

PAUL M. WENDEL, JR.
County Executive

CHAUTAUQUA COUNTY OFFICE OF THE COUNTY EXECUTIVE

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(716) 753-4211 – FAX (716) 753-4756 -wendelp@chqgov.com
<https://chqgov.com/>

Executive Policy Bulletin A-3-052

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 and 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 Compliance/Privacy Officer or his/her designee monitors compliance with Title VI. Departments may adopt additional Title VI Policies that expand or clarify upon the Countywide policy herein.

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 <https://chqgov.com/>. Additional information relating to the County’s

nondiscrimination obligation can be obtained from Chautauqua County's Compliance/Privacy Officer or his/her designee.

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

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 Chautauqua County Discrimination Complaint Form, which is attached as Appendix A or can be found at <https://chqgov.com/>, may be used to submit the complainant information. The complaint may be filed in writing with Chautauqua County at the following address:

Chautauqua County Office of the County Executive
Attn: Compliance Officer / Title VI Coordinator
Gerace Office Building
3 North Erie Street
Mayville, NY 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 – NRB
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 any 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.

BS
3/1/2023


Paul M. Wendel, Jr.
Chautauqua County Executive

3/2/23
Date

Appendix A - Chautauqua County Discrimination Complaint Form

Appendix B - Sample Narrative to be included in Posters to be Displayed in Revenue Vehicles and Facilities

APPENDIX A

CHAUTAUQUA COUNTY

Discrimination Complaint Form

| Section 1 | | |
|--|---|--|
| Name: | Phone #: | |
| Address: | Email: | |
| Accessible Format Requests: <input type="checkbox"/> Large Print <input type="checkbox"/> Audio Tape <input type="checkbox"/> Other: | | |
| Section 2 | | |
| Are you filing this complaint on your own behalf? | <input type="checkbox"/> Yes* <input type="checkbox"/> No | *If yes, go to Section 3. |
| If you answered No, please write 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 permission from the aggrieved party if you are filing on behalf of a third party: | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Section 3 | | |
| I believe the discrimination I experienced was based on (Check all that apply and fill out): | | |
| <input type="checkbox"/> Race/Color or Ethnicity Please Specify: | <input type="checkbox"/> National Origin Please Specify: | |
| <input type="checkbox"/> Age Date of Birth: | <input type="checkbox"/> Disability Please Specify: | |
| <input type="checkbox"/> Sex/Gender Please Specify: | <input type="checkbox"/> Income Please Specify: | |
| <input type="checkbox"/> English Proficiency Please Specify: | <input type="checkbox"/> Retaliation/Other Please Specify: | |
| Date(s)/Time(s) of Alleged Discrimination (Month, Day, Year): | | |
| Who allegedly discriminated against you? | | |
| Name | Title (if applicable) | Contact Info |
| | | |
| | | |
| | | |
| If an organization, what is its name? | | |
| Name of Organization | Contact Info | Name of Contact |
| | | |

CHAUTAUQUA COUNTY
Discrimination Complaint Form Con't.

| Section 3 Con't. | | |
|--|--|--------------|
| 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). You may write any witnesses and their contact information in here or list below. Please describe the location of the alleged discrimination. If more space is needed, please use the back of this form. | | |
| | | |
| Please list any witnesses to the alledged discrimination: | | |
| Name | Title | Contact Info |
| | | |
| | | |
| | | |
| Section 4 | | |
| Have you previously filed a Title VI complaint with us? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Have you filed this complaint with any other Federal, State or local agency or Court? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please list, with contact information: _____ | | |
| Do you have an attorney in this matter? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please list, with contact information: _____ | | |
| What is the resolution you are seeking in this matter? _____ | | |
| | | |

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

Signature

Date

Please submit this form in person or via mail to the address below:

Chautauqua County Office of the County Executive
Attn: Compliance Officer / Title VI Coordinator
Gerace Office Building
3 North Erie Street
Mayville, NY 14757
(716) 753-4714

APPENDIX B

Sample 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 Office of the County Executive
Attn: Compliance Officer / Title VI Coordinator
Gerace Office Building
3 North Erie Street
Mayville, NY 14757
Telephone: (716) 753-4714

For more information, visit our website at <https://chqgov.com/>.