



Title VI Non-Discrimination Plan

**Kennebec Valley Council of Governments (KVCOG)
17 Main Street
Fairfield, Maine 04937
207-453-4258**

February 1, 2023 – January 31, 2026

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Introduction

Plan Statement

Title VI of the Civil Rights Act of 1964 as amended prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance” (FTA) 42 U.S.C. Section 2000d).

The Kennebec Valley Council of Governments (KVCOG), established by Maine State Statute, Title 13, Paragraph 901, Title 30-A, Paragraph 2301, et seq., is committed to ensuring that no person is excluded from participation in, or denied the benefits of any KVCOG program or activity on the basis of race, color, or national origin. This plan was developed to guide KVCOG and its administration and management of Title VI-related activities.

Title VI Contact Information

The Executive Director of KVCOG is responsible for ensuring the implementation of Title VI/EJ programs for KVCOG as a designated/primary recipient of Federal funds. They act as KVCOG’s Civil Rights Officer.

Matthew Underwood, Executive Director
KVCOG, 17 Main Street, Fairfield, Maine 04937. 207-453-4258

Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in KVCOG’s office at 17 Main Street, Fairfield, Maine. KVCOG shall require any subrecipients to post Title VI information poster at all relevant locations, such as the subrecipient’s office.

Subrecipients, Subcontractors and Vendors

All subrecipients, subcontractors and vendors who receive payments from KVCOG where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts shall contain non- discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

Record Keeping and Reporting

The Civil Rights Officer shall maintain permanent records which include, but are not limited to, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations. The Civil Rights Officer shall maintain a list of all complaints, lawsuits or investigations that allege discrimination on the basis of race, color, or national origin. KVCOG shall include the list in the Title VI Program submitted to DOT every three years.

KVCOG Public Outreach

KVCOG provides planning and technical assistance to its member towns and the Maine Department of Transportation assisting with rural transportation planning. Public outreach is on a project by project basis. KVCOG's level of public outreach is determined by the policies of the town/state that requested the project.

Public notice is given for all public proceedings. KVCOG posts all meeting notices in the KVCOG lobby, emails notices to the Board Members and mails a hard copy to all General Assembly Representatives. Ten (10) days' notice is given for all meetings of the General Assembly and four (4) days' notice for all Executive Committee meetings. KVCOG General Assembly and Executive Committee meetings are public proceedings and open for public attendance. The minutes of these meetings are available for inspection by the public.

KVCOG LEP Analysis and Plan

Introduction

On August 11, 2000, President Clinton signed Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, which requires meaningful access to all federally assisted programs and activities by persons with Limited English Proficiency (LEP).

Executive Order 13166 states that individuals who do not speak English well and who have a limited ability to read, write, speak or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit or encounter. It reads in part:

Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.

In addition to the requirement that federal agencies prepare LEP plans, all recipients of federal financial assistance have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided. The Federal Highway Administration has mandated that all "...recipients must take reasonable steps to ensure that such persons have meaningful access to the programs, services and information those recipients provide, free of charge..."

Who is an LEP Individual?

As defined in the 2000 United States Census, it is any individual who speaks a language at home other than English as their primary language, and who speaks or understands English "not well" or "not at all."

The Four Factor Analysis

Under guidance from the U.S. Department of Transportation, KVCOG is obligated to determine the extent of its obligation to provide LEP services to its transit-dependent population. This determination must be based on an analysis of four factors:

1. The number or proportion of LEP persons who may be serviced or are likely to encounter a program, activity or service;
2. The frequency with which LEP persons come in contact with programs, activities or services;
3. The nature and importance of programs, activities or services to the LEP population; and
4. The resources available to the recipient and overall costs to provide LEP assistance.

Factor #1: The number or proportion of LEP persons who may be serviced or are likely to encounter a program, activity or service. The first step towards understanding the extent of the LEP population in KVCOG's service area is a review of Census data. The analysis of Census data shows the number and percentage of persons who speak English less than "very well", within four major groups in KVCOG's two county region of Kennebec and Somerset, falls below the 1,000 person/5% threshold in two of the three counties. There are some urban areas that comprise of more dense populations, but it is not anticipated that there be a need for LEP services in these urban areas. Data is from the 2020 Census Summary, American Fact Finder.

