

NIAGARA COUNTY TITLE VI PLAN

Date Adopted: March 24, 2026

TABLE OF CONTENTS

A. Program Description and Services.....	2
B. Niagara County Title VI Plan.....	2
B1. Niagara County Title VI Policy.....	3
B2. Title VI Public Notice.....	3
B3. Title VI Complaint Procedures and Complaint Form.....	5
B4. Transit Related Title VI, Complaints, Investigations and Lawsuits.....	7
B5. Public Involvement Process.....	8
B6. Language Assistance Plan.....	9
B7. Minority Representation on Advisory Board.....	12
B8. Recordkeeping and Reporting.....	12
B9. Plan and Policy Review.....	12
B10. Facility Location Equity Analysis.....	13
C. Requirements for Fixed Route Transit Providers.....	14
D. List of Appendices.....	A-1
A. Documentation of Board Approval.....	A-2
B. Title VI Complaint Form.....	A-4
C. Letter Acknowledging Receipt of Complaint	A-7
D. Title VI Complaint Letter of Closure	A-9
E. Title VI Complaint Letter of Finding.....	A-11
F. Title VI Notice to the Public.....	A-13

A. PROGRAM DESCRIPTION AND SERVICES

Title VI of the Civil Rights Act of 1964 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 the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Subrecipients of public transportation funding from the Federal Transit Administration (FTA), are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory. NIAGARA COUNTY is a subrecipient of FTA financial assistance through a grant from NYSDOT. This Title VI plan details how NIAGARA COUNTY incorporates nondiscrimination policies and practices in providing transit services to the ridership we serve.

The COUNTY OF NIAGARA receives FTA Section 5311 funding and provides deviated fixed route service for Niagara County. The COUNTY OF NIAGARA offers four routes that operate Monday through Friday, 6am-6pm. The fare is \$2 each way on route and \$4 each way within $\frac{3}{4}$ mile of route.

B. NIAGARA COUNTY TITLE VI PLAN

As a subrecipient to NYSDOT receiving Federal Transit Administration Section 5310 and/or 5311 funds, NIAGARA COUNTY Title VI plan shall comply with Title VI of the Civil Rights Act of 1964 as presented with the following elements:

- ✓ Title VI Notice to the Public, including a list of locations where the notice is posted
- ✓ Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- ✓ Title VI Complaint Form
- ✓ List of transit-related Title VI investigations, complaints, and lawsuits
- ✓ Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission
- ✓ Language Assistance Plan for providing language assistance to persons with limited English proficiency
- ✓ A table depicting the membership of transit related non-elected committees and councils, the membership of which is selected by the subrecipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- ✓ A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. The approval must occur prior to submission to NYSDOT. (Board approval is not required if the subrecipient does not have a Board.)

NIAGARA COUNTY shall update its Title VI plan every three years and present the updated plan to NYSDOT for their review and approval.

B1. NIAGARA COUNTY TITLE VI Policy

NIAGARA COUNTY commits to comply with Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on 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 the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance" (Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.). This requirement is included in the Section 5310/5311 agreement between NIAGARA COUNTY and NYSDOT and third-party contractors.

For more information on NIAGARA COUNTY 's Title VI program contact:

Title VI Coordinator
NIAGARA COUNTY
Peter P. Lopes, HR Director
Niagara County Human Resources Department
111 Main Street, Suite G2
Lockport, NY 14094
716 438-4068
Peter.lopes@niagaracounty.gov

B2. Title VI Public Notice

NIAGARA COUNTY 's Notice to the Public is posted in the following locations:

- ☒ Agency website at: WWW.NIAGARACOUNTY.GOV
- ☒ Public areas of the agency office
- ☒ Inside transit vehicles

A sample of the notice posted is shown on the next page.

NIAGARA COUNTY'S NOTICE TO THE PUBLIC

The COUNTY OF NIAGARA COUNTY operates its programs and services without regard to race, color, and national origin, in accordance with Title VI of the Civil Rights Act of 1964. The COUNTY OF NIAGARA also operates its programs and services to accommodate persons with disabilities under the Americans with Disabilities Act of 1990. Any person who believes they are subject to discrimination based on race, color, national origin or disability may file a complaint with NIAGARA COUNTY.

