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| **sasi** |
| **POLICY MANUAL** |
| Section B: Employee Resources |
| **32.0 Title VI Nondiscrimination Policy** |

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| Original By | Human Resources |
| Date Approved | 1/2024 |
| Revision Dates | 9/2025 |
| Regulatory Reference | New York State Laws   * New York State Human Rights Law Article 15 (1945) * New York State Law Article 15-A (1988) * New York State Law Article 17-B (2014) * Sexual Orientation Non-Discrimination Act (2003)   New York State Executive Orders   * Executive Order No. 6 (Governor Cuomo, 1983)   Federal Laws and Executive Orders   * Civil Rights Act of 1964 * Section 503 of the Rehabilitation Act of 1973 * Age Discrimination Act of 1975 * Civil Rights Restoration Act of 1988 * Americans with Disabilities Act (ADA) of 1990 * Civil Rights Act of 1991 * Executive Order No. 11246 * 42 U.S.C. Section 2000d * Title VI in Federal Transit Administration (FTS) Circular 4702.1.A * The Americans with Disabilities Act of 1990 or ADA (42 U.S.C. §12101) |

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| **POLICY STATEMENT** sasi complies with the requirements and provisions of the Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. 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.” This policy applies to all operations of sasi including its contractors and anyone who acts on behalf of sasi. This policy also applies to the operations of any department or agency to which sasi extends federal financial assistance. Federal financial assistance includes grants, training, and use of equipment, donations of surplus property and other assistance.  sasi is committed to ensuring that no person is excluded from participation in or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTS) Circular 4702.1.A  All sasi departments and divisions will 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, sex (gender identity, sexual orientation and pregnancy), marital status, or veteran status.  This policy fully incorporates throughout all sasi’s operations the requirements of applicable State and Federal laws and Executive Orders to prohibit any discriminatory practices, procedures and policies.  sasi is committed to maintaining an agency which recognizes and values the inherent worth and dignity of every person; promotes sensitivity, understanding, and mutual respect among its members; and encourages each person to strive to reach their own potential.  **Title VI Information Dissemination:**  Title VI information posters are prominently and publicly displayed on the sasi website ([www.sasinc.org](http://www.sasinc.org)) and all major facilities. Posters are also posted in agency vehicles. sasi’s Title VI Policy and Procedure is available to all employees on sasi’s intranet in the sasi Policy Manual. Additional information relating to non-discrimination obligation can be obtained from the Chief People Officer/Title VI Designee.  During New Employee Orientation, new employees shall be informed of the provisions of Title VI and the expectations of sasi’s employees to perform their duties accordingly. All employees shall be provided with a copy of the Title VI Plan and are required to sign off on receipt via the New Employee Orientation. sasi’s Title VI Plan shall be disseminated to sasi employees annually. This reminds employees of sasi about the policy statement and of their Title VI responsibilities in their daily work and duties. sasi encourages staff interest and education in learning to more effectively communicate with the people sasi supports  **Subcontracts and Vendors:**  All subcontractors and venders who receive payments from sasi where funding originates from any Federal assistance are subject to 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:**  The Chief People Officer/Title VI Designee will maintain permanent records, which include, but are not limited to, signed acknowledgments of receipts from the employees indicating the receipt of sasi’s Title VI Plan, copies of the Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants and Title VI investigations.  **Who is eligible to file a complaint:**  Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any sasi program or activity because of their race, color, national origin, age, sex, or disability may file a complaint. Anyone who wishes may file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by sasi. Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in discrimination investigation.  **Title VI Complaint Procedures:**  How to File Title VI and ADA Complaint:  The complainant may file a signed, written complaint up to one hundred and eighty (180) days  from the date of the alleged discrimination. The complaint should include the following  information:   * Complainant's name, mailing address, and how to contact them (i.e., telephone number, email address, etc.) How, when, where and why they believe they were discriminated against. Include the location, name(s) and contact information of any witnesses. * Other information that they deem significant. * Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for people with disabilities upon request.   Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint.  The Title IV Civil Rights Complaint Form (attached) may be used to submit complaint information. The complaint must be filled in writing with sasi to properly investigate any complaint:  Karen Keyes  960 West Maple Court  Elma, New York 14059  716-805-1555  **NOTE**: sasi encourages all complainants to certify any mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Designee as soon as possible, but no later than one hundred eighty (180) days from the alleged date of discrimination.  What happened to the complaint after it is submitted?  All complaints alleging discrimination based on race, color, or national origin in a service or benefit provided by sasi will be directly addressed by sasi for investigation. Sasi shall make every effort to address all complaints in an expeditious and thorough manner. A letter acknowledging receipt of complaint will be mailed within seven (7) days (attached). Please note that in responding to any requests for additional information, a complainant’s failure to provide the requested information may result in the administrative closure of the complaint.  How will the complainant be notified of the outcome of the complaint?  The Chief People Officer/Title VI Designee will send a final written response letter to the complainant. In the letter notifying complainant that the complaint is not substantiated the complainant is also advised of his/her/their right to:   * Provide additional information to sasi for consideration of the complaint within seven (7) calendar days of receipt of the final written decision from sasi and/or * File a complaint externally with the U.S. Department of Transportation and/or the FTA. Complaints will be investigated within sixty (60) working days of receipt of such complaints.   In addition to the complaint process described above, a complainant may file a Title VI complaint with the following office:  Federal Transit Administration Office of Civil Rights  ATTN: Title VI Program Coordinator  East Building, 5th Floor - TCR  1200 New Jersey Ave. SE  Washington DC 20590    In addition to the complaint process described above, a complainant may file an ADA complaint with the following office:  To file an ADA complaint online, utilize the CIVIL RIGHT DIVISION COMPLAINT FORM  To file an ADA complaint by mail, send the completed ADA complaint form to:  U.S. Department of Justice  Civil Rights Division  950 Pennsylvania Ave, NW  4CON, 9th Floor  Washington DC 20530  To file an ADA complaint by facsimile, fax the completed ADA complaint form to: (202) 307-1197  **Language Assistance Plan (LAP)**  FTA Circular 4702.1B was developed by the Federal Transit Administration (FTA) and details the administrative and reporting requirements for recipients of FTA financial assistance to comply with Title VI and related executive orders including on LEP (Limited English Proficiency) persons.  The United States Department of Transportation (DOT) published guidance that directed its recipients to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for LEP customers.  Sasi provides free aids and services to people with disabilities to communicate effectively with us, such as:   * Qualified sign language interpreters * Written information in other formats (large print, audio, accessible electronic formats, etc.) * Provides free language services to people whose primary language is not English, including qualified interpreters and information written in other languages   Safe Harbor Provision:  The federal Transit Authority Circular 4702.1B states  “DOT has adopted DOJ’s Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1000 people, whichever is less, of the total population of people eligible to be served or likely to be affected or encountered. Then such action will be considered strong evidence of compliance with the recipient’s written translation obligation. Translations of non-vital documents, if needed, can be provided orally. If there are fewer than 50 people in a language group that reached the five percent (5%) trigger, the recipient is not required to translate vital materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.  These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. A recipient may determine, based on the Four Factors Analysis, that even though a language meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures. For example, a recipient may determine that a large number of people in that language group have low literacy skills in their native language and therefore require oral interpretation. In such cases, background documentation regarding the determination shall be provided to FTA in the Title VI Program.  **Membership of Non-Elected Committees and Councils:** sasi does not have a non-elected transit related council at this time.  **Title VI Equity Analysis:** sasi does not have transit related facilities. |