| Table 2 Summary of Maine Limited English Proficiency (LEP) Persons 5 Years and Older KVCOG Service Area – 2016-2021 5-year Estimate ACS | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------------------------------------------|---------------|---------------------|-------|
| Region/City or Town | Total Persons | 5 % Threshold | Persons Speaking English Less Than “Very Well” | | | |
| | | | Spanish | Indo-European | Asian or Pacific | Other |
| Kennebec | 117,364 | 5,868 | 250 | 624 | 328 | 38 |
| Somerset | 48,071 | 2,404 | 34 | 106 | 40 | 1 |

Factor #2: The frequency with which LEP persons come in contact with programs, activities or services. KVCOG services are provided in the two county region primarily at the request of member towns. KVCOG does not have any documented incidences that required translation services. Between 2021 and 2022, KVCOG held 16 Executive Committee meetings and four General Assembly meetings. There were no requests from the public for accommodations at any of these meetings.

If such services are needed, Catholic Charities of Maine and/or Certified Languages International would be used to assist. The frequency in which LEP persons come into contact will depend on the project and municipality from which the service and/or activity is being provided.

Factor #3: The nature and importance of programs, activities or services to the LEP population. KVCOG’s service area is primarily rural and the need for LEP services is non-existent. In the rural region, the nature of the service and/or activity will determine the level of importance to LEP persons who may be affected. Based on the demographics of KVCOG’s region, the LEP population is in the urban areas, mainly the cities of Augusta and Waterville. KVCOG’s planning focus is not solely in the urban areas, or on activities that have a trip end in the urban area. The consideration and incorporation of the region’s LEP population is still important to transportation planning and services.

Factor #4: The resources available to the recipient and overall costs to provide LEP assistance. KVCOG has measures in place to ensure that the needs of individuals that require language assistance are addressed. Interpreter services are on “a pay as needed” basis. The budget will be reviewed on an annual basis to ensure that adequate funds are budgeted to meet the requests for interpretive services and for document translation.

Availability of Language Assistance

Signage - Language guides/"I speak" posters will be hung in entryways and near the reception area at KVCOG's office for non-English speaking individuals to easily identify and address any language barriers. If an interpreter is required, KVCOG staff is directed to use one of the following services:

Certified International Languages
www.certifiedlanguages.com
Tel: 1-800-225-5254

LanguageLine Solutions
www.language.com
Tel: 1-800-752-6096

Catholic Charities Language Partners
www.ccmaine.org
Tel: 1-866-200-3963

Meeting Outreach – Interpretation services will be made available at all public hearings on request. Individuals are required to provide a minimum 72 hours prior notice. Notices for public hearings will be posted at a minimum online, in the local newspaper, and at the relevant municipal office(s). Catholic Charities Language Partners, a Maine-based organization, offers interpretive services for 35 languages. A list of additional interpreter services located in-state is attached, Appendix B.

Community Outreach – In KVCOG's two counties and towns, staff works closely with the member towns to ensure that information is distributed to residents and areas that are involved or possibly impacted by a project. Staff will work with local officials to identify any LEP individuals and ensure adequate provisions are provided.

Safe Harbor Provision

Using data from KVCOG's Four Factor analysis, data from two local schools' English Language Learner programs and municipal information, two languages were identified as ones that were likely to be encountered –French and Spanish. KVCOG's Discrimination Complaint Form will be translated into these languages and is available on KVCOG's website (www.kvcog.org)

Other documents will be translated as needed based on feedback and input from the communities.

Evaluating and Updating the Language Access Plan

KVCOG will evaluate and update its Language Access Plan based on the level of use of LEP services and feedback from towns, social service agencies and citizens. The data collected from interpreter services, the number of times the service was used in a year and the languages interpreted, will be reviewed annually. The data will be used to help assess if key documents need to be translated into any additional languages. Open communication and the use of feedback from towns and social service agencies will ensure that the focus of KVCOG's Language Access Plan is reflective of the respective community.

KVCOG will do an annual review and update of the interpreter and translation services available, as well as updating its list of community contacts. During the 3-year period, 2019-2022, KVCOG did not require language assistance or translation services for any documents.

Staff Training

All KVCOG staff receives annual training to understand and know KVCOG's Limited English Proficiency policies and procedures. Staff receives annual reviews and updates. Staff are required to sign-off that they received the training update. All staff will be trained on how to work with an interpreter whether in-person or via the telephone. The level and extent of training will be reflective of assistance required by the LEP population.