For information on NIAGARA COUNTY's Title VI policy or to obtain the Title VI complaint form and procedures visit our website at www.NIAGARACOUNTY.GOV. Or contact:

Title VI Coordinator

NIAGARA COUNTY

Peter P. Lopes, HR Director

Niagara County Human Resources Department

111 Main Street, Suite G2

City, New York Zip Code

716 438-4068

Peter.lopes@niagaracounty.gov

A complainant may also file a complaint directly with New York State Department of Transportation on its Civil Rights website at <https://www.dot.ny.gov/main/business-center/civil-rights/title-vi-ej>.

A complaint can also be filed directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590

For information in another language, please contact the Title VI Coordinator at (716) 438-4068.

Si necesita información en otra idioma, por favor contacto 716 438-4068.

B3. Title VI Complaint Procedures and Complaint Form

The NIAGARA COUNTY's Title VI Complaint Procedure is available in the following locations:

- ☒ Agency website at: www.NIAGARACOUNTY.GOV
- ☒ Hard copy in the central office
- ☐ In client intake materials
- ☒ Posted on the buses

Anyone who believes they have been discriminated against on the basis of race, color, or national origin, may file a complaint by completing and submitting the Title VI Complaint Form (contained in *Appendix B*) to the address below.

NIAGARA COUNTY
Title VI Coordinator
Peter P. Lopes, HR Director
Niagara County HR Department
111 Main Street, Suite G2
Lockport, NY 14094
716 438-4068
Peter.lopes@niagaracounty.gov

The complaint form is not required to file a complaint. The complainant may submit any written report as a complaint notice. NIAGARA COUNTY will make reasonable modifications and take information verbally if the complainant requires this accommodation.

NIAGARA COUNTY investigates complaints received no more than 180 days after the alleged incident. Once the complaint is received, NIAGARA COUNTY will follow the steps below:

1. Acknowledge receipt of the complaint within 10 days (*Appendix C*)
2. Determine if NIAGARA COUNTY has jurisdiction to investigate the complaint.
3. Plan to complete the investigation within 45 days.
4. Schedule an interview, if deemed necessary.
5. Determine if other public or private entities are or should be involved.
6. Determine if additional information is needed. Complainant has 15 days to provide the additional information.
7. If NIAGARA COUNTY is not contacted by the complainant or does not receive the additional information within 15 days, the case can be administratively closed. Additionally, a case can be administratively closed if the complainant no longer wishes to pursue the case.
8. Determine if meetings with the affected party or other interested parties are needed.

After the investigative process has been completed, the NIAGARA COUNTY will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF).

1. A **closure letter** summarizing the allegations and stating that there was no Title VI violation and that the case will be closed. (*Appendix D*)
2. A **letter of finding (LOF)** summarizing the allegations and the interviews regarding the alleged incident, and explaining whether any disciplinary action, additional training of the staff member, or other action will occur. (*Appendix E*)

If the complainant wishes to appeal the decision, the complainant must submit the appeal within 21 days after the date of the closure letter or the LOF.

Filing complaints with NIAGARA COUNTY enables the agency to properly investigate the complaint. A person may also file a complaint directly with:

- New York State Department of Transportation
Office of Diversity and Opportunity
50 Wolf Road, 6th Floor
Albany, NY 12232
(518) 457-1129 Fax (518) 549-1273
OCR-TitleVI@dot.ny.gov
- Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR,
1200 New Jersey Ave., SE Washington, DC 20590

If information is needed in another language, please contact NIAGARA COUNTY at 716 438-4068.

Si se necesita informacion en otro idioma por favor contacto, 716 438-4068.

B4. Transit Related Title VI Complaints, Investigations and Lawsuits

The NIAGARA COUNTY maintains a log of all Title VI complaints, investigations, and lawsuits pertaining to its transit-related activities since the last Title VI plan update. (Do not include the complainant name. A case number is preferable.)

Reporting Period: 2025

2024

2023

Check One:

☒ There have been no investigations, complaints and/or lawsuits filed against NIAGARA COUNTY during the reporting period.

☐ There have been investigations, complaints and/or lawsuits filed against NIAGARA COUNTY . *See list below.*

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin)	Status (open/closed)	Disposition (finding/no finding)
Complaints				
1.				
2.				
3.				
Investigations				
1.				
2.				
3.				
Lawsuit				
1.				
2.				
3.				

