complaints –  
Discrimination based on:     Race                       Color                       National Origin

Please provide the date(s) and location(s) of the alleged discrimination, and the name(s) of the individual(s) who allegedly discriminated against you including their titles (if known).

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Please provide the names, addresses, and telephone numbers of any witnesses.

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Explain as clearly as possible what happened, how you feel you were discriminated against and who was involved. Please include how other persons were treated differently from you.

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**Section IV:**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes  No If yes, please provide contact information for a contact person at the agency/court where the complaint was filed.

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

Agency/Court: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Section V:**

Name of the agency complaint is against: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*You may use additional sheets of paper if necessary.  
Please include any written materials pertaining to your complaint.*



Any person who believes they have been discriminated against on the basis of race color, or national origin, by the Northwest Hills Council of Governments, may file a Title VI complaint. Complaints must be filed, in writing, no more than 180 day(s) from the date(s) of the alleged incident, or the date when the person(s) became aware of the alleged discriminatory action.

All Title VI complaints filed directly with the NHTCOG will be referred to the NHTCOG's Title VI Coordinator. FHWA related complaints will be forwarded to CTDOT for processing. Complaints must be in writing, signed by the complainant or a representative, and include the complainants name, address, and telephone number, or other means by which the complainant may be contacted.

Complaints shall explain as fully as possible the facts and circumstances surrounding the alleged discriminatory action, and identify the individual(s) and/or organization(s) responsible for the alleged discriminatory action.

In cases where the complainant is assisted in converting an oral complaint into a written complaint, the complainant is required to sign the written complaint. All discrimination complaints will be acknowledged in writing. Complaints received by telephone will be reduced to writing and provided to the complainant for confirmation, revision, and signature before processing.

The Title VI designee or the individual receiving the written complaint will review the complaint to ensure that the required information is provided, the complaint is timely, and is written within the appropriate jurisdiction. The complaint will be accepted unless it is withdrawn, not filed within the allowed time period, or the complainant fails to provide required information after a written request for omitted/additional information.

In addition to filing a Title VI complaint with the NHTCOG, a Title VI complaint may also be filed directly with the Federal Transit Administration (FTA) for transit related complaints, or with the Federal Highway Administration (FHWA) for highway program related complaints at the addresses listed below.

Federal Transit Administration Office of Civil Rights  
Attn: Complaint Team East Building, 5<sup>th</sup> Floor  
TCR 1200 New Jersey Avenue, SE  
Washington, DC 20590

Federal Highway Administration Office of Civil Rights  
1200 New Jersey Avenue, SE 8<sup>th</sup> Floor E81-314  
Washington, DC 20590

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**ATTACHMENT C**  
**Title VI Discrimination Complaint Form**  
**(Spanish)**

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# Northwest Hills Council of Governments (NHCOG)

## FORMULARIO DE DENUNCIA POR DISCRIMINACIÓN BAJO EL TÍTULO VI Y PROGRAMAS RELACIONADOS

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### *¿Cómo puedo presentar una denuncia de discriminación?*

Si usted cree que un representante del Departamento de Transportación de los Estados Unidos (USDOT) ha hecho un acto de discriminación en contra de usted o de otros protegidos por el Título VI del Acto de Derechos Civiles de 1964, usted puede presentar una queja formal. La denuncia puede presentarse con NHCOG y debe dirigirse a: Joanna Wozniak-Brown, Coordinadora del Título VI, al 860-491-9884. Fax: 860-491-3729. Estamos solicitando la información para ayudarlo a procesar su reclamo. Esta forma no es obligatoria. Si necesita ayuda, incluido otro idioma, para completar este formulario, avísenos.

