

## **NOTIFYING THE PUBLIC OF RIGHTS UNDER TITLE VI**

The Connecticut Maritime Foundation, Inc. ("The Foundation"), grants all citizens equal access to its services. The Foundation is committed to a policy of nondiscrimination in the conduct of its business, including its responsibilities under Title VI of the Civil Rights Act of 1964 which provides that no person 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 under its delivery of services. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with The Foundation. Complaints may be reported by submitting a complaint form by mail to:

William Gash, Civil Rights Coordinator  
Connecticut Maritime Foundation  
P.O. Box 188  
Stonington, CT 06378

## NON-DISCRIMINATION POLICY STATEMENT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color and national origin in programs and activities that receive federal financial assistance.

The Connecticut Maritime Foundation, Inc. (The Foundation) is committed to compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and all related federal statutes, regulations, and Executive Orders. In accordance with these requirements, The Foundation commits to administer its programs, services and program activities without regard to race, color, national origin, sex, age, or disability, including income-level and persons who are Limited English Proficient (LEP). The Foundation will take reasonable steps to provide access to its services to people with disabilities and those with Limited English Proficiency (LEP).

The Foundation will make every effort to ensure that all its recipients of federal funds comply with the non-discrimination provisions of its Title VI/ADA Program. The Foundation further certifies that all its programs will be administered in accordance with these provisions.

Any person who believes that he/she/they individually or as a group has been subjected to discrimination prohibited by this policy may file a complaint within one hundred and eighty (180) days of the alleged discriminatory conduct. Requests for additional information must be sent to (or complaints must be filed with) The Connecticut Maritime Foundation, Inc., Attention: Civil Rights Coordinator, P.O. Box 188, Stonington, CT 06378 or via email at [ctmaritime@msn.com](mailto:ctmaritime@msn.com).

The Foundation employees and affected personnel are directed to coordinate with the Civil Rights Coordinator to ensure the effective implementation of Title VI and ADA requirements. This policy will be distributed annually to all employees and posted on The Foundation's website and bulletin boards. Upon request, this policy will be made available in a language other than English and in alternative formats. The Foundation's compliance with the nondiscrimination requirements of the Title VI program and the ADA will be monitored by the Civil Rights Coordinator.

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Name of Recipient

by \_\_\_\_\_ on \_\_\_\_\_  
Signature of Authorized Official Date

## PUBLIC TITLE VI COMPLAINT PROCEDURE

Any person who believes that he or she has been discriminated against by The Connecticut Maritime Foundation, Inc. (The Foundation) on the basis of, race, color or national origin, may file a complaint by submitting the following form by mail to The Connecticut Maritime Foundation, Inc., Attention: Civil Rights Coordinator, P.O. Box 188, Stonington, CT 06378 or via email at [ctmaritime@msn.com](mailto:ctmaritime@msn.com).

The Connecticut Maritime Foundation, Inc. (The Foundation) has established this 'Complaint of Discrimination' Procedure as a mechanism for the review and resolution of allegations of discrimination. **These procedures apply to complaints filed under Title VI of the Civil Rights Act of 1964 and The Americans with Disabilities Act (ADA)** which prohibit discrimination based on race, color, national origin, and disability in any program or activity administered by the The Foundation or its sub-recipients, consultants and/or contractors. Retaliation or intimidation of any kind is also prohibited by law.

These procedures do not negate or limit the right of the complainant to file formal complaints with state or federal agencies. These procedures are part of an administrative process that does not provide for remedies such as compensatory damages for the complainant.

The Foundation serves as a resource for members of the public who wish to file a discrimination complaint under Title VI, ADA, and related statutes. The Foundation is located in Stonington, CT. The Civil Rights Coordinator is responsible for conducting investigations of alleged incidences of discrimination. The complainant, the individual making a complaint, is provided information on where to find additional information on their rights and is given a copy of this procedure.

### COMPLAINT BASIS

Allegations must be based on issues involving race, color, national origin, or disability. The term basis refers to the complainant's protected group status. A Protected Group is a group of people with common characteristics who are legally protected from discrimination based on that or those characteristic(s).

Protected Group categories and definitions relevant to this procedure:

Category	Definition	Example
Race	The perception based on physical characteristics that a person is a member of a racial group.	Black, White, Native American/Indian.
Color	The color and/or shade of skin within a racial group.	Black, white, dark or light brown, etc.
National Origin	A group of people who share a common language, culture, ancestry and/or other social characteristics. Includes discrimination based on heritage or country of original citizenship. Also includes discrimination based on language or accent.	Cuban, Vietnamese, Mexican.
Disability	A disability is an impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.	An individual with a visual impairment, or who uses a mobility device like a wheelchair.

