



## **Title VI of the Civil Rights**

**Act of 1964**

**2022 - 2025 Plan**

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## **I. Title VI Policy Statement**

Rochester School of the Holy Childhood, Inc.'s Title VI Plan assures full compliance with Title VI of the Civil Rights Act of 1964, the Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that, "no person in the United States shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any government sponsored program or activity receiving federal financial assistance." Other Civil Rights laws prohibit gender discrimination.

Rochester School of the Holy Childhood, Inc.'s mission is to prepare children and adults with intellectual and developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion

Rochester School of the Holy Childhood, Inc. is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTS) Circular 4702.1.A. This plan was developed to guide Rochester School of the Holy Childhood, Inc. in its administration and management of Title VI-related activities.

### **Related Policy and Authoritative Sources**

#### **New York State Laws**

**New York State Human Rights Law Article 15 (1945)** – Guarantees nondiscrimination in the State of New York on the basis of race, creed, color, national origin, sex, marital status, age, disability and or sexual orientation.

**New York State Law Article 15-A (1988)** - An act to amend the executive law and the state Finance law, in relation to participation by minority group members and women with respect to state contracts.

**New York State Law Article 17-B (2014)** – An Act to amend the executive law, in relation to expanding opportunities for service-disabled veteran-owned business enterprises.

**Sexual Orientation Non-Discrimination Act (2003)** – This Act amends the Executive Law to include sexual orientation.

#### **New York State Executive Orders**

On January 1, 2011, Governor Cuomo issued Executive Order 2 that authorized the continuation

of certain prior Executive Orders related to equal opportunity and nondiscrimination in all State programs.

**Executive Order No. 6 (Governor Cuomo, 1983)** – Insures equal employment opportunities for minorities, women, disabled persons and Vietnam era Veterans in State government. The order clarifies and expands the power of the President of the Civil Service Commission and the Governor’s Executive Committee for Affirmative Action to ensure that agencies develop and implement effective affirmative action plans.

### **Federal Laws and Executive Orders**

**Civil Rights Act of 1964** – Prevents discrimination in federally assisted programs; provides relief against discrimination in public accommodations; protects constitutional rights in public facilities and public education; enforces the constitutional right to vote. Title VI – Prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving federal financial assistance. Title VII as amended by the Equal Employment Opportunity Act of 1972 – Makes it unlawful to discriminate in employment practices on the basis of race, color, religion, sex, or national origin.

**Section 503 of the Rehabilitation Act of 1973** – Prohibits discrimination on the basis of physical or mental disability in every federally assisted program or activity in the country.

**Age Discrimination Act of 1975** – Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

**Civil Rights Restoration Act of 1988** – Specifies that recipients of federal funds must comply with civil rights laws in all areas, not just in a particular program or activity that receives federal funding. It applies to all federal laws.

**Americans with Disabilities Act (ADA) of 1990** – Federal Law prohibiting discrimination against people with disabilities in employment, public access to services, transportation, public accommodations, and telecommunications services.

**Civil Rights Act of 1991** – Provides appropriate remedies for intentional discrimination and unlawful harassment in the workplace; codifies the concepts of “business necessity” and “job related”, confirms statutory authority and provide statutory guidelines for the adjudication of disparate impact suits under Title VII of the Civil Rights Act of 1964; expands the scope of relevant civil rights statutes in order to provide adequate protection to victims of discrimination. The Act provides for compensatory and punitive damages and jury trials in cases of sex, religious, and disability bias.

**Executive Order No. 11246** – Prohibits employers doing business with the Federal Government from discriminating in employment because of race, color, religion, sex or national origin. Employers are required to take affirmative action in employment activities including hiring, promotion, transfers, training and minorities and women.

**Rochester School of the Holy Childhood, Inc. Title VI Coordinator (Director of Quality Assurance and Compliance)**  
**100 Groton Parkway, Rochester, New York 14623**  
**Phone 585-359-3710 x 137 or**  
**Fax 585-359-3722**

## **II. Title VI Information Dissemination**

Title VI information posters shall be prominently and publicly displayed on Rochester School of the Holy Childhood, Inc.'s website, ([www.holychildhood.org](http://www.holychildhood.org)) and all major facilities. Additional information relating to non-discrimination obligation can be obtained from the Rochester School of the Holy Childhood, Inc. Title VI Coordinator (Director of Quality Assurance and Compliance).

Title VI information shall be disseminated to Rochester School of the Holy Childhood, Inc.'s employees annually via the employee handbook containing the language set forth in Appendix A. This reminds employees of Rochester School of the Holy Childhood, Inc. about the policy statement and of their Title VI responsibilities in their daily work and duties.