#### **Sección I:**

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad, Estado, Código Postal: \_\_\_\_\_ Teléfono: \_\_\_\_\_

¿Requerimientos de formato accesible?  Letra Grande  Cassette de Audio

Sistema de Comunicación para Sordos  Otro

*Si es otro, por favor de especificar*

\_\_\_\_\_

#### **Sección II:**

¿Está presentando esta denuncia en representación de sí mismo?  Sí  No *Si ha contestado Sí, por favor proceda a la Sección III.*

Por favor, provea el nombre y la relación que tiene con la persona por la quien usted está presentando la queja:

\_\_\_\_\_

\_\_\_\_\_

Por favor, explique por qué está presentando la queja en nombre de una tercera persona:

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Por favor confirme que usted ha obtenido el permiso de la persona agraviada.  Sí  No

**Sección III:**

Para Denuncias a la Administración de Tránsito Federal (FTA) y la Administración Federal de Carreteras (FHWA) - Discriminación basada en:  Raza  Color  Nacionalidad

Por favor, provea la fecha(s) y lugar(es) del presunto acto de discriminación, y el nombre o nombres del individuo o los individuos que discriminaron en contra de su persona, incluyendo sus títulos profesionales (si los sabe)

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Por favor provea los nombres, direcciones, y números telefónicos de cualquier testigo.

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Explique lo más claramente posible que pasó, de que manera sintió que fue discriminado y quien estuvo involucrado. Por favor, incluya cómo otras personas fueron tratadas diferente con relación al trato que usted recibió.

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**Sección IV:**

¿Ha presentando esta queja con otra agencia federal, estatal o local, o a alguna Corte Federal o Estatal?

Sí  No

Si respondió Sí, por favor provea información de contacto de la agencia/corte donde la denuncia fue presentada.

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Nombre: \_\_\_\_\_ Cargo: \_\_\_\_\_

Agencia /Corte: \_\_\_\_\_

Dirección: \_\_\_\_\_ Teléfono: \_\_\_\_\_

### **Sección V**

Nombre de la agencia contra cual se presenta la denuncia: \_\_\_\_\_

Persona de Contact \_\_\_\_\_ Cargo: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Firma del Denunciante: \_\_\_\_\_

Fecha: \_\_\_\_\_

*Usted puede usar hojas de papel adicionales si es necesario.  
Por favor incluya cualquier material escrito relacionado a su queja.*

Cualquier persona que crea que ha sido discriminada a base a su raza, color, nacionalidad (FMCSA también acepta denuncias por el Título VI basadas en el sexo, la edad, discapacidad, nivel de ingresos, y dominio limitado del inglés (LEP), por el Departamento de Transportación de Connecticut (CTDOT) o uno de los sub-recipientes del Departamento, puede presentar una denuncia bajo el Capítulo VI. Las quejas deben presentarse por escrito, no más de 180 días del presunto incidente, o en la fecha cuando la persona o personas se dieron cuenta del presunto acto de discriminación.

Todas las denuncias bajo el Título VI presentadas directamente a NHCOG serán referidas al Coordinador del Título VI. Las quejas relacionadas con la FHWA se enviarán al CTDOT para su procesamiento. Las quejas deben ser por escrito, firmadas por el afectado o su representante, incluyendo el nombre, dirección, teléfono y otros modos de contacto del afectado. Los afectados deben explicar en una manera completa, los hechos y circunstancias relacionadas a la presunta situación discriminatoria, e identificar al individuo o los individuos y organización u organizaciones responsables por esta presunta acción discriminatoria. En casos donde el querellante necesite asistencia para convertir su denuncia verbal en forma escrita, el querellante esta obligado a firmar el documento escrito. Todos los quellerantes de descrminacion seran reconocidos en escrito. Las quejas recibidas por teléfono seran transcritas en forma escrita y presentadas al quellerante para su confirmación, revisión y firma del documento antes de ser procesadas.

El designado del Título VI recibiendo la queja escrita, la revisará para asegurarse que la información requerida está incluida y escrita dentro de la jurisdicción apropiada. La queja será aceptada a no ser que sea retirada, no procesada dentro del tiempo permitido, o el querellante falle en proveer

información requerida después de solicitud escrita de presentar información adicional o que no se incluyó.

Además de presentar la denuncia bajo el Título VI con NHCOG, la denuncia bajo el Título VI también puede ser presentada a la Administración Federal de Tránsito (FTA) por denuncias relacionadas a tránsito, o con la Administración Federal de Carreteras (FHWA) por denuncias relacionadas al programa de carreteras con las direcciones descritas abajo.

Federal Transit Administration Office of Civil Rights  
Attn: Complaint Team East Building, 5th Floor  
TCR 1200 New Jersey Avenue, SE  
Washington, DC 20590

Federal Highway Administration Office of Civil Rights  
1200 New Jersey Avenue, SE 8th Floor E81-314  
Washington, DC 20590

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