| **RESPONSIBILITY** | **PROCEDURES** |
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| All Administrators | 1. Communicates established nondiscrimination plans to all employees, interns, and volunteers. 2. Ensures that all programs and activities are consistent with agency policy. 3. Forwards any concerns or discrimination complaints to Chief People Officer/Title VI Designee. |
| Chief People Officer/Title VI Designee/Chief Quality Officer and Compliance Officer | 1. Ensures policy will be made available to all stakeholders (e.g. sasi intranet) as well as ensuring information is posted at major sites and in agency vehicles. 2. Ensures that non-discrimination policy statement is included in contractual agreements with business associates. |
| Chief People Officer/Title VI Designee | 1. Ensures thorough investigation of any complaints involving allegations of discrimination, including people sasi supports via the OPWDD 624 process. 2. Ensures appropriate follow up occurs regarding any investigation findings involving allegations of discrimination. |

Attachments:

[Title VI Notice to Public](https://sasi.sharepoint.com/:b:/r/sites/Exchange/Shared%20Documents/Public%20Forms/Human%20Resources/Title%20VI%20Notice%20to%20Public.pdf?csf=1&web=1&e=gKp1Y7)

[Title VI Civil Rights Complaint Form](https://sasi.sharepoint.com/:b:/r/sites/Exchange/Shared%20Documents/Public%20Forms/Human%20Resources/Title%20VI%20Civil%20Rights%20Complaint%20Form.pdf?csf=1&web=1&e=4SwIev)