During Orientation, new employees shall be informed of the provisions of Title VI and the expectations of Rochester School of the Holy Childhood, Inc. employees to perform their duties accordingly. All transportation employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgment of Receipt (see Appendix B).

### **III. Subcontracts and Vendors**

All subcontractors and vendors who receive payments from Rochester School of the Holy Childhood, Inc. 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.

#### **IV. Record Keeping**

The Title VI Coordinator (Director of Quality Assurance and Compliance) will maintain permanent records, which include, but are not limited to, signed acknowledgments of receipts from the employees indicating the receipt of the Rochester School of the Holy Childhood, Inc. 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.



## **V. Title VI Complaint Procedures**

### **How to file a Title VI 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, names and contact information of any witnesses, and any other information that they deem significant.

The Title VI Complaint Form (see Appendix C) may be used to submit complaint Information. The complaint must be filed in writing with Rochester School of the Holy Childhood, Inc. at the following address in order for Rochester School of the Holy Childhood, Inc. to properly investigate any complaint:

**Rochester School of the Holy Childhood, Inc. Title VI Coordinator (Director of Quality Assurance and Compliance)**

**100 Groton Parkway, Rochester, New York 14623**

**Phone 585-359-3710 x 137 or**

**Fax 585-359-3722**

NOTE: Rochester School of the Holy Childhood, Inc. 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 Coordinator (Director of Quality Assurance and Compliance) as soon as possible, but no later than one hundred eighty (180) days from the alleged date of discrimination.

### **What happens 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 Rochester School of the Holy Childhood, Inc. will be directly addressed by Rochester School of the Holy Childhood, Inc. for investigation. Rochester School of the Holy Childhood, Inc. shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, Rochester School of the Holy Childhood, Inc. 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 (see Appendix D). 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 Title VI Coordinator (Director of Quality Assurance and Compliance) will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F); the complainant is also advised of the right to:

- 1) Provide additional information to Rochester School of the Holy Childhood, Inc. for consideration of the complaint within seven (7) calendar days of receipt of the final written decision from Rochester School of the Holy Childhood, Inc. and/or
- 2) File a complaint externally with the NYS DOT, U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to the Title VI complaints 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 offices:

**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  
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**

## **VI. 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.

Services provided by Rochester School of the Holy Childhood, Inc. are directly authorized by NYS OPWDD's Front Door (A standardized process for people to learn about available service options and establish eligibility.) Once eligible, people are assessed for strengths and support needs are identified (including but not limited to language spoken, written, read and understood.) OPWDD informs LEP individuals about their right to free language assistance services. LEP populations targeted by OPWDD are Spanish, Korean, Karen, Bengali, Chinese, Russian, Hattian-Creole, Yiddish and Urdu. When Rochester School of the Holy Childhood, Inc. is notified that someone who is eligible for our services falls in the LEP category, Rochester School of the Holy Childhood, Inc. will work with the person's team to secure all necessary support for the person to receive supports and that they comply with the requirements of the DOT LEP guidance. (Refer to [www.opwdd.ny.gov](http://www.opwdd.ny.gov))

### **1. Identifying LEP (Limited English Proficiency) Individuals**

LEP Individuals are those individuals speaking a language other than English or using sign language that request assistance. Rochester School of the Holy Childhood, Inc. does not currently have any individuals that require any other help other than English, Sign Language or Prompts.

### **2. Providing Services**

Rochester School of the Holy Childhood, Inc. does not currently have an on-going need for professional translation Services, through its own, Rochester School of the Holy Childhood Inc. will contract with translation services as needed.

### **3. Communicating Availability of Language Assistance**

Rochester School of the Holy Childhood, Inc. will inform those who request services of the process to provide an independent contractor for translation.

### **4. Monitoring**

Satisfaction Surveys offer an opportunity for individuals served and their care givers to provide input or suggest additional services. To date Rochester School of the Holy Childhood, Inc. has not had the need to use translation services provided by either in-house staff through outside providers

**The Title VI Plan will also be reviewed every three years.**

### **5. Employee Training**

As part of the Accessibility Plan, Rochester School of the Holy Childhood, Inc. encourages staff interest and education in learning to more effectively communicate with individuals served.

## **VII. 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 1,000 persons, whichever is less, of the total population of persons 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 persons in a language group that reaches 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 persons 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."*

**VIII. Membership of Non-elected Committees and Councils**

Rochester School of the Holy Childhood, Inc. does not have a non-elected transit related advisory council at this time.