B5. Public Involvement Process

Strategies and Desired Outcomes

NIAGARA COUNTY is required to develop and implement a Public Participation Plan (PPP). This document describes the proactive strategies, procedures, and desired outcomes that underpin our organization's public participation activities. The determination of how specific public participation activities should take place, and which specific measures are most appropriate is based on the following:

- A demographic analysis of the persons NIAGARA COUNTY serves and/or are eligible to receive services.
- The type of transportation program and/or service NIAGARA COUNTY provides.
- The resources available to NIAGARA COUNTY for public outreach.

Effective public involvement is a key element to involving the public in NIAGARA COUNTY's transit service decision making process. This Public Involvement Process describes how NIAGARA COUNTY will disseminate vital agency information and engage the public in the decision-making process. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective public involvement methods for a given project or population.

Public Outreach Activities

In efforts to involve minority and limited English proficient (LEP) populations in the planning process and to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in NIAGARA COUNTY's decision-making process, NIAGARA COUNTY implements early, frequent and continuous engagement for public involvement. The engagement methods includes and are not limited to:

1. Post public involvement notifications on transit vehicles, NIAGARA COUNTY building, and on the NIAGARA COUNTY website.
2. Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
3. Meeting materials will be available in a variety of predetermined formats and language(s) to serve diverse audiences.
4. Provide professional interpreters in the language(s) spoken by the targeted LEP population(s).

Summary on Public Involvement Activity

Since the last Title VI plan update, NIAGARA COUNTY conducted the following public involvement outreach (emails, website posting, media outlets, in-person, virtual) sessions:

Event Name	Date (Month, Day, Year)	Brief Description of Event Purpose	Outcome Methods	Summary of Attendance

B6. Language Assistance Plan

To comply with the FTA Title VI requirement based on nondiscrimination based on national origin, as it affects limited English proficient (LEP) persons, NIAGARA COUNTY will take reasonable steps to ensure access to our programs and activities by persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English.

Implementing the Language Assistance Plan

As a result of the four-factor analysis, a Language Assistance Plan is not required. However, reasonable attempts will be made to accommodate any persons encountered who require written translation or oral interpretation services. The Language Assistance Plan will be monitored annually for any language assistance change. If no change occurs, the Language Assistance Program will at a minimum be updated during the Title VI plan update.

Language Assistance Plan Components

Limited English Proficient (LEP) persons are people for whom English is not the primary language and who have a limited ability to read, write, speak, or understand English. To comply with the FTA Title VI requirement on nondiscrimination based on national origin, as it affects limited English proficient persons, NIAGARA COUNTY will take reasonable steps to ensure meaningful access to our programs and activities by LEP persons.

In order to ensure meaningful access to NIAGARA COUNTY programs and activities, we shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide to access the transit services. A careful analysis of the clientele and potential clientele we serve will determine if we communicate effectively with LEP persons and the language spoken other than English. The Four Factor Analysis is an individualized assessment that balances the following four factors.

1. A number or proportion of the LEP population(s), specifically served or could be served by NIAGARA COUNTY transit service.

2. The frequency with which LEP persons come into contact with NIAGARA COUNTY .
3. The nature and importance of NIAGARA COUNTY transit services to LEP population(s).
4. The resources available for LEP outreach and how employees are trained to provide language assistance to LEP persons.

LEP Four Factor Analysis

To determine if an LEP population requires language assistance and what specific language services are appropriate, NIAGARA COUNTY has conducted a Four Factor Analysis¹ of the following areas: (1) Demography, (2) Frequency, (3) Importance, and (4) Resources and costs.

Our analysis is based on the demographic analysis in the Public Transportation-Human Services Coordination Plan for our region.

Factor 1—Importance | A number or proportion of the LEP population(s), specifically served or could be served by NIAGARA COUNTY transit service.

The Human Service – Public Transportation Coordination Plan provides the results of the assessment of the number or proportion of LEP persons and the languages spoken in the service area. The NIAGARA COUNTY service area covers Niagara County in New York and includes individuals speaking a wide range of languages. The Human Service – Public Transportation Coordination Plan identified the following language groups that meet the threshold for translation of key materials: Spanish

The transit specific language assistance survey indicates the ridership primarily speaks English. No other language rose to the level of having a limited English proficient population that uses the transit services.

Factor 2: Frequency | Frequency with which LEP people come into contact with NIAGARA COUNTY

Based on the results of the number or proportion of the LEP population(s), specifically served or could be served by NIAGARA COUNTY transit service, NIAGARA COUNTY we know that less than 5% of the transit service population we serve speak English less than very well. NIAGARA COUNTY will conduct additional assessments at least annually or if a known spike occurs that requires a re-evaluation of the LEP population.

Factor 3: Importance | Importance of NIAGARA COUNTY transit services to LEP population

The NIAGARA COUNTY's program and services are critical to the lives of its clients, enabling them to participate as fully as possible in the community, interact and socialize with others, gain skills in daily living and travel to/from work.

¹ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

Factor 4: Resources and Costs | To meet the language assistance needs of the NIAGARA COUNTY LEP population,

NIAGARA COUNTY will utilize readily available resources, in addition to other avenues, to not only minimize costs, but to strengthen our partnership with other organizations our clients/riders engage with. Some of those readily available resources may include bilingual staff; the inclusion of Google translate toolbar to our website, and the County office of community engagement personnel. To supplement these resources, NIAGARA COUNTY may also retain the services of an interpreter, translate vital documents, and utilize community volunteers. After analyzing the NIAGARA COUNTY budget and reviewing available resources, cost associated to meet language assistance needs of the LEP population will be incurred for retaining an interpreter and translating vital documents.

Providing Language Assistance Services

NIAGARA COUNTY currently meets the language assistance needs of the Spanish speaking population through the services of an interpreter, including Google translate on our website, accessing community organizations that meet the needs of Spanish speaking population, and our multilingual staff. As needed, key documents are translated to the Spanish, meeting the threshold for translation of such materials.

Informing LEP Populations of the Availability of Language Assistance

Language assistance is advertised on our website, on the Title VI notice, through posters in our agency, and through program registration materials, as applicable. NIAGARA COUNTY also utilizes community-based organizations to share the availability of these services, public meetings, rider surveys and interviews, outreach documents, and on vehicles.

NIAGARA COUNTY annually identifies the language capabilities and language assistance needs of our ridership. Should NIAGARA COUNTY have more than 5% of persons in a specific language group that requires language assistance, NIAGARA COUNTY shall comply with the US Department of Justice Safe Harbor Provision and provide written material in the specific language and or oral interpretation of the written material, free of cost.

Updating the Language Assistance Plan

NIAGARA COUNTY will monitor the effectiveness of the language assistance to determine if enhancements on the methods (translating vital documents, interpretations and website) is required to better communicate with the LEP population. As a part of this process, NIAGARA COUNTY will incorporate components that encourages feedback from customers on their experience with the implementation of the Language Assistance Plan. Based on the input received, NIAGARA COUNTY will make any immediate critical updates that can be feasibly implemented and document others for the triennial update of the Title VI Plan. Consequently, if there are updates to the Language Assistance Plan within the Human Service – Public Transportation Coordination Plan, NIAGARA COUNTY will review such updates and identify those with impact on components germane to its own Language Assistance Plan. Critical updates that can be feasibly implemented, will be immediately incorporated.

Training Employees to Provide Language Assistance

NIAGARA COUNTY employees are oriented on the principles of Title VI and language assistance. New employees will be provided guidance on the needs of clients served and how best to meet their language needs. Refresher training will be completed with the triennial Title VI

Plan update. Reminders on the importance of Title VI and the Language Assistance Plan will be distributed through email. Training will include review of the following Title VI program components:

Title VI Notice to the Public

Title VI complaint procedures and form

Complaint log

LEP (Four Factor Analysis and Language Assistance Plan)

If an employee needs further assistance related to LEP individuals, they will work with the NIAGARA COUNTY 's Title VI Coordinator to identify strategies to meet the language needs of the participants of the program or service.

B7. Minority Representation on Advisory Boards

NIAGARA COUNTY has no transit-related, non-elected committees or advisory councils.

B8. Recordkeeping and Reporting

NIAGARA COUNTY maintains records related to the agency's implementation of Title VI program, including records of the Title VI Plan adoption, records of Title VI staff training, public involvement activities, complaints, investigations, language assistance services and other implementation activities.

NIAGARA COUNTY shall update the Title VI Plan, every three years and submit the plan to the New York State Department of Transportation (NYSDOT) for approval.

B9. Plan and Policy Review

The Title VI policy will be disseminated to employees through new employee orientation and periodic email messages. NIAGARA COUNTY will review its Title VI Plan at least once every three years to determine if modifications are necessary. NIAGARA COUNTY subcontracts the operation of all services and will review implementation annually to ensure compliance with Title VI Plan requirements. The agency's review includes verifying that all employees have received ongoing updates, training, and a copy of the Title VI policies and that all postings are in place and in good condition.

Title VI Plan Monitoring – Activity Log

Date	Activity (Review-Update- Addendum- Adoption- Distribution)	Person Responsible	Remarks
March 24, 2026	Adopted	County Legislature	Plan adopted
Ongoing and plan reviewed annually	Annual review of implementation	Peter Lopes/ Daniel Quinn	Verified all new employees received training and copies of Title VI policy. Verified postings.

Program Monitoring

NIAGARA COUNTY will monitor the effectiveness of the Title VI program through the feedback from clientele, employees, general public and other agencies (NYSDOT, FTA). NIAGARA COUNTY seeks opportunities to continuously improve its Title VI plan, public participation outreach efforts and providing meaningful access of our services to LEP individuals.

B10. Facility Location Equity Analysis

As a subrecipient of federal funds, NIAGARA COUNTY understands we are required to conduct a Title VI equity analysis when planning to construct, expand, or purchase a facility. A facility includes storage facilities, maintenance facilities, and operations centers, but it does not include bus shelters, transit stations, or power substations. The equity analysis requirement applies even to facilities that do not receive direct federal funding (as long as NIAGARA COUNTY receives federal financial assistance, Title VI requirements apply to all programs and activities). The equity analysis compares the equity impacts of various siting alternatives and must occur during the planning phase, prior to the selection of the preferred site, and must include the following:

1. A description of the outreach to persons potentially impacted.
2. A comparison of equity impacts of various siting alternatives.
3. An analysis about whether a disparate impact occurs on the basis of race, color or national origin (including potential cumulative adverse impacts from other facilities with similar impacts in the area) because of the location and construction of a facility. (If there is a disparate impact, the construction of the facility may only occur if there is a substantial legitimate justification, there are no alternative locations that would have a less disparate impact, and it is not a pretext for discrimination).

For any new facility construction, expansion, or acquisition, NIAGARA COUNTY will work with NYSDOT to ensure that the equity analysis is completed and submitted to NYSDOT. The equity analysis will be provided upon request to NYSDOT, FTA and during the triennial review.

The below is intended to provide direction to the reader as to whether NIAGARA COUNTY was required to, completed, and included a Title VI equity analysis with this Title VI Plan update.

Did NIAGARA COUNTY construct, expand or acquired a facility in the past three years?
(check the box next to the appropriate response below)

- ☒ **No.** NIAGARA COUNTY has not constructed, expanded or acquired a facility.
- ☐ **Yes.** NIAGARA COUNTY did (construct, expand, acquire) a facility and completed a Title VI equity analysis to compare the equity impacts of various siting alternatives.

Does NIAGARA COUNTY plan to construct, expand or acquire a facility in the next three years? (check the box next to the appropriate response below)

- ☒ **No.** NIAGARA COUNTY does not plan to construct, expand or acquire a facility.
- ☐ **Yes.** NIAGARA COUNTY plans to (construct, expand or acquire) a facility.

If yes, was a Title VI equity analysis completed? (check the box next to the appropriate response below)

☐ **Yes.** A Title VI equity analysis was completed. A copy of the analysis is included as ***Appendix X***.

☐ **No.** A Title VI equity analysis was not completed.

If no, when will the Title VI equity analysis be completed?

C. REQUIREMENTS FOR FIXED ROUTE TRANSIT PROVIDERS

Not applicable- Niagara County is not a fixed route provider.

D. LIST OF APPENDICES

- A. Documentation of Board Approval
- B. Title VI Complaint Form
- C. Letter Acknowledging Receipt of Title VI Complaint
- D. Title VI Complaint Letter of Closure
- E. Title VI Complaint Letter of Finding
- F. Title VI Notice to the Public

APPENDIX A: Documentation of Niagara County Legislature Approval

NIAGARA COUNTY Title VI Plan Legislature Approval

On behalf of the NIAGARA COUNTY Legislature, we the Legislature have reviewed and adopted the NIAGARA COUNTY Title VI plan. We the NIAGARA COUNTY Legislature are committed to ensuring that all decisions are made in accordance with the adopted Title VI plan, to that end no person is excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any NIAGARA COUNTY services and activities based on race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964 and Federal Transit law under Title 49 Part 21.

Effective: March 24, 2026

Adopted: March 24, 2026

Adopted By: NIAGARA COUNTY Legislature

Revised: March 24, 2026

Adopted By: NIAGARA COUNTY Legislature

NIAGARA COUNTY LEGISLATURE

FROM: Administration Committee DATE: 03/24/26 RESOLUTION # AD-010-26

APPROVED	REVIEWED	COMMITTEE ACTION	LEGISLATIVE ACTION
CO. ATTORNEY	CO. MANAGER	AD - 3/9/26	Approved: Ayes _____ Abs. _____ Noes _____
<i>han Ocu</i>			Rejected: Ayes _____ Abs. _____ Noes _____
			Referred: _____

ADOPTION OF THE UPDATED COUNTY OF NIAGARA TITLE VI CIVIL RIGHTS PLAN

WHEREAS, Niagara County DPW and other departments receive federal funds and as a result NYSDOT requires that the County of Niagara Title VI Civil Rights Plan be updated every three (3) years, and submitted to and approved by the NYS DOT, and

WHEREAS, it is the policy of the County of Niagara to prevent and eliminate discrimination in all of its operations and services as well as all aspects of employment, and

WHEREAS, the goal of the County of Niagara is that all Departments, Divisions, Offices, and Bureaus plan, develop and implement their programs and activities so that no person is subjected to unlawful discrimination based on race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status, familial status, prior arrest or conviction record, predisposing genetic characteristics, pregnancy-related conditions, victim of domestic violence or gender based violence, or veteran status, and

WHEREAS, the County of Niagara shall incorporate throughout all of its operations the requirements of applicable state and federal laws and executive orders to prohibit any discriminatory practices, procedures and policies, and

WHEREAS, all administrators, managers, supervisors and employees will be directed to comply with these laws and orders, and

WHEREAS, the County of Niagara is committed to maintaining an agency which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its workforce; and encourages each individual to strive to reach their own potential, and

WHEREAS, this policy will be placed on all Niagara County bulletin boards and made available to all organizations and entities doing business with the County of Niagara, and

WHEREAS, any complaints involving allegations of discrimination will be sent to the Human Resources Director and Title VI Coordinator, Niagara County Human Resources Department, 111 Main Street, Suite G2, Lockport, New York 14094 (716) 438-4068, and

WHEREAS, the County of Niagara shall continue to develop short term and long term transit and transportation projects, including roads, bridges, and infrastructure construction, maintenance, and repairs and regular servicing projects for the efficient transportation services to the citizens of the County, and

WHEREAS, the County of Niagara shall continue to plan, develop and provide and maintain many other critical support services to the citizens of the County, and

WHEREAS, the County of Niagara as an organization shall continue to coordinate and administer a wide array of critical services and support that will ensure that all segments of the population have been informed of these available services including, where applicable, the involvement with the planning process, and

WHEREAS, the goal of Title VI is to ensure that services and benefits are fairly distributed to all people regardless of race, national origin or income, and they have access to meaningful participation, and

WHEREAS, the County of Niagara has developed a Title VI (Civil Rights) Plan that outlines the plan for the County of Niagara to address the Title VI requirements for the County of Niagara, now, therefore, be it

RESOLVED, that the County of Niagara hereby adopts the updated Title VI (Civil Rights) Plan incorporated herein and made a part hereof by reference, and be it further

RESOLVED, that the County Manager be and is hereby authorized and directed to sign the updated Title VI (Civil Rights) Plan and submit the same to the DOT for review and approval

ADMINISTRATION COMMITTEE

APPENDIX B: Title VI Complaint Form

NIAGARA COUNTY Title VI Complaint Form

Section I:				
Your Name:				
Address:				
Telephone (Home):			Telephone (Work/Mobile):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
<i>*If you answered "yes" to this question, go to Section III.</i>				
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
Section III:				
I believe the discrimination I experienced was based on (check all that apply): ☐ Race ☐ Color ☐ National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Agency name complaint is against: _____				
Location of where the alleged discrimination occurred:- _____				
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 attach additional pages.				

