



Town of Portland, Connecticut

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Equal Opportunity Provider and Employer

Office of the First Selectwoman

Title VI Discrimination Complaint Procedures

The Town of Portland values diversity and welcomes and actively seeks input from all interested parties and will not exclude participation in, deny benefits of, or subject to discrimination anyone on the basis of race, color, national origin, sex, age, disability, or other factors. The Town of Portland actively works to ensure inclusion of everyone in the plans, programs, services and other activities of the Town.

The purpose of this document is to outline complaint procedures that comply with Title VI of the Civil Rights act of 1964, Civil Rights Restoration Act of 1987 and other authorizations such as E.O. 12898 regarding Environmental Justice, E.O. 13166 regarding Limited English Proficiency, and other related federal and state statutes and regulations. Complaints must involve a Town related federal-aid program.

A) Complaint Filing:

- 1) Any person who feels that they have been subjected to discrimination under Title VI or other discriminatory practices may file a complaint with the Title VI Coordinator/First Selectman.
- 2) A complaint must be filed within one hundred eighty (180) days after the date of the alleged discrimination.
- 3) A complaint must be in writing and signed by the complainant or his/her representative, and include the complainant's name, address, and telephone number. Complaints shall explain, as fully as possible, the facts and circumstances surrounding the alleged discriminatory action and individuals responsible for the alleged discriminatory action.

B) Complaint Investigation:

- 1) The First Selectman will review the complaint to determine it is appropriate under Title VI.
- 2) If the complaint conforms to Title VI standards and all the required information is provided, then the complaint will be accepted.
- 3) Once a complaint has been accepted, the First Selectman will notify ConnDOT, FHWA, and FTA that a Title VI complaint is under investigation.
- 4) Upon completion of the investigation, the First Selectman will report the results and findings to the Portland Board of Selectmen.

C) Complaint Disposition:

- 1) All complaint and investigation correspondence will be retained by the Town of Portland.
- 2) The First Selectman will respond in writing to the complainant the findings of the investigation.
- 3) If the complainant disagrees with the findings, then they will be notified of the right file a complaint with FHWA or FTA offices of Civil Rights.