**IX. Title VI Equity Analysis**

Rochester School of the Holy Childhood, Inc. does not have transit related facilities.

## **Appendix A: Employee Annual Education Form Title VI Policy**

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 any program or activity receiving federal financial assistance.

All employees of Rochester School of the Holy Childhood, Inc. are expected to consider, respect, and observe this policy in their daily work and duties. If a participant or family member approaches you with a question or complaint relating to Title VI or discrimination of any kind based on race, color, or national origin, direct the individual to the Rochester School of the Holy Childhood, Inc. Title VI Coordinator (Director of Quality Assurance and Compliance).

In all dealings with anyone in the community, use courtesy titles (i.e. Mrs., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

**Appendix B: Employee Acknowledgement of Receipt of Title VI Plan**

I hereby acknowledge the receipt of the Rochester School of the Holy Childhood, Inc. Title VI Plan. I have read the plan and am committed to ensuring that no participant is excluded from, or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI in Federal Administration (FTA) Circular 47002.1.A.

Employee \_\_\_\_\_  
Signature:

Print name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix C: Public Participation Plan**

All applicants for Federal Transit Administration (FTA) financial assistance are required to ensure their programs, policies, and activities comply with US Department of Transportation (USDOT) Title VI of the Civil Rights Act of 1964. In order to comply with 49 CFR Section 21.9(b), sub recipients must develop, and submit to NYSDOT, a Public Participation Plan, which includes information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission.

The goal of a sub recipients Public Participation Plan is to offer early, often, and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. The plan should provide adequate notice of public participation activities, as well as early and continuous opportunities for public review and comment at key decision points.

Rochester School of the Holy Childhood, Inc. will determine how, when and how often specific public participation activities should take place, and what specific measures are most appropriate. Sub recipients should make these determinations based on:

- The composition of the population in your service area;
- The type public involvement activities you have planned;
- The resources available to your Agency

For any change in service, even regular changes, public information sessions or website updates must inform low-income, minority and LEP populations directly. Sub recipients must be able to show these populations have been notified of the change by documenting the outreach activities and response.

In order to integrate Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP), sub recipients should seek out and consider the viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities.

Outreach to low-income minority and LEP populations should include phone contact with relevant local organizations for these populations prior to any changes. Local organizations include Community Based Organizations, advocacy groups for immigrants, Independent Living Centers, just name a few. Public information sessions provide translation for LEP populations, and location must be accessible to impacted people by transit.

Rochester School of the Holy Childhood, Inc. will document when and how groups were contacted, and the type of meeting they were invited to. Minutes and records of responses must be taken down in written for review, and be held for response. Sub recipients are required to certify they have fulfilled the Inclusive Participation requirement, by providing a summary of outreach efforts as part of their Title VI Program submission.

Rochester School of the Holy Childhood, Inc. shall consider the following effective practices when developing a public participation plan:

- Use locations, facilities, and meeting times that are convenient and accessible to low-income and minority communities;
- Coordinating with individuals, institutions, or organizations and implementing community based public involvement strategies to reach out to members in the affected minority and/or low income communities;
- Placing public notices of activities in all stations and in all vehicles; provide alternative language notices for LEP communities in your service area
- Provide opportunities through means other than written communication. Consider personal interview or use of video or audio to capture community feedback from LEP populations;
- Use different meeting sizes and formats that are tailored to your particular communities or populations;
- Utilize social media, such as Facebook and You Tube to complement, but not replace, other involvement strategies;
- Consider non-traditional methods such a posting notices in hair salons, street fairs, faith based institutions, libraries, etc.

Rochester School of the Holy Childhood, Inc. shall refer to; the NYSDOT Office of Policy, Planning and Performance developed a handbook entitled Public Involvement for Transportation Planning, which is available online at (link to website). In addition, How to Engage Low-Literacy and Limited English Proficiency Populations in Transportation Decision-making, available online at [www.fhwa.dot.gov/hep/lowlim](http://www.fhwa.dot.gov/hep/lowlim)

**Appendix D: Title VI Complaint Form**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone: Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Basis of Complaint: (place checkmark)**

<b>Race</b>	<input type="checkbox"/>	<b>Color</b>	<input type="checkbox"/>	<b>Sex</b>	<input type="checkbox"/>	<b>National Origin</b>	<input type="checkbox"/>	<b>Age</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>
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**Type of Complaint: (place checkmark)**

<b>Program</b>	<input type="checkbox"/>	<b>Service</b>	<input type="checkbox"/>	<b>Benefit</b>	<input type="checkbox"/>	<b>Activity</b>	<input type="checkbox"/>
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**Who allegedly discriminated against you?**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**If an organization, what is its name?**

