

Town of Groton

TITLE VI & RELATED PROGRAMS DISCRIMINATION COMPLAINT FORM

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 the Town of Groton should be directed to: Mary Jo Riley, Title VI Coordinator at 860-441-6636 or the Groton Senior Center at 860-441-6785. Fax: 860-441-6789.

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).

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

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.

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 (FMCSA also accepts Title VI complaints for discrimination based on sex, age, disability, income status, and

limited English proficiency (LEP)), by the Town of Groton, 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 Town of Groton will be referred to the Department's Title VI Coordinator. 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 Town of Groton, a Title VI complaint may also be filed directly with the CT Department of Transportation, 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.

Debra Goss, Title VI Coordinator
CT Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131-7546
Tel: (860)594-2169
Email: Debra.Goss@ct.gov

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