

**TITLE VI POLICY ATTACHMENT B5**

**HOUSATONIC VALLEY**

**METROPOLITAN PLANNING ORGANIZATION**

Providing transportation planning for Greater Danbury, CT including  
Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford,  
Newtown, Redding, Ridgefield and Sherman

166 Whisconier Road, Brookfield, CT 06804  
203-312-1073 – hvceo.org – director@hvceo.org

*-- For those who need auxiliary aids to attend, or information  
on how to file a Title VI Civil Rights complaint, contact 203-312-1073  
-- If additional information is needed in another language, contact 203-312-1073  
-- Si se necesita informacion adicional en otra idioma, comuniquese con 203-312-1073  
-- Se a informacao adicional e necessaria em outra idioma, entre em contato com 203-312-1073*

**INVESTIGATION OF  
TITLE VI COMPLAINTS**

**OVERVIEW**

This document details the process the Housatonic Valley Metropolitan Planning Organization (HVMPO) will utilize to address Title VI complaints, while ensuring due process for complainants and respondents. This process does not preclude HVMPO from attempting to resolve complaints informally.

The process applies to all complaints filed under Title VI of the Civil Rights Act of 1964, Executive Order 12898 regarding Environmental Justice, and Executive Order 13166 regarding Limited English Proficiency relating to federally funded programs or activity administered by HVMPO or its subrecipients, consultants and contractors.

The process does not limit the right of the complainant to file complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. And the process does not include punitive damages or compensatory remuneration for the complainant.

Complainants should also be notified that their complaints may in addition be filed with the CT DOT Office of Contract Compliance, Debra Goss, Title VI Coordinator, 2800 Berlin Turnpike, Newington, CT 06111.

HVMPO will make reasonable efforts to obtain early resolution of complaints. The option of informal mediation between the affected parties and HVMPO's Title VI Coordinator may be utilized for resolution at any stage of the process.

**PROCEDURE FOR FILING COMPLAINT**

Any person who believes that he or she has been subjected to discrimination prohibited under Title VI, Executive Order 12898, and/or Executive Order 13166 may file a complaint with HVMPO's Title VI Coordinator.

The Coordinator will determine the jurisdiction of the complaint, acceptability, the need for additional information, and investigate the merit of the complaint.

In cases in which the complaint is against one of HVMPO's subrecipients of federal funds, HVMPO may assume jurisdiction to investigate and adjudicate the case. HVMPO may provide itself or obtain services to review or investigate matters.

- a. The complaint must be in writing and signed and dated by all complainant(s).
- b. The complaint must be filed within 180 calendar days of the alleged occurrence(s) or when the alleged discrimination became known to the complainant.
- c. The allegation(s) must involve a covered Title VI basis such as race, religion, color, national origin, or sex.
- d. The allegation(s) must involve a federally funded HVMPO related program or activity or that of an HVMPO subrecipient, consultant or contractor.
- e. Include the location and date of the alleged act of discrimination.
- f. Include the date when the complainant became aware of the alleged discrimination.
- g. Show the identity of the person(s) alleged to have discriminated against the complainant and the organizations represented by the person(s).
- h. A detailed description of the incident.

#### **HVMPO REACTION TO COMPLAINT**

The HVMPO Title VI Coordinator shall notify the complainant and HVMPO in writing within 14 calendar days of receipt of the complaint.

The complaint will receive a case number and all information pertaining to the case will be logged into HVMPO's Log for Recording Title VI Complaints.

The Title VI Coordinator shall prepare an investigative report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.

HVMPO will notify the parties of its findings and decision.

The investigative report, decision and a full copy of the complaint shall be forwarded to CT DOT within 7 calendar days of final report completion.

If the complainant is not satisfied with the results of the investigation and final report, he or she will be advised by HVMPO of the right to appeal to the U.S. Department of Transportation (USDOT).

Questions and comments may be directed in writing to HVMPO's Title VI Coordinator at:  
Jonathan Chew, Deputy Director  
Housatonic Valley Metropolitan Planning Organization  
Old Town Hall, 162 Whisconier Road  
Brookfield, CT 06804 -- director@hvceo.org -- 203-312-1073