

LIVINGSTON COUNTY TITLE VI POLICY STATEMENT

As a recipient of federal and state funds, Livingston County is subject to the requirements and provisions of Title VI of the Civil Rights Act of 1964, as amended. The provisions include, but are not limited to, prohibiting discrimination on the grounds of race, color or national origin (being denied the benefits of, or being otherwise subjected to discrimination under any program or activity administered by federal or state assisted programs, services, or activities). Non-compliance with this mandate can affect federal financial assistance.

The Civil Rights Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and consultants, whether such programs and activities are federally assisted or not.

Livingston County is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

Livingston County assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. The Livingston County Administrator's Office is responsible for monitoring the Title VI activities for Livingston County.

Anyone who has a discrimination complaint against Livingston County with regard to transportation services, or any other program or activity, should complete a complaint form available at the Livingston County Administrator's Office. Complaints should be made in writing and mailed or brought to:

**Livingston County Administrator's Office
6 Court Street, Room 302
Geneseo, NY 14454**

Livingston County will respond and may request further information with the goal of obtaining an appropriate resolution. Formal complaints related to transportation projects may also be initiated by filing a complaint with the US Department of Transportation or Federal Transit Administrative Office of Civil Rights. All formal complaints can also be initiated with the New York State Division of Human Rights. Those agencies can be contacted at the following addresses:

**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**

**NYS Division of Human Rights
One Monroe Square,
259 Monroe Ave., Suite 308
Rochester, New York 14607
Telephone No. (585) 238-8250
InfoRochester@dhr.ny.gov**

**US Department of Transportation
1200 New Jersey Ave, SE
Washington DC 20590**

Public Notification Process

Title VI Information Dissemination

Title VI information shall be prominently and publicly displayed in Livingston County facilities. The name of the Title VI coordinator is available on the Livingston County website at www.co.livingston.state.ny.us. Additional information relating to nondiscrimination obligation can be obtained from the Livingston County Administrator's Office or his/her designee.

Title VI information shall be disseminated to Livingston County employees annually, via a payroll stuffer. This form reminds employees of the Livingston County Policy statement, and of their Title VI responsibilities in their daily work and duties.

Title VI Complaint Procedures

How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Name of complainant, mailing address, and how to contact the complainant (i.e. telephone number, e-mail address, etc.).
- How, when, where, and why the complainant believes he or she was discriminated against. The complainant shall include the location, names, and contact information of any witnesses.
- Other information that is deemed significant by the complainant.

The Title VI Complaint Form (attached) should be used to submit the complaint information. The complaint may be filed in writing to Livingston County at the following address:

**Livingston County Administrator's Office
6 Court Street, Room 302
Geneseo, NY 14454**

What happens to the complaint once it is submitted?

All complaints alleging discrimination based on race, color, or national origin in a service or benefit provided by Livingston County will be directly addressed by Livingston County. Livingston County shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, Livingston County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed within seven days to the complainant. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

Livingston County shall send a final written response letter to the complainant. If a complaint is not substantiated the complainant will be advised of his or her right to:

1. File a complaint externally with the US Department of Transportation and/or the Federal Transit Administration and/or
2. File a complaint with the New York State Division of Human Rights.

In addition to the complaint process above, a complainant may file a Title VI complaint with the following offices:

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

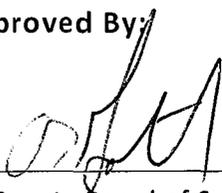
NYS Division of Human Rights
One Monroe Square,
259 Monroe Ave., Suite 308
Rochester, New York 14607
Telephone No. (585) 238-8250

US Department of Transportation
1200 New Jersey Ave, SE
Washington DC 20590

Community Outreach

As an agency receiving federal financial assistance, Livingston County makes significant community outreach efforts. These efforts include open access to public meetings, social media (Facebook, Twitter, etc.), print media, television, radio, billboards, press releases, the County webpage (www.Livingstoncony.org) and others. In addition, the public is invited to attend and participate in the legislative process, Title VI statements are posted in all County facilities for public viewing, and Livingston County's Title VI plan is available to the community on the website.

Policy Approved By:



Livingston County Board of Supervisors
Eric R. Gott, Chairman



Livingston County Board of Supervisors
Geneseo, New York



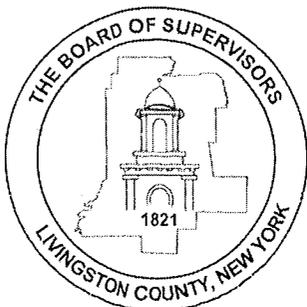
Resolution No. 2017-141

ADOPTING CIVIL RIGHTS ACT OF 1964 TITLE VI POLICY STATEMENT

RESOLVED, that the Livingston County Board of Supervisors adopts the attached Livingston County Title VI Policy Statement and authorizes the Chairman of the Livingston County Board of Supervisors to execute any and all documents necessary to implement the policy.

Dated at Geneseo, New York
April 26, 2017

Ways and Means Committee



This is to Certify that I, the undersigned, Clerk of the Board of Supervisors of the County of Livingston, have compared the foregoing copy of resolution with the original resolution now on file in this office and which was duly adopted by the Board of Supervisors of said County on the 26th day of April, 2017 and that the same is a true and correct transcript of said resolution and of the whole thereof.

In Witness Whereof I have hereunto set my hand and the official seal of the Board of Supervisors of the County of Livingston, this 26th day of April, 2017.

Michele R. Rees
Michele R. Rees, Clerk of the Board