## COMPLAINT PROCESS

Any individual or group of individuals who believe that he/she or they have been subjected to discrimination prohibited by Title VI and ADA nondiscrimination procedures based on race, color, or national origin (including Limited English Proficiency) or disability may file a written complaint by submitting the following form by mail to The Connecticut Maritime Foundation, Inc., Attention: Civil Rights Coordinator, P.O. Box 188, Stonington, CT 06378 or via email at [ctmaritime@msn.com](mailto:ctmaritime@msn.com).

A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

The complaint must meet the following requirements in that it must:

- Be made in writing or submitted by mail to The Connecticut Maritime Foundation, Inc., Attention: Civil Rights Coordinator, P.O. Box 188, Stonington, CT 06378 or via email at [ctmaritime@msn.com](mailto:ctmaritime@msn.com).
- Be submitted on the 'Title VI and ADA Discrimination Complaint Form' and signed by the complainant(s);
- Include the full name and address(es) of the complainant(s);
- Include the date(s) of the alleged act(s) of discrimination;
- Include the full name(s), job title(s), and work address(es) of the accused party(ies), if known;
- Include a detailed description of the alleged act(s) of discrimination (specify all issues and circumstances of the alleged discrimination);
- Identify the basis of the complaint (i.e. race, color, national origin, LEP, disability); and
- Include the name(s), address(es), and telephone number(s) of any person who may have knowledge of the alleged incident.

For complaints to be accepted, they must be filed within 180 days of the alleged act of discrimination; meet the above procedures for filing; and allegations must be based on issues pertaining to race, color, national origin (including limited English Proficiency) or disability.

A complaint may be dismissed if the complainant requests the withdrawal of the complaint; the complainant does not respond to requests for information on or before the date indicated in the request; or the complaint is not timely filed.

In cases where a complainant cannot provide a written complaint, assistance will be provided by phone. However, all complaints must be signed by the complainant or its legal designee. A signature provided by a legal designee must be accompanied by written permission from the complainant.

## COMPLAINT INVESTIGATION

Following the receipt and review of the complaint The Foundation or a designee will issue a letter acknowledging receipt of the complaint.

1. The accused party(ies) will be notified that a complaint has been filed against them within 30 days of accepting the complaint. When applicable, the accused party(ies) is/are advised of their right to representation by a union or any other appropriate representative of their choice.
2. Barring extenuating circumstances outside of the investigators control, the investigator will conduct a fact-finding investigation and provide a resolution, if one is possible, within ninety (90) business days of receipt of the complaint and notify all involved parties in writing whether there was a violation of Title VI. This will include notification to the complainant of their right to appeal the results to the investigation.
3. All investigation findings will be reported to the complainant or their designee.
4. Should the complainant elect to appeal the decision, they must do so in writing to the Civil Rights Coordinator within ten (10) business days after receipt of the complaint resolution proposed by the Civil Rights Coordinator or investigator designee. Failure to appeal within this period shall be interpreted as acceptance of this resolution.
5. The Civil Rights Coordinator or their designee will review the case to determine what, if any additional information is needed. If additional information is required from the appellant, they will be provided reasonable advance notice of a meeting and will be advised of their right to present relevant information at that time.
6. The Civil Rights Coordinator or their designee will render a written decision regarding the appeal, no later than thirty (30) business days from the date of the filing of the appeal which will be sent to the appellant. Should this decision differ from the findings of the investigation, it will also be sent to all parties involved. **The decision of the Civil Rights Coordinator or their designee is final.** However, does not preclude the complainant from pursuing other means of resolution under federal and/or state law.
7. All records of complaints and dispositions thereof shall be maintained and regularly reviewed by the Civil Rights Coordinator who will pay particular attention to the detection of any patterns in the nature of the complaints. All such records shall be retained on a strictly confidential basis, except where disclosure is required by law.

**TITLE VI AND ADA COMPLAINT FORM**

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
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
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Disability				
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 or attach additional sheets.				

**Section IV**

Have you previously filed a Title VI or ADA complaint with The Connecticut Maritime Foundation?	Yes	No
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**Section V**

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 the name:

Federal Agency: \_\_\_\_\_

Federal Court \_\_\_\_\_                       State Agency \_\_\_\_\_

State Court \_\_\_\_\_                       Local Agency \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency/Court: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Section VI**

Name of company 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: The Connecticut Maritime Foundation  
Attn: Civil Rights Coordinator  
P.O. Box 188  
Stonington, CT 06378