

APPENDIX B

SPRINGFIELD REDEVELOPMENT AUTHORITY **TITLE VI DISCRIMINATION COMPLAINT PROCEDURE**

Title VI of the Civil Rights Act of 1964 and its amendments prohibit discrimination on the basis of race, color, or national origin in programs and activities that receive federal financial assistance. Two Presidential Executive Orders and related statutes further define populations that are protected under the umbrella of Title VI: Executive Order 12898, which is concerned with environmental justice (EJ) for minority and low-income persons; and Executive Order 13166, which is concerned with providing equal access to services and benefits for those individuals with limited English proficiency (LEP).

The purposes of Title VI include preventing the denial, reduction or delay of federally supported benefits to minority and low-income persons; ensuring full and fair public participation in the transportation planning processes; and ensuring that the policies and programs do not have disproportionately adverse effects on minority and low-income persons.

To comply with 49 CFR Section 21.9(b), the Springfield Redevelopment Authority maintains the following procedure to receive, review, resolve and track complaints related to Title VI.

1. How to Submit a Complaint

Any person who believes that he or she or any specific class of persons has been subjected to discrimination that is prohibited by Title VI of the Civil Rights Act of 1964, its amendments and related statutes, by the Springfield Redevelopment Authority in its role as a recipient of federal funds may submit a written complaint. Complaints may be submitted for discrimination on the basis of race, color, national origin or language. Any such complaint shall be submitted no later than 180 days after the date the person believes the discrimination occurred. Written complaints shall be submitted to:

Ms. Amanda Goncalves, Title VI Coordinator
Springfield Redevelopment Authority
70 Tapley Street
Springfield MA 01104

Complaints shall be in writing and shall set forth as completely as possible the relevant facts and circumstances surrounding the alleged discrimination. The following information shall be included, see form below:

- Name, address, and phone number of the complainant.
- A statement of the complainant, including:
 - The basis of the alleged discrimination (race, color, national origin, or language).
 - A detailed description of the alleged discriminatory act(s).
 - What in the nature of the alleged act(s) led the complainant to feel that discrimination was involved.
 - The date(s) on which the alleged discriminatory act(s) occurred.

- The name(s) of individual(s) alleged to have participated in the act(s).
- The names of all other agencies or organizations where the complaint is also being filed (if applicable).
- The signature of the complainant and date submitted.

2. Review of Complaints

Upon receipt of the complaint, the SRA Title VI Coordinator shall provide written acknowledgment of receipt to the complainant within ten (10) business days. The Title VI Coordinator will review the complaint and may gather additional information from the complainant and/or the alleged discriminating party or parties.

Upon completion of the review, the Title VI Coordinator shall submit a report of findings to the SRA Executive Director. If the complaint is found to have merit, the report of the Title VI Coordinator shall also include proposed resolutions and/or recommended actions, such as:

- Forwarding the complaint to a responsible implementing agency.
- Identifying remedial actions that are available to offer redress.
- Identifying possible improvements to the SRA's Title VI processes.

If more time is required for the review and preparation of the report, the Title VI Coordinator shall notify the complainant and SRA Executive Director of the anticipated additional time needed.

3. Resolution of Complaints

The SRA Executive Director shall submit the report of findings to the members of the SRA Governing Board for discussion and action. A copy of the report shall also be provided to the complainant. The SRA Executive Director shall issue a written response to the complainant describing any action taken. The response shall be issued no later than sixty (60) calendar days after the date on which the complaint was received. If more time is required for action, the SRA Executive Director shall notify the complainant of the anticipated additional time needed.

4. Concurrent Complaints and Appeal

The procedures described above do not in any way abridge the right of the complainant to file concurrent complaints with other state or federal agencies and/or to seek private counsel. The procedures above are part of an administrative resolution process that does not include punitive damages or compensatory remuneration. The complainant has the right to appeal the SRA Executive Director's response by submitting the complaint to the Federal Transit Administration, as described in FTA Circular 4702.1A (http://www.fta.dot.gov/laws/circulars/publications_4123.html). Notice of this right shall be included in the SRA Executive Director's written response to the complainant.

5. Complaint Tracking

The SRA Title VI Coordinator will maintain a log of Title VI complaints received. This log will be available for public review at the offices of the Springfield Redevelopment Authority, 70 Tapley Street, Springfield MA 01104, during business hours.

**SPRINGFIELD REDEVELOPMENT AUTHORITY'S
DISCRIMINATION COMPLAINT FORM**

Name:	Telephone (day):	Telephone (alt):
Address:	City, State, Zip Code:	
Name of Person that You Believe Discriminated Against You:		
Address:	City, State, Zip Code:	
Date of Alleged Incident:		
You were discriminated against because of:		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Age
<input type="checkbox"/> National Origin (Language)	<input type="checkbox"/> Sex	<input type="checkbox"/> Disability
<input type="checkbox"/> Family Status		<input type="checkbox"/> Religion
<p>Other</p>		
<p>Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case, including contact information for any witnesses to the complain herein.</p>		
Signature:		Date: