



Town of Rocky Hill

761 OLD MAIN STREET • ROCKY HILL, CONNECTICUT 06067 • (860) 258-2700 • FAX (860) 258-7638

September 2009

To Whom It May Concern:

As a subrecipient of Federal Transit Funds from the ConnDOT, the Town of Rocky Hill does hereby formally adopt the Title VI compliance procedures of the ConnDOT. As such, the Town adopts the attached Connecticut Department of Transportation (ConnDOT) Title VI Policy Statement as presented by their agency. In adherence with this policy statement, the Town of Rocky Hill will implement the attached ConnDOT Title VI Discrimination Complaint forms and process.

Any Title VI compliance matters will be referred to Mark Williams, Title VI Coordinator for the Town of Rocky Hill.

Sincerely,

Barbara Gilbert
Town Manager
Town of Rocky Hill

**YOUR RIGHTS AS UNDER
TITLE VI
OF THE CIVIL RIGHTS ACT OF 1964**

Title VI of the Civil Rights Act of 1964, as amended, ensures that no person in the United States shall, on the grounds of race, color, national origin, sex, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

PROTECTIONS INCLUDE BUT ARE NOT LIMITED TO: PUBLIC WAITING AREAS, PASSENGER HOLDING AREAS, SERVICE, QUALITY OF SERVICE, ROUTING, SCHEDULING, SNACK BARS, GIFT SHOPS, TICKET COUNTERS, BAGGAGE HANDLERS, CAR RENTAL AGENCIES, TAXIS, RESTAURANT FACILITIES, RESTROOMS, PASSENGER GROUND TRANSPORTATION.

Any person who believes that he or she, has been subjected to discrimination prohibited under Title VI of the Civil Rights Act of 1964, as amended, may file a complaint. For more information on Title VI, please visit the Connecticut Department of Transportation website at www.ct.gov/dot under Civil Rights and Accessibility.

Complaints can be filed with either of the following:

(In addition to the information listed below provide contact information for the Title VI coordinator for your agency)

FTA Title VI Program Coordinator
East Building, 5th Floor TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Mark Williams
Town of Rocky Hill
Title VI Coordinator
860-258-2724 (phone)

**Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131**

Connecticut Department of Transportation

TITLE VI POLICY STATEMENT

The Connecticut Department of Transportation (ConnDOT) is committed to ensuring that no person is excluded from participation, denied benefits, or otherwise subjected to discrimination under any program or activity, on the basis of race, color, national origin, sex, age, or disability.

ConnDOT as a recipient of federal financial assistance will ensure full compliance with Title VI of the Civil Rights Act of 1964, as amended, and related statutes and regulations in all ConnDOT programs and activities.

Any person who believes that he or she has been subjected to discrimination or retaliation based on their race, color, national origin, sex, age, or disability may file a Title VI complaint. Complaints may be filed directly to ConnDOT or to the Federal Funding agency. Complaints must be filed in writing and signed by the complainant or a representative and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaints must be filed within 180 days of the date of the alleged discriminatory act.

To request additional information on ConnDOT's non-discrimination obligations or to file a Title VI complaint, please submit your request or complaint in writing to:

Division of Contract Compliance, Manager
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, Connecticut 06111.

Complaint forms can be obtained online at the ConnDOT website www.ct.gov/dot

Federal Transit Administration (FTA) Title VI complaints may be filed directly to:

Title VI Program Coordinator
East Building, 5th Floor, TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Federal Highway Administration (FHWA) Title VI complaints may be filed directly to:

Ms. Brenda Armstead, Investigations & Adjudication Team Director
FHWA Office of Civil Rights
1200 New Jersey Avenue, SE, Suite E-81
Washington, DC 20590

Federal Aviation Administration (FAA) Title VI complaints may be filed directly to:

Mr. Ossie Jordan, Civil Rights Officer
New England Region Headquarters, ANE-9
18 New England Executive Park
Burlington, MA 02302

Connecticut Department of Transportation TITLE VI DISCRIMINATION COMPLAINT FORM

Complainants Name: _____

Street Address: _____

City/State/Zip: _____

Phone: _____

Discrimination because of: Race/ Color/ National
Origin/ Sex/ Age/ Disability/ Creed(FAA only)/ Other

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

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

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

Signature: _____

Date: _____

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