Public Participation Process

The Kennebec Valley Council of Governments is strongly committed to seeking and encouraging public participation in the overall regional transportation planning process and in the planning process for individual projects. Public meetings, newsletters, fact sheets, email messages, and websites are just a few examples of the types of strategies KVCOG uses to solicit participation from the public. KVCOG involves the public early in the planning process, seeking out the involvement of communities most affected by particular plans or projects.

Meeting locations are held in facilities that are handicapped accessible. Reasonable provisions will be made to meet the needs of individuals with special requests, such as, individuals requiring a sign language interpreter, Limited English Proficiency (LEP) individuals that require language interpreters, and the need for visual tools.

Racial Breakdown of Board

KVCOG is governed by its members. KVCOG membership is open to the Counties of Kennebec and Somerset and to any municipality within the Kennebec Valley Planning and Development District. The municipal officials of each municipal member of KVCOG shall annually appoint Representatives to KVCOG's General Assembly.

KVCOG’s FY2022 General Assembly membership totals 36 members of which 15 are female. Below is a table representing the population by race of KVCOG’s General Assembly membership and the two county region.

| | White | Black | American Indian | Asian | Hispanic/Latino |
|------------|--------------|--------------|------------------------|--------------|------------------------|
| KVCOG’s GA | 100% | 0% | 0% | 0% | 0% |
| Maine | 94.6% | 1.3% | 0.6% | 1.1% | 1.5% |
| Kennebec | 92.0% | 0.7% | 0.4% | 1.0% | 2.1% |
| Somerset | 93.5% | 0.5% | 0.5% | 0.5% | 1.3% |

Data Source: 2020 Census

Efforts of Primary Recipient to Ensure Title VI Compliance by Subrecipients

KVCOG Civil Rights Officer will conduct annual reviews of subrecipients to ensure adherence to all Title VI/EJ requirements. The reviews shall be documented and submitted as part of KVCOG’s Title VI Plan every three years.

Title VI Analysis for Facility Construction

KVCOG has not constructed any form of facility. In the future, construction of any facility will require a Title VI analysis with regard to the location of the facility.

KVCOG Title VI Complaint Procedures

Introduction

Any person who believe he or she has been discriminated against on the basis of race, color, national origin (including Limited English Proficiency), sex, age, or handicap by the Kennebec Valley Council of Governments (hereinafter referred to as “KVCOG”) may file a Title VI complaint by completing and submitting KVCOG’s Title VI Complaint Form.

Purpose

The purpose of the discrimination complaint procedures is to describe the process used by KVCOG for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

Roles and Responsibilities

The KVCOG Civil Rights Officer has overall responsibility for the discrimination complaint process and procedures. The Civil Rights Officer may, at his/her discretion, assign a capable person within KVCOG to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon the information obtained from the investigation.

In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted by KVCOG in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant’s representative.

The complainant shall make him-or herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Filing Complaints

Applicability. The complaint procedures apply to the beneficiaries of KVCOG programs, activities and services including, but not limited to, the public, contractors, subcontractors, consultants and other sub-recipients of federal and state funds.

Eligibility. Any person who believes that she/he has been excluded from participation in, denied benefits or services of any program or activity administered by KVCOG or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age, or disability may bring forth a complaint of discrimination under Title VI/EJ and related statutes.

Time Limitation and Filing Options. Title VI/EJ complaints of discrimination may be filed with:

- KVCOG
- MaineDOT's Civil Rights Office
- The Federal Highway Administration
- U.S. Department of Transportation

In all situations, KVCOG employees must contact the Civil Rights Officer immediately upon receipt of a Title VI/EJ complaint.

Time Limitation and Filing Options. Complaints must be filed no later than 180 days after:

- The date of the alleged act of discrimination; or
- The date the person became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Complaints must be in writing and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event a person makes a verbal complaint of discrimination to an KVCOG employee, the Civil Rights Officer or other person authorized to receive complaints on behalf of KVCOG, shall interview the person. If necessary, the authorized person will assist the person in writing the complaint for the person or the person's representative to sign.

Complaint Processing - Initial Contact

The Civil Rights Officer or his/her designee will provide complainants with:

- An explanation of their filing options;
- The discrimination complaint process; and
- A Title VI/EJ and Related Statutes Discrimination Complaint Form.

Use of the complaint form is not necessary for the complainant. Rather, it is intended to help the complainant provide enough information to begin processing the complaint.

