

Title VI Plan for CDOT FTA Subrecipient

Anderson Center for Autism and Anderson Center Services

September 10,2022

Prepared by Carol Simpson, Chief Corporate Compliance Officer

I. Non-Discrimination Policy Statement

It is the policy of Anderson Center for Autism and Anderson Center Services, Inc. (ACA/ACS) that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of ACA/ACS, Inc. as provided by the Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of ACA/ACS, Inc., including its contractors and anyone who acts on behalf of ACA/ACS, Inc. This policy also applies to the operations of any department or agency to which ACA/ACS, Inc. extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack of substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: denial to an individual of any services, financial aid, or other benefit; distinctions in the quality, quantity, or manner in which benefit is provided; segregation or separate treatment; restriction in the enjoyment of any advantages, privileges, or other benefits provided; discrimination in any activities related to highway and infrastructure or facility built or repaired; and discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 32 U.S.C § 2000d and related statutes, and the requirements of 23 Code of Federal Regulation (CFR) pt. 200 and 49 CFR pt. 21.

II. Organization, Staffing, and Structure

Patrick Paul is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 CFR Part 200 and 49 CFR Part 21

The Title VI Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency's behalf;
- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, completing a complaint log, and reporting to CDOT.
- Developing procedures for the collection and analysis of statistical data.
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination;
- Establishing procedures for resolving deficiency status and redacting to writing the remedial action agreed to be necessary.

III. Primary Program Area Descriptions & Review Procedures

Anderson Center for Autism engages in the following program areas:

Program Area	General Description	Title VI / Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Client transportation needs	Anderson Center for Autism provides transportation for clients enrolled in its day and residential programs. Transportation services include rides and supervision to medical appointments and social and vocational activities.	Anderson Center for Autism ensures that clients and their guardians understand their rights and responsibilities when participating in FTA funded transportation services through admission documentation and opportunities for input through staff and family meetings.	Review and update Title VI Plan as needed/required.

IV. Title VI Complaint Procedures

Discrimination Complaint Procedure for ACA/ACS, Inc.

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any ACA/ACS, Inc. program or activity. This prohibition applies to all branches of ACA/ACS, Inc. its contractors, consultants, and anyone else who acts on behalf of ACA/ACS, Inc.

Federal law requires that ACA/ACS, Inc. investigate, track and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty days of submission. If you need assistance to file your complaint or need interpretation services, please contact Anne Jordan, CHRO.

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any ACA/ACS, Inc. program or activity because of their race, color, national origin, age sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact Anne Jordan if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact Anne Jordan.

Complaints may be submitted via mail, email, fax or in person to:

Anne Jordan, CHRO

Ajordan@andersoncares.org

Fax: (845) 889-9852

What happens after a complaint is filed?

Title VI complaints must be investigated within sixty days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, complaints will be forwarded to either the New York Department of Transportation or the Federal Highway Administration for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

Records Retention

All ADA complaints and related investigations shall be maintained for at least one year from date of closing of complaint. A summary of all ADA-related complaints shall be maintained for at least five years.

V. Title VI Complaint Form

Please complete this form to the best of your ability. If you need translation or other assistance contact _____

Name _____

Address _____ City _____ Zip _____

Phone: Home _____ Work _____ Mobile _____

Email _____

Basis of Complaint (*circle all that apply*):

Race	Color
National Origin	Sex/Gender
Age	Disability
Retaliation	Other:

Who discriminated against you?

Name _____

Name of
Organization _____

Address _____ City _____ Zip _____

Telephone _____

How were you discriminated against? (Attach additional pages if more space is needed)

Where did the discrimination occur?

Dates and times discrimination occurred?

Were there any other witnesses to the discrimination?

Name	Organization/Title	Work Telephone	Home Telephone

How would you like to see this situation resolved?

Have you files your complaint, grievance, or lawsuit with any other agency or court?

Who _____ When _____

Status (pending, resolved, etc.) _____ Results, if known _____

Complaint number, if known _____

Do you have an attorney in this matter?

Name _____ Phone _____

Address _____ City _____ Zip _____

Signed _____ Date _____

VI. Data Collection

Describe your agency’s process for collecting and analyzing data on the race, color, national origin, and sex of participants and beneficiaries of your agency’s programs and activities. Examples include tracking the race/ethnicity of residents relocated through your agency’s right of way program; tracking the race/ethnicity of members of the public participating in public meetings; and collecting U.S. census data on populations impacted by your agency’s projects.

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting the Data)
	To be determined.	

VI. Public Participation

Anderson Center for Autism (ACA) will hold informational sessions whenever a change in service is planned. Sessions will be held on ACA's campus. Changes will be posted on the agency website and outreach efforts will be documented to include the following information: when and how groups were contacted and the type of meeting they were invited to attend. Minutes and records of meetings will be maintained, and responses and feedback requested. A summary of each outreach effort will be submitted in the Title VI Program reports.

In scheduling and planning for community outreach efforts that include individuals with Limited English Proficiency (LEP) and minority populations, ACA will take the following measures to the fullest extent possible:

- Use locations, facilities, and meeting times that are convenient and accessible to low-income and minority communities;
- ACA will coordinate with individuals, institutions, and/or organizations to implement community based public involvement strategies to reach out to members in the affected minority and/or low-income communities;
- ACA will place public notices of activities in all agency locations and program vehicles;
- Opportunities to capture input from LEP, low-income, and minority populations will include written as well as alternative communication methods such as video and audio options;
- Meeting sizes and formats will be adjusted to meet the needs of participants;
- Social media, such as Facebook, will be used to complement, but not replace, other involvement strategies;
- Non-traditional methods of information sharing, such as posting notices in laundromats, hair salons, faith-based institutions, libraries, etc., will be utilized to provide information to the greatest number of area residents possible.

VII. Notice of Rights

Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964

ACA/ACS, Inc. operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any ACA/ACS, Inc. program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with ACA/ACS, Inc. or the New York State Department of Transportation.

To file a Title VI discrimination complaint, contact:

Anne Jordan, CHRO
4885 Route 9
Staatsburg, NY 12580
845-889-9552