

ADAPT Community Network

Title VI Complaint Procedures

The ADAPT Community Network's Title VI Complaint Procedure is available in the following locations:

- ☒ Agency website at: www.ADAPTCOMMUNITYNETWORK.ORG
- ☒ Hard copy in the central office
- ☐ In client intake materials
- ☒ Other (transit vehicles)

Anyone who believes they have been discriminated against on the basis of race, color, or national origin, may file a complaint by completing and submitting the Title VI Complaint Form (contained in *Appendix B*) to the address below.

ADAPT Community Network
Michael Matrone
Chief Compliance Officer/Title VI Coordinator
80 Maiden Lane, 8th Floor
New York, NY 10038
Phone (212) 683-6700
Email: mmatrone@adaptcommunitynetwork.org

The complaint form is not required to file a complaint. The complainant may submit any written report as a complaint notice. ADAPT Community Network will make reasonable modifications and take information verbally if the complainant requires this accommodation.

The ADAPT Community Network investigates complaints received no more than 180 days after the alleged incident. Once the complaint is received, the ADAPT Community Network will follow the steps below:

1. Acknowledge receipt of the complaint within 10 days (*Appendix C*)
2. Determine if the ADAPT Community Network has jurisdiction to investigate the complaint.
3. Plan to complete the investigation within 45 days.
4. Schedule an interview, if deemed necessary.
5. Determine if other public or private entities are or should be involved.
6. Determine if additional information is needed. Complainant has 15 days to provide the additional information.
7. If the ADAPT Community Network is not contacted by the complainant or does not receive the additional information within 15 days, the case can be administratively closed. Additionally, a case can be administratively closed if the complainant no longer wishes to pursue the case.
8. Determine if meetings with the affected party or other interested parties are needed.

After the investigative process has been completed, the ADAPT Community Network will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF).

1. A **closure letter** summarizing the allegations and stating that there was no Title VI violation and that the case will be closed. (*Appendix D*)
2. A **letter of finding (LOF)** summarizing the allegations and the interviews regarding the alleged incident, and explaining whether any disciplinary action, additional training of the staff member, or other action will occur. (*Appendix E*)

If the complainant wishes to appeal the decision, the complainant must submit the appeal within 21 days after the date of the closure letter or the LOF.

Filing complaints with ADAPT Community Network enables the agency to properly investigate the complaint. A person may also file a complaint directly with:

- New York State Department of Transportation
Office of Diversity and Opportunity
50 Wolf Road, 6th Floor
Albany, NY 12232
(518) 457-1129 Fax (518) 549-1273
OCR-TitleVI@dot.ny.gov
- Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR,
1200 New Jersey Ave., SE Washington, DC 20590

If information is needed in another language, please contact ADAPT Community Network at (212) 683-6700.

Si se necesita informacion en otro idioma por favor contacto, (212) 683-6700.