The Complaint Review Process

1. **Review of Complaint.** The Civil Rights Officer or her/his designee reviews the complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and falls within the agency's jurisdiction.
2. **Investigation Required.** The complaint shall be investigated unless:
 - The complaint is withdrawn.
 - The complainant fails to provide required information.
 - The complaint is filed beyond the 180-day timeframe.
 - The complainant is not part of a protected group.
 - The complaint is determined to be more appropriately under a jurisdiction other than KVCOG. If this is the case, the complainant will be directed to the appropriate agency.
3. **Letter.** Upon determination that the complaint warrants KVCOG investigation, the complainant is sent a letter, acknowledging receipt of the complaint, and giving the name of the investigator.
4. **Notification of Respondent.** The respondent – the person alleged to have committed the discrimination -- is notified by mail that she/he has been named in a complaint. The letter also includes the investigator's name and informs the respondent that she/he will be contacted for an interview.

Investigation Plan

The investigator shall prepare a written plan which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s);
- Basis for the complaint;
- Issues, events or circumstances that caused the person to believe that she/he has been discriminated against;
- Information needed to address the issue;
- Criteria, sources necessary to obtain the information;
- Identification of key people;
- Estimated investigation time line; and
- Remedy sought by the complainant(s).

Conducting the Investigation

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects

- of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.

Investigation Reporting Process

- Within 40 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the Civil Rights Officer or her/his designee for review.
- The Civil Rights Officer or designee reviews the file and investigative report. Subsequent to the review, the Civil Rights Officer makes a final determination of “probable cause” or “no probable cause” and prepares the final decision letter.

Reporting Requirements to an External Agency

A copy of the complaint, together with a copy of the investigation report and the Civil Rights Officer’s final decision letter, is forwarded to the Federal Transit Administration within 60 days of the date the complaint was received.

Records

All records and investigative working files are maintained on a confidential basis. Records are kept for three years.

Appeals

Complainants who are not satisfied with the agency’s determination as to whether or not there is probable cause that discrimination has occurred, or the steps the agency is taking to resolve the complaint, may appeal to the Maine Human Rights Commission, #51 State House Station, 19 Union Street, Augusta, Maine 04333.

What Happens to the Complaint after it's Filed?

1. **Review of Complaint.** The Civil Rights Officer or her/his designee reviews your complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and falls within the agency's jurisdiction.
2. **Investigation Required.** Your complaint shall be investigated unless:
 - You withdraw the complaint.
 - Your complaint fails to provide required information.
 - Your complaint is filed beyond the 180-day timeframe.
 - You are not part of a protected group.
 - Your complaint is determined to be more appropriately under a jurisdiction other than KVCOG. If this is the case, you will be directed to the appropriate agency.

You must make yourself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

3. **Letter.** Upon determination that the complaint warrants KVCOG investigation, you will be sent a letter, acknowledging receipt of the complaint, and giving the name of the investigator.
4. **Notification of Respondent.** The respondent – the person alleged to have committed the discrimination – will be notified by mail that she/he has been named in a complaint.
5. **Agency Investigation.** KVCOG's Civil Rights Officer will conduct an investigation.
 - The investigation will address only those issues relevant to the allegations in the complaint.
 - Confidentiality will be maintained as much as possible.
 - Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
 - Within 40 days of receiving the complaint, the Civil Rights Officer will make a final determination of "probable cause" or "no probable cause" and prepares the final decision letter to be sent to you. If there is probable cause that discrimination has occurred, the letter will outline the steps that will be taken to resolve your complaint.

What if I am not satisfied with the Outcome?

If you are not satisfied with the agency's determination as to whether or not there is probable cause that discrimination has occurred, or if you are dissatisfied with the steps the agency is taking to resolve your complaint, you may appeal to the Maine Human Rights Commission, #51 State House Station, 19 Union Street, Augusta, Maine 04333.

KVCOG Title VI Investigations

There have been no Title VI investigations, complaints or lawsuits filed with the agency during the past three calendar years - 2020, 2021 and 2012.

