

# NOTICE TO PUBLIC

## WESTCHESTER COUNTY TITLE VI POLICY STATEMENT – JANUARY 2025

Westchester County assures that no person shall, on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Westchester County further assures 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. In the event that the County distributes federal aid funds to another entity, the County will include Title VI language in all written agreements and will monitor for compliance.

Individuals and/or organizations who would like more information concerning Westchester County's non-discrimination obligations for its Bee-Line Bus System should contact:

Office of the Commissioner  
Westchester County Department of Public Works and Transportation  
148 Martine Avenue  
White Plains, New York 10601

### Complaint Procedures

Individuals or organizations who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, sex, age, disability or national origin can file an administrative complaint with the Westchester County Department of Public Works and Transportation under Title VI of the Civil Rights Act of 1964 and send to the above address. If desired, individuals and organizations may file a complaint by completing a Title VI complaint form. Complaints should be signed and include contact information. A copy of the form is available on-line at:

- Westchester County website:  
<https://transportation.westchestergov.com/bee-line/title-vi>.
- A hard copy can be obtained at:

Westchester County Department of Public Works and  
Transportation

148 Martine Ave  
White Plains NY, 06854

### Who do these Title VI procedures apply to?

Title VI applies to any program for which Federal financial assistance is authorized under a law administered by the United States Department of

Transportation. Federal financial assistance includes grants and loans of Federal funds; the grant or donation of Federal property and interests in property; the detail of Federal personnel; the sale and lease of and the permission to use Federal property or any interest in such property without consideration or at a nominal consideration, or in recognition of the public interest to be served by such sale or lease to the recipient and any Federal agreement, arrangement or other contract which has as one of its purposes the provision of assistance.

Who may file a Title VI complaint?

A complaint may be filed by any person who believes they, or any specific class of persons, to be subjected to discrimination.

What is discrimination under Title VI?

Discrimination under Title VI of the Civil Rights Act of 1964, as amended, is an act (action or inaction), whether intentional or unintentional, through which a person, solely because of race, color, national origin, creed, sex, age or disability, has been otherwise subjected to unequal treatment or impact under any program or activity receiving financial assistance.

How and where is a discrimination complaint filed?

A complaint must be in writing, signed by the person(s) or their representative(s) and must include the complainant(s) name, address and telephone number. Attached is a Discrimination Complaint Form that may be used. A complaint may also be filed by sending the complaint via facsimile or electronic mail.

A signed written complaint must be filed within 180 days of the date of the alleged discrimination. The signed complaint must be sent to:

Office of the Commissioner  
Westchester County Department of Public Works and Transportation  
148 Martine Avenue  
White Plains, New York 10601

How long will it take for the complaint to be resolved?

Once a complaint form is received by DPW&T, it is reviewed to determine whether the complaint constitutes a Title VI complaint and/or whether there is sufficient information for an investigation. The complainant will receive an acknowledgement letter indicating whether the complaint is covered under Title VI and/or if more information is needed for a Title VI investigation to take place. In the event more information is needed, DPW&T will contact the complainant, and the complainant shall be given a reasonable amount of time to provide the requested information. If the information is not received, DPW&T may administratively close the case. A case can be administratively closed if a complainant fails to cooperate with the investigation or indicates they no longer wishes to pursue them case.

DPW&T investigates Title VI complaints for which it has sufficient information. After the investigation is completed, the complainant is issued one of two letters: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations, and states that a Title VI violation could not be established and that the case will be closed. An LOF summarizes the allegations regarding the alleged incident, and explains whether any type of corrective action was recommended. If the complainant wishes to appeal the decision, they have ten (10) business days from the date of the closure letter or LOF to make the request to DPW&T (contact info indicated on the complaint form), and must include any reason(s) why such appeal should be granted.

A person may also file a complaint directly with the U.S. Department of Transportation by contacting the Department at: U.S. Department of Transportation, Federal Transit Administration's Office of Civil Rights: Complaint Team, East Building 5th Floor—TCR, 1200 New Jersey Ave. SE, Washington, DC 20590

#### ADDITIONAL COMMUNICATIONS

Communication of service changes, schedule revisions, route modifications, etc., are accomplished by various means depending on the specific proposed action. Notification procedures for major service changes include news releases, legal notices of public hearings, public hearings, posting of notices on-board all buses, radio public service announcements, paid media advertising where warranted, on-board distribution of service information and notification on the Westchester County website. Additionally, there is written notification to the County Board of Legislators and officials of affected municipalities, and briefings for these officials as appropriate.

Legal notices of public hearings are posted in at least one daily newspaper and a Spanish language newspaper published in Westchester County. In addition, news releases of countywide interest are distributed to all daily and weekly newspapers circulated within the county, including out-of-county papers such as the "New York Times" and the "New York Daily News", as well as Westchester County radio stations. Releases concerning matters of less than countywide interest are targeted to the specific geographic area that is impacted.

A Spanish language interpreter and a sign language interpreter are provided at all public hearings.