Section IV	
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:	
☐ Federal Agency: _____	
☐ Federal Court: _____	☐ State Agency: _____
☐ State Court: _____	☐ Local Agency: _____
Provide information for the contact person at the agency/court where the complaint was filed.	
Name and Title: _____	

Agency: _____	
Address: _____	
Telephone: _____	

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 by mail, email or in person to the address below.

NIAGARA COUNTY
Title VI Coordinator
Peter P. Lopes, HR Director
Niagara County Human Resources Department
111 Main Street, Suite G2
Lockport, NY 14094
Peter.lopes@niagaracounty.gov
(716) 438-4068

This complaint may also be filed directly with the New York State Department of Transportation, Office of Civil Rights, 50 Wolf Road, 6th Floor, Albany, NY 12232, (518) 457-1129 Fax (518) 549-1273, OCR-TitleVI@dot.ny.gov or the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

APPENDIX C: Letter Acknowledging Receipt of Complaint

Date

Name

Address

City, State Zip

Dear Name:

This letter is to acknowledge receipt of your Title VI complaint against NIAGARA COUNTY alleging _____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by contacting our office at (716) 438-4068 or in writing to NIAGARA COUNTY , Title VI Coordinator, Human Resources Department. 111 Main Street, Suite G2, Lockport, NY 14094.

Sincerely,

Peter P. Lopes

Title VI Coordinator
Human Resources Department
111 Main Street, Suite G2
Lockport, NY 14094
716 438-4068

APPENDIX D: Title VI Complaint Letter of Closure

Date

Name

Address

City, State Zip

Dear Name:

The matter referenced in your Title VI complaint dated _____ against
NIAGARA COUNTY alleging _____
has been investigated. The results of the investigation did not indicate that the provisions
of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know Title VI
prohibits discrimination based on race, color, or national origin in any program receiving federal
financial assistance.

NIAGARA COUNTY has analyzed the materials and facts pertaining to your case. There was
no evidence identified that a violation of your Title VI rights were denied. I therefore advise you
that your complaint was not substantiated and that I am closing the matter in our files.

You have the right to 1) provide additional information to this office for reconsideration of your
complaint within seven (7) calendar days of receipt of this final written decision and/or 2) file a
complaint externally with the Federal Transit Administration at:

Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East
Building, 5th Floor- TCR 1200 New Jersey Ave., SE Washington DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not
hesitate to call me.

Sincerely,

Peter P. Lopes

Title VI Coordinator
Human Resources Department
111 Main Street, Suite G2
Lockport, NY 14094
716 438-4068

APPENDIX E: Title VI Complaint Letter of Finding

Date

Name

Address

City, State Zip

Dear Name:

The matter referenced in your letter dated _____ against NIAGARA COUNTY alleging Title VI violation has been investigated. The investigation determined non-compliance by NIAGARA COUNTY in administering the Title VI obligations of nondiscrimination in the programs and services we administer. Immediate efforts are underway to correct the findings.

Thank you for bringing this important matter to our attention. You were extremely helpful during our review of the program to correct our implementation of the Title VI Program. If I can be of assistance to you in the future, do not hesitate to call me at _____.

Sincerely,

Peter P. Lopes

Title VI Coordinator
Human Resources Department
111 Main Street, Suite G2
Lockport, NY 14094
716 438-4068

APPENDIX F: Title VI Notice to the Public

Notifying the Public of Rights under Title VI

NIAGARA COUNTY

The **NIAGARA COUNTY** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **NIAGARA COUNTY**.

For more information on the **NIAGARA COUNTY**'s program, and the obligations and procedures to file a complaint, Peter P. Lopes, 716 438-4068; email Peter.lopes@niagaracounty.gov; or visit our office at **NIAGARA COUNTY** Human Resources Department, 111 Main Street, Suite G2, Lockport, NY 14094. For more information on how to contact **NIAGARA COUNTY** to find out about Title VI, visit www.niagaracounty.gov.

A complainant may file a complaint directly with **NIAGARA COUNTY** TITLE VI Coordinator by following the **NIAGARA COUNTY** complaint procedures also found on the agency's website. A complaint can also be filed with the New York State Department of Transportation on its Civil Rights website at <https://www.dot.ny.gov/main/business-center/civil-rights/title-vi-ej>. Finally, a complaint can be filed directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, contact 716 438-4068.

Si necesita información en otra idioma, por favor contacto 716 438-4068.