Public Notice

The Kennebec Valley Council of Governments (KVCOG) hereby gives the public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964 and all related statutes and guidelines. Title VI and related statutes and guidelines prohibiting discrimination in federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age or disability be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding KVCOG and its programs, has the right to file a formal complaint with KVCOG. Any such complaint must be in writing and submitted to KVCOG's Civil Rights Officer within one hundred eighty (180) days following the date of the alleged occurrence. For more information regarding civil rights complaints, please contact:

Civil Rights Officer,
KVCOG
17 Main Street
Fairfield
ME 04937
207-453-4258

Appendix A

DISCRIMINATION COMPLAINT FORM
Kennebec Valley Council of Governments Title
VI/Environmental Justice and Related statutes

1. Name: _____
2. Address: _____
3. Telephone Number: _____
4. Name of person charged with discrimination (respondent): _____
5. Date of alleged discriminatory act: _____
6. Type of discrimination: _____
7. Please write a summary of the facts supporting your complaint (use additional pages as necessary): _____
8. Names of witnesses to the alleged discriminatory act: _____
9. What do you want as a remedy for the alleged discrimination? _____

Signed: _____

Date: _____

Appendix B

Additional Interpreter Services

(Note: This is only a partial list and none of these services are being endorsed over any other).

Catholic Charities Maine

P. O. Box 10660, Portland, ME 04104-6060, Phone: 871-7437

Acholi, Albanian, Amharic, Arabic, Bosnian/Croatian, Serbian, Bulgarian, Chinese (Mandarin), Farsi, French, German, Khmor (verbal interpreting only), Kikongo, Korean, Mongolian, Romanian, Russian, Somali, Spanish, Swahili, Tigrigna, Ukrainian, Vietnamese (verbal interpreting only)

Certified Languages International 1-800-362-3241

Language Line® 1-800-874-9426

Hiddo Services Center-Interpretation and Translation Services

Somali, Swahili, Arabic, Amharic, Oromo (Ethiopian)

PO Box 122

Lewiston, ME 04240

Phone: 783-6666, Fax: 795-1111

Smart Interpreters

The Professional Building

12 Bates Street

Lewiston, ME 04240

Phone: 783-4744, Fax: 783-4644, Pager: 818-1525

FARSI

• Reza Jalali, P. O. Box 1005, Portland, ME 04104, Phone: 878-4618

• Rona O'Conner, 261 Commercial St., Portland, ME 04101, Phone: 772-4110 / 871-1655

JAPANESE

• Yaeko Collier, 97 Montrose Ave., Portland, ME 04103, Phone: 774-6481

SOMALI, SWAHILI

• Abdi Ahmed Musa, 48 Salem St., #605, Portland, ME 04102, Phone: 874-4063

SOMALI, SWAHILI, ARABIC

• Interpreter Services of the United Somali Women of Maine, P.O. Box 397, Lewiston, ME 04243, Office

Phone: 344-6616, Cell Phone: 423-2890

SPANISH

- Leticia Foss, 104 Sand Pond Rd., Sanford, ME 04073, Phone: 490-3705
- Rosalinda Burch, 25 Sequoia Dr., Freeport, ME 04032, Phone: 865-4207
- Jenny Howitt, 230 Howitt Rd., Lyman, ME 04002, Phone: 324-3464
- Karen Taylor, 77 Torrington Ave., Peaks Is., ME 04108, Phone: 766-2811
- Rosito Roberge, Portland, ME, Phone: 787-6972

VIETNAMESE

- Ricky Ho, 52 Birchwood Dr., Portland, ME 04102, Phone: 772-8318, Pager: 821-5227
- Ty Ly, 149 Holm Ave., Portland, ME 04102, Phone: 774-4664
- Tuyen Nguyen, 63 Holm Ave., Portland, ME 04102, Phone: 780-0130

SIGN LANGUAGE

- Hands On, Inc. 317 State St., Bangor, ME 04401, Phone: 947-2341
- Certified Interpreting, P. O. Box 6808, Portland, ME 04101, 798-7995
- Professional Interpreting Services, 14 Torrey St., Portland, ME 04103, Phone: 774-3068
- Pine Tree Easter Seals, Nonesuch River Plaza, 51 US Rt. 1, Suite G, Scarborough, ME 04074, Phone 885-0536

DISCRIMINATION COMPLAINT FORM
Title VI
for
Kennebec Valley Council of Governments

Title VI of the 1964 Civil Right Act requires that "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination on any program or activity receiving federal financial assistance."

If you feel you have been discriminated against in planning or provision of transit services, please provide the following information in order to assist us in processing your complaint.

1. Complainant's Name: _____

2. Address: _____

City: _____ State: _____ Zip Code: _____

3. Telephone Number: _____

4. E-mail Address: _____

5. Person discriminated against (if someone different than Complainant):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

6. What date did the alleged discrimination take place: _____

7. Which describes the reason you believe the discrimination was based on:

() Race () Color () National Origin

8. 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 the contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses. If more space is needed, attach an additional sheet to this form.

9. Have you filed this complaint with any other Federal, State or local agency, or with any Federal or State court? Yes No

If yes, check all that apply and provide agency or court name:

Federal Agency: _____ Federal Court: _____

State Agency: _____ State Court: _____

Local Agency: _____

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

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

E-mail Address: _____

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

Signature and date required below:

Signed: _____

Date: _____

Submit the completed form along with all supporting materials in person or by mail to the address below:

Civil Rights Officer
KVCOG
17 Main Street
Fairfield, Maine 04937

FORMULAIRE DE PLAINTE POUR DISCRIMINATION
Titre VI
pour
Conseil des gouvernements de la vallée de l’Kennebec

Le titre VI de la Civil Rights Act (loi sur les droits civiques) de 1964 exige que « Aucune personne aux États-Unis, pour des raisons de race, couleur de peau, ou origine nationale, ne sera exclue de participation à, se verra refuser des avantages sociaux de, ou sera victime de discrimination liée à tout programme ou activité percevant une assistance financière fédérale ».

Si vous pensez avoir été victime de discrimination lors de la planification ou réalisation de services de transfert, veuillez fournir les informations suivantes pour nous aider à traiter votre plainte.

1. Nom du plaignant : _____
2. Adresse : _____
Ville : _____ État : _____ Code postal : _____
3. N° de téléphone : _____
4. Adresse e-mail : _____
5. Personne victime de discrimination (si différente du plaignant) :
Nom : _____
Adresse : _____
Ville : _____ État : _____ Code postal : _____
6. À quelle date a eu lieu la discrimination présumée : _____
7. Quelle option décrit le motif de la discrimination selon vous :
() Race () Couleur de peau () Origine nationale
8. Expliquez aussi clairement que possible ce qui s'est passé et pourquoi vous pensez avoir été victime de discrimination. Décrivez toutes les personnes qui étaient impliquées. Incluez le nom et les coordonnées de la ou des personne(s) qui ont fait preuve de discrimination à votre égard (si ces informations sont connues) ainsi que les noms et coordonnées d'éventuels témoins. Si vous avez besoin de plus d'espace, joignez une feuille supplémentaire au présent formulaire.

9. Avez-vous déposé cette plainte auprès d'un autre organisme fédéral, d'état ou local, ou auprès d'un tribunal fédéral ou d'état ? () Oui () Non

Si oui, cochez toutes les options applicables en précisant le nom de l'organisme ou du tribunal :

() Organisme fédéral : _____ () Tribunal fédéral : _____

() Organisme d'état : _____ () Tribunal d'état : _____

() Organisme local : _____

10. Veuillez fournir les coordonnées d'une personne de contact dans l'organisme/le tribunal où la plainte a été déposée.

Nom : _____

Titre : _____

Organisme : _____

Adresse : _____

Téléphone : _____

Adresse e-mail : _____

Vous pouvez joindre tout document écrit ou toute autre information que vous jugez pertinent(e) à votre plainte.

Signature et date exigées ci-dessous :

Signé par : _____

Date : _____

Soumettez le formulaire dûment rempli et accompagné des justificatifs en personne ou par voie postale à l'adresse suivante :

Civil Rights Officer
KVCOG
17 Main Street
Fairfield, Maine 04937

FORMULAIRE DE PLAINTE POUR DISCRIMINATION
Titre VI
pour
Conseil des gouvernements de la vallée de l’Kennebec

Le titre VI de la Civil Rights Act (loi sur les droits civiques) de 1964 exige que « Aucune personne aux États-Unis, pour des raisons de race, couleur de peau, ou origine nationale, ne sera exclue de participation à, se verra refuser des avantages sociaux de, ou sera victime de discrimination liée à tout programme ou activité percevant une assistance financière fédérale ».

Si vous pensez avoir été victime de discrimination lors de la planification ou réalisation de services de transfert, veuillez fournir les informations suivantes pour nous aider à traiter votre plainte.

1. Nom du plaignant : _____
2. Adresse : _____
Ville : _____ État : _____ Code postal : _____
3. N° de téléphone : _____
4. Adresse e-mail : _____
5. Personne victime de discrimination (si différente du plaignant) :
Nom : _____
Adresse : _____
Ville : _____ État : _____ Code postal : _____
6. À quelle date a eu lieu la discrimination présumée : _____
7. Quelle option décrit le motif de la discrimination selon vous :
() Race () Couleur de peau () Origine nationale
8. Expliquez aussi clairement que possible ce qui s'est passé et pourquoi vous pensez avoir été victime de discrimination. Décrivez toutes les personnes qui étaient impliquées. Incluez le nom et les coordonnées de la ou des personne(s) qui ont fait preuve de discrimination à votre égard (si ces informations sont connues) ainsi que les noms et coordonnées d'éventuels témoins. Si vous avez besoin de plus d'espace, joignez une feuille supplémentaire au présent formulaire.

9. Avez-vous déposé cette plainte auprès d'un autre organisme fédéral, d'état ou local, ou auprès d'un tribunal fédéral ou d'état ? () Oui () Non

Si oui, cochez toutes les options applicables en précisant le nom de l'organisme ou du tribunal :

() Organisme fédéral : _____ () Tribunal fédéral : _____

() Organisme d'état : _____ () Tribunal d'état : _____

() Organisme local : _____

10. Veuillez fournir les coordonnées d'une personne de contact dans l'organisme/le tribunal où la plainte a été déposée.

Nom : _____

Titre : _____

Organisme : _____

Adresse : _____

Téléphone : _____

Adresse e-mail : _____

Vous pouvez joindre tout document écrit ou toute autre information que vous jugez pertinent(e) à votre plainte.

Signature et date exigées ci-dessous :

Signé par : _____

Date : _____

Soumettez le formulaire dûment rempli et accompagné des justificatifs en personne ou par voie postale à l'adresse suivante :

Civil Rights Officer
KVCOG
17 Main Street
Fairfield, Maine 04937

**FORMULARIO DE QUEJA POR
DISCRIMINACIÓN Título VI
para
Kennebec Valley Council of Governments**

El título VI de la Civil Rights Act (Ley de Derechos Civiles) de 1964 establece que “ninguna persona en los Estados Unidos será excluida de participar en cualquier programa o actividad que reciba asistencia financiera federal, ni se le negarán los beneficios de dichos programas o actividades, ni será objeto de discriminación en dichos programas o actividades por motivos de raza, color o nacionalidad”.

Si siente que ha sido discriminado en la planificación o prestación de servicios de tránsito, complete el siguiente formulario para ayudarnos a procesar su queja.

1. Nombre de quien presenta la queja: _____
2. Domicilio: _____
Ciudad: _____ Estado: _____ Código postal: _____
3. Número de teléfono: _____
4. Dirección de correo electrónico: _____
5. Persona que fue discriminada (si no es la misma persona que presenta la queja):
Nombre: _____
Domicilio: _____
Ciudad: _____ Estado: _____ Código postal: _____
6. Fecha en la que ocurrió el presunto caso de discriminación: _____
7. En su opinión, ¿cuál de estas palabras describe el motivo en el que se basó la discriminación?:

() Raza () Color () Nacionalidad
8. Explique de la manera más clara posible qué ocurrió y por qué considera que lo discriminaron. Describa a todas las personas involucradas. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si conoce esos datos), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, adjunte una hoja a este formulario.

9. ¿Presentó esta queja ante otro organismo local, estatal o federal, o ante un tribunal estatal o federal? () Sí () No

Si la respuesta es afirmativa, marque todo lo que corresponda y escriba el nombre del organismo o tribunal:

() Organismo federal: _____ () Tribunal federal: _____

() Organismo estatal: _____ () Tribunal estatal: _____

() Organismo local: _____

10. Proporcione información sobre una persona de contacto del organismo o tribunal donde presentó la queja.

Nombre: _____

Puesto: _____

Organismo: _____

Domicilio: _____

Teléfono: _____

Dirección de correo electrónico: _____

Puede adjuntar cualquier otra observación o información escrita que considere relevante para su queja.

A continuación, firme y feche el formulario:

Firma: _____

Fecha: _____

Presente el formulario completo y todos los materiales de respaldo en persona o envíelos por correo postal a la siguiente dirección:

Civil Rights Officer
KVCOG
17 Main Street
Fairfield, Maine 04937