

APPENDIX D

TITLE VI PUBLIC NOTICE OF RIGHTS / COMPLAINT PROCESS TOWN OF SNOWMASS VILLAGE, COLORADO (TOSV)

Public Notice of Rights

The following statement shall be conspicuously and accessibly posted on site at the TOSV office, on the TOSV website (www.TOSV.com); permanently displayed on public transit vehicles; and other appropriate materials made available to the public: (*Documents will be translated into languages other than English, upon request.*)

Non-Discrimination - Your Rights Under Title VI of the Civil Rights Act of 1964

The United States Department of Transportation (DOT) ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color or national origin in the provisions of benefits and services resulting from federally assisted programs and activities. Any person, who believes the Town of Snowmass Village (TOSV) has violated his /her Title VI protections, should contact the TOSV at 970-923-2543 dpeckler@tosv.com. TOSV has also developed a policy to assist individuals who are Limited English Proficient (LEP). Translation services in order to assist LEP individuals shall be made available to TOSV's customers upon request. TOSV's Title VI policy, complaint procedures and LEP Plan shall be made available upon request by contacting the TOSV Transportation Department at the above-noted information. For federal Title VI information please contact the Federal Transit Administration (FTA), Region 8 at 720-963-3300. Federal Title VI information, including filing complaints, can also be accessed on the FTA web site at: www.fta.dot.gov.

Title VI Information, Limited English Proficient (LEP) information and Complaint Process (for printed materials, website, and other mediums upon request)

The Town of Snowmass Village (TOSV) grants all persons equal access to all its transportation services. It is further the intent of the TOSV that all persons are aware of their rights to such access. This is designed to serve as an educational tool for persons so that they may understand one of the civil rights laws that protect their benefit of the TOSV programs and services, specifically, as it relates to Title VI of the Civil Rights Act of 1964.

What is Title VI?

Title VI is a section of the Civil Rights Act of 1964 requiring that "No person in the United States shall on the grounds 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."

Note that Title VI does not address gender discrimination. It only covers race, color and national origin. Other Civil Rights laws prohibit gender discrimination.

What is LEP?

As part of Title VI requirements, the TOSV has developed a Limited English Proficiency (LEP) Plan to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to TOSV services as required by Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000). A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

TOSV's Complaint and Investigation Procedures

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, for alleged discrimination in any program or activity administered by the TOSV.

APPENDIX D (Continued)

TITLE VI PUBLIC NOTICE OF RIGHTS / COMPLAINT PROCESS
TOWN OF SNOWMASS VILLAGE, COLORADO (TOSV)

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. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the TOSV may be utilized for resolution. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a complaint.

The following measures will be taken to resolve Title VI complaints:

- 1) A formal complaint must be filed within 180 calendar days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address and telephone number; name of alleged discriminating official, basis of complaint (race, color, national origin, disability), and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.

The TOSV strongly encourages the use of the attached **TOSV Title VI Complaint Form** when filing official complaints.

The preferred method is to file your complaint in writing using the **TOSV Title VI Complaint Form**, and sending it to:

Title VI Coordinator
Transportation Department
Town of Snowmass Village
Box 5010
Snowmass Village, CO 81615

- 2) In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the TOSV Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the TOSV Title VI Coordinator will assist the Complainant in converting the verbal allegations to writing.
- 3) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the Complainant, within ten (10) days by registered mail.
- 4) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided 60 days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.
- 5) Within 15 days from receipt of a complete complaint, the TOSV will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Transportation Director or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.
 - a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.

APPENDIX D (Continued)

TITLE VI PUBLIC NOTICE OF RIGHTS / COMPLAINT PROCESS
TOWN OF SNOWMASS VILLAGE, COLORADO (TOSV)

- b. If the complaint is to be investigated, the notification shall state the grounds of the TOSV's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6) When the TOSV does not have sufficient jurisdiction, the Transportation Director or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
- 7) If the complaint has investigative merit, the Transportation Director or his/her authorized designee will instruct the Title VI Coordinator to fully investigate the complaint. A complete investigation will be conducted, and an investigative report will be submitted to the Transportation Director within 60 days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the Title VI Coordinator will notify the appropriate authorities, and an extension will be requested.
- 8) The Transportation Director or his/her authorized designee will issue letters of finding to the Complainant and Respondent within 90 days from receipt of the complaint.
- 9) If the Complainant is dissatisfied with the TOSV's resolution of the complaint, he/she has the right to file a complaint with the:

Colorado Department of Transportation
CDOT Civil Rights & Business Resource Center
Title VI Coordinator
4201 East Arkansas Ave.
Denver, CO 80222
303-757-9303
1-800-925-9427
Fax

Federal Transit Administration
Region 8
Attn: Civil Rights Officer
12300 West Dakota Avenue
Suite 310
Lakewood, CO 80228
720-963-3300
Fax 720-963-3333

FTA Complaint procedures can also be found on the FTA web site at: www.fta.dot.gov. These procedures are also outlined in FTA Circular 4702.1A, Chapter IX.

TITLE VI PUBLIC NOTICE OF RIGHTS / COMPLAINT PROCESS
TOWN OF SNOWMASS VILLAGE, COLORADO (TOSV)



Title VI Complaint Form

Complaint Form

Instructions: If you would like to submit a Title VI complaint to the Town of Snowmass Village (TOSV) Transportation Department, please fill out the form below and send it to: TOSV Transportation Department, Attn: Title VI Coordinator, Box 5010, Snowmass Village, CO 81615. For questions or a full copy of TOSV's Title VI policy and complaint procedures call 970-923-2543 or email dpeckler@tosv.com.

1. Name (Complainant):														
2. Phone:	3. Home address (street no., city, state, zip):													
4. If applicable, name of person(s) who allegedly discriminated against you:														
5. Location and position of person(s) if known:	6. Date of incident:													
<p>7. Discrimination because of:</p> <table style="width:100%; border:none;"> <tr> <td style="width:33%;"><input type="checkbox"/> Race</td> <td style="width:33%;"><input type="checkbox"/> Color</td> <td style="width:33%;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> National origin</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>			<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/>	<input type="checkbox"/> National origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/>												
<input type="checkbox"/> National origin	<input type="checkbox"/>	<input type="checkbox"/>												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												

8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.

9. Why do you believe these events occurred?

10. What other information do you think is relevant to the investigation?

11. How can this/these issue(s) be resolved to your satisfaction?

12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses):

Name:

Address:

Phone number:

13. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

- Yes No

If yes, check all that apply:

- Federal agency Federal court State court
 Local agency State agency

If filed at an agency and/or court, please provide information about a contact person at the agency/court where the complaint was filed.

Agency/Court: Contact's Name: Address: Phone number:

Signature (Complainant):

Date of filing: