

TITLE VI Notice to the Public

The **City of Quincy**'s Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

THE CITY OF QUINCY

- ✓ **The City of Quincy operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Quincy.**
- ✓ **For more information on the City of Quincy's civil rights program, and the procedures to file a complaint, contact 217-228-4500; or visit our administrative offices at 730 Maine Street, Quincy, IL 62301. For more information, visit <http://www.quincyl.gov>**
- ✓ **A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the 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, contact 217-228-4500.**

The **City of Quincy**'s Notice to the Public is posted in the following locations:

- City website <http://www.quincyl.gov>
- Public areas of City Hall
- Inside transit vehicles
- Rider Guides
- Transit Maintenance Facility

Title VI Complaint Procedure

The **City of Quincy**'s Title VI Complaint Procedure is made available in the following locations:

- City website, either as a reference in the Notice to Public or in its entirety
 - Hard copy in the Administration offices at City Hall
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Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the **City of Quincy** may file a Title VI complaint by completing and submitting the City's Title VI Complaint Form.

The **City of Quincy** investigates complaints received no more than 180 days after the alleged incident. The **City of Quincy** will process complaints that are complete.

Once the complaint is received, the **City of Quincy** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The **City of Quincy** has 14 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 14 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 14 business days, the city can administratively close the case. A case may also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 14 days after the date of the letter or the LOF to do so.

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

If information is needed in another language, then contact 217-228-4500.

Title VI Complaint Form

The **City of Quincy's** Title VI Complaint Procedure is made available in the following locations:

- City website, either as a reference in the Notice to Public or in its entirety
- Hard copy in the Administration office at City Hall
- Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				

Race

 Color

 National Origin

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV

Have you previously filed a Title VI complaint with this City?	Yes	No
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Section V

Have you filed this complaint with any other Federal, State, or local City, or with any Federal or State court?

Yes

 No

If yes, check all that apply:

Federal City: _____

Federal Court _____

 State City _____

State Court _____

 Local City _____

Please provide information about a contact person at the City/court where the complaint was filed.

Name:

Title:

City:

Address:

Telephone:

Section VI

Name of City complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:
HR and Risk Manager/Title VI Coordinator
City of Quincy
730 Maine Street,
Quincy, Illinois 62301