

## Town of Amherst



### Title VI Complaint Procedures

#### **Title VI Complaint Procedures**

49 CFR 21.1, provides 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 otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation."

#### **Who may file a Title VI complaint?**

A complaint may be filed by any person who believes they or any specific class of persons has been subjected to discrimination.

In order to comply with Title VI and all of the regulations of 49 CFR Part 21, the Town of Amherst, provides the following complaint procedures for those persons who believe that they have been subjected to discrimination under any program or activity receiving Federal financial assistance from the United States Department of Transportation. These procedures do not deny the right of the complainant to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination.

#### **How and where is a discrimination complaint filed?**

A complaint must be in writing, signed by the person(s) or their representative(s) and must include the complainant(s) name, address and telephone number. Attached is a Discrimination Complaint Form that may be used, however, a complaint may also be filed by sending the complaint by facsimile or electronic mail.

#### **How long will it take for my complaint to be resolved?**

The complaint will be reviewed by Title VI Coordinator, or his/her designee. Where practicable, the complainant shall be notified, in writing, of the findings and remedial action, if any, within a period not to exceed 60 days.

A signed written complaint must be filed within 180 days of the date of the alleged discrimination. The signed complaint must be sent to:

**Robert P. McCarthy, Esq.,  
Town of Amherst Affirmative Action Officer & Title VI Coordinator  
Department of Human Resources  
5583 Main Street, Williamsville, NY 14221  
Phone: 716-631-7025, Fax: 716-631-7065  
Email: rmccarthy@amherst.ny.us**

#### **Retaliation:**

The laws enforced by this Town prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact the Title VI Coordinator.