



Discrimination Complaint Form

Please print out this form, fill it out and mail it to:

Windham Region Transit District

Attention: Corrie Washington
28 S Frontage Rd
Mansfield Center, CT 06250

Name: _____

Street Address: _____ **Apt#:** _____

City or Town/State/Zip Code: _____ **Phone:** _____

Discrimination because of: Race Color National Origin Sex Age Disability Other

Please provide the date(s) and location of the alleged discrimination, the name(s) of the individual(s) who allegedly discriminated against you including their titles (if known).

Please provide the names, addresses and telephone numbers of any witnesses.

Name: _____ **Address:** _____ **Phone:** _____

Name: _____ **Address:** _____ **Phone:** _____

Name: _____ **Address:** _____ **Phone:** _____

Explain as briefly and as clearly as possible what happened, how you feel that you were discriminated against and who was involved. Please include how other people were treated differently from you.

Signature: _____ **Date** _____

You may use additional sheets of paper if necessary. Also include any written materials pertaining to your complaint.

Contact: **Corrie Washington, Executive Director/Title VI Coordinator**
cwashington@wrtd.org
860-456-2223 x151

Windham Region Transit District
28 South Frontage Rd
Mansfield Center CT 06250

Connecticut Department of Transportation
Attention: Debra Goss, Title VI Coordinator
2800 Berlin Turnpike
Newington, CT 06111
Email: debra.gross@ct.gov

Federal Transit Administration
FTA Office of Civil Rights
1200 New Jersey Avenue, SE
Washington, DC 20590



Discrimination Complaint Procedures

Any person who believes that he/she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Windham Region Transit District. A complaint may also be filed by a representative on behalf of such a person.

The complaint must meet the following requirements:

- a. Complaints shall be in writing and signed by complainants. In cases where the Complainant is unable or incapable of providing a written statement, a verbal complaint may be made. If necessary, Windham Region Transit District staff will assist in reducing the complaint to write and submit a written version of the complaint to the person for signature.
- b. Include the date of the alleged act of discrimination date of when the complainant became aware of the alleged act of discrimination; or the date on which the conduct was discontinued or the latest instance of conduct.
- c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties to the complaint.
- d. Federal and state law requires complaints to be filed within 180 calendar days of the alleged incident.

Upon receipt of the complaint, the Windham Region Transit District Planning Director will determine its jurisdiction, acceptability, and/or need for additional information. The complainant will be provided with a written acknowledgement that Windham Region Transit District has either accepted or rejected the complaint.

A complaint may be dismissed for the following reasons:

- e. The complainant requests the withdrawal of the complaint.
- f. The complainant fails to respond to requests for additional information needed to process the complaint.
- g. The complainant cannot be located after reasonable attempts.

The allegations will be investigated by the Windham Region Transit District Planner, and based on the information obtained, a recommendation for action in a report of findings will be issued to the Executive Director. The complaint should be resolved by informal means whenever possible. Such information attempts and their results will be summarized in the report of findings.

The Executive Director will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of this/her appeal rights with the appropriate

Windham Region Transit District will provide the appropriate Federal or State agency with a copy of the decision and summary of findings upon completion of the investigation.

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Notification of Rights under Title VI

The Windham Region Transit District (WRTD) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice should file a complaint with the Windham Region Transit District under Title VI.

For more information about the Windham Regional Transit District's civil rights program and complaint procedures, please contact 860-456-2223 x151; cwashington@wrtd.org; or visit our administrative office at 28 South Frontage Road, Mansfield Center, CT 06250. For more information, visit www.wrtd.org.

If this information is needed in another language, please contact Corrie Washington at 860-456-2223 x151 or via email at cwashington@wrtd.org

El Distrito Regional de Tránsito de Windham – Windham Region Transit District (WRTD) - opera sus programas sin distinción de raza, color, nacionalidad, en concordancia con el Título VI del Acta de Derechos Civiles. Cualquier persona que crea que él o ella ha sido agraviado/a por cualquier práctica discriminatoria, debe presentar una queja al Distrito Regional de Tránsito de Windham bajo el Título VI.

Para más información sobre el programa de derechos civiles de Distrito Regional de Tránsito de Windham y los procedimientos para presentar una queja, contacte al 860-456-2223 x151; cwashington@wrtd.org ; o visite nuestra oficina administrativa en 28 South Frontage Road, Mansfield Center, CT 06250. Para más información, visite www.wrtd.org.

Si esta información se necesita en otro idioma, contacte a Corrie Washington, 860-456-2223 x151 o al email: cwashington@wrtd.org

溫德姆地區交通局 (WRTD) 的各項服務均遵循《民權法案》第六章的規定，不因種族、膚色或國籍而區別對待。任何認為自己受到歧視性行為侵害的人士，均可根據《民權法案》第六章向溫德姆地區交通局提出投訴。

如需了解更多關於溫德姆地區交通局民權項目和投訴流程的信息，請致電 860-456-2223 轉 151；發送電子郵件至 cwashington@wrtd.org；或前往位於康涅狄格州曼斯菲爾德中心南前路 28 號（郵編：06250）的行政辦公室。更多信息，請訪問 www.wrtd.org。

•如需其他語言版本的信息，請聯繫 Corrie Washington，電話：860-456-2223 轉 151，或發送電子郵件至 cwashington@wrtd.org。

For more information on Windham Region Transit Districts civil rights program, and procedures to file a complaint, please submit your request or complain in writing to one of the following:

Para obtener más información sobre el programa de derechos civiles de los Distritos de Tránsito de la Región de Windham y los procedimientos para presentar una queja, envíe su solicitud o queja por escrito a uno de los siguientes:

如需了解溫德姆地區交通運輸區公民權利計劃的更多資訊以及投訴程序，請將您的請求或投訴以書面形式提交至以下機構之

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