

### ***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 race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected 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.

SCCOG is committed to ensuring that no person is excluded from participation in, denied the benefits of or discriminated against under its projects, programs or activities on the basis of race, color, creed, national origin, sex, or age, as provided in Title VI of the Civil Rights Act and 49 United States Code Section 5332.

Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with SCCOG within 180 days from the date of the alleged discrimination.

### Complaint Process

#### ***How do I file a complaint?***

If you believe that you have received discriminatory treatment by the SCCOG on the basis of race, color, or national origin, you have the right to file a complaint with the Title VI Coordinator. The complaint must be filed within 180 days of the alleged discriminatory incident.

[Click here for Title VI Complaint Form](#) (pdf)

#### Methods of Filing a complaint

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

Southeastern Connecticut Council of Governments  
**Title VI Coordinator**  
5 Connecticut Avenue  
Norwich, CT 06360

or emailing the completed form and send it to: [office@seccog.org](mailto:office@seccog.org).

All other verbal statements must also be provided in writing by the complainant or by a third party.

***What happens to my Title VI Complaint to SCCOG?***

Once a complaint is received, it will be reviewed for completeness. In instances where additional information is needed, the complainant will be contacted by phone, or email, or in writing. Failure of the complainant to provide the requested information within 7 days may result in the administrative closure of the complaint or a delay in complaint resolution.

Based upon receipt of all the information required, SCCOG will investigate a Title VI complaint within 90 days.

Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the Complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to SCCOG's processes relative to Title VI and environmental justice, as appropriate. The staff review officer(s) shall forward their recommendations to the Executive Director for concurrence. If the Executive Director concurs, a written response will be issued to the Complainant.

Request for Reconsideration

If the Complainant disagrees with the response, he or she may request reconsideration by submitting the request, in writing, to the Executive Director within 30 calendar days after its receipt. The request for reconsideration shall be sufficiently detailed with any items the Complainant feels were not fully understood by the Title VI Coordinator. The Executive Director will notify the Complainant of his decision either to accept or reject the complaint for reconsideration with 10 calendar days. In cases where the Executive Director agrees to reconsider, the matter shall be returned to the staff review officer(s) for re-evaluation.

Appeal

If the request for reconsideration is denied, the Complainant may appeal the Executive Director's response to the Complaint by submitting a written appeal to the SCCOG Executive Committee 10 calendar days after receipt of the Executive Director's written decision rejecting reconsideration.

Submission of Complaint to the Federal Transit Administration

You may also file a Complaint directly with the Federal Transit Administration at FTA Office of Civil Rights, 1200 New Jersey Avenue, Washington, DC 20590.