**Name of Organization** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Name of Contact** \_\_\_\_\_

**How were you discriminated against?**

**Dates and times discrimination occurred?**

**Were there any other witnesses to the discrimination?**

<b>Name</b>	<b>Title</b>	<b>Work Phone</b>	<b>Home/Cell Phone</b>

**Have you filed your complaint with anyone else?**

**Who** \_\_\_\_\_

**When** \_\_\_\_\_

**Do you have an Attorney in this matter?**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**When did you acquire the Attorney?** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mail to:**

**Rochester School of the Holy Childhood, Inc. Title VI Coordinator (Director of Quality Assurance and Compliance)**

**100 Groton Parkway, Rochester, New York 14623**

**Phone 585-359-3710 x 137 or**

**Fax 585-359-3722**

**APPENDIX E: Letter Acknowledging Receipt of Complaint**

Date

Name

Address

City, State Zip

Dear Name:

This letter is to acknowledge receipt of your complaint against Rochester School of the Holy Childhood, Inc. 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 at

**Rochester School of the Holy Childhood, Inc. Title VI Coordinator (Director of Quality Assurance and Compliance)**

**100 Groton Parkway, Rochester, New York 14623**

**Phone 585-359-3710 x 137 or**

**Fax 585-359-3722**

Sincerely,

Rochester School of the Holy Childhood, Inc.

Title VI Coordinator (Director of Quality Assurance and Compliance)

**APPENDIX F: Letter Notifying Complainant that the Complaint Is Substantiated**

Date

Name

Address

City, State Zip

Dear Name:

The matter referenced in your letter dated \_\_\_\_\_ against Rochester School of the Holy Childhood, Inc. alleging Title VI violation has been investigated. (An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. (If a hearing is requested, the following sentence may be appropriate.) You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Rochester School of the Holy Childhood, Inc.  
Title VI Coordinator (Director of Quality Assurance and Compliance)

**APPENDIX G: Letter Notifying Complaint that the Complaint Is Not Substantiated**

Date

Name

Address

City, State Zip

Dear Name:

The matter referenced in your complaint dated \_\_\_\_\_ against Rochester School of the Holy Childhood, Inc. 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.

Rochester School of the Holy Childhood, Inc. has analyzed the materials and facts pertaining to your case of evidence of the Department's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been 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 from Rochester School of the Holy Childhood, Inc. and/or (2) file a complaint externally with the U.S. Department of Transportation and/or 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,

Rochester School of the Holy Childhood, Inc.

Title VI Coordinator (Director of Quality Assurance and Compliance)

## **APPENDIX H: Sample of Narrative to be included in Posters to be displayed in Participants Transport Vehicles and Facilities**

Rochester School of the Holy Childhood, Inc.'s Title VI Plan assures full compliance with Title VI of the Civil Rights Act of 1964, the Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that, "no person in the United States shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any government sponsored program or activity receiving federal financial assistance." Other Civil Rights laws prohibit gender discrimination.

Rochester School of the Holy Childhood, Inc. is committed to ensuring that no person is excluded from participation in, denied the benefits of, or be subjected to discrimination in the receipt of its services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964.

If you feel you are being denied participation in or being denied benefits of the services provided by Rochester School of the Holy Childhood, Inc. or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact our Title VI Coordinator (Director of Quality Assurance and Compliance) at (585) 359-3710 x137.



**APPENDIX I: NYSDOT Public Transportation Programs Title VI Investigations, Complaints & Lawsuits Log**

**AGENCY: Rochester School of the Holy Childhood, Inc.**

**TITLE VI COORDINATOR (Director of Quality Assurance and Compliance):**

**E-MAIL:**

**CONTACT: (585) 359-3710 x 137**

**FISCAL YEAR:**

**REPORTING PERIOD** (check appropriate box):

1<sup>st</sup> Half   
(July-December)

2<sup>nd</sup> Half   
(January-June)

Complete Fiscal Year   
(July-June)

1. Were any investigations, lawsuits or complaints filed during this time period?
2. If YES, please provide the following information for each investigation, lawsuit or complaint received during this time period:

Date the investigation, lawsuit or complaint was filed, and summary of the allegation(s) and status if resolved.

3. Based on the investigations, lawsuits or complaints filed during the Fiscal Year, please provide a Status of each allegation. **(Report on separate paper at the end of the Fiscal Year).**

4. Please indicate if or what actions were taken by the sub recipient in response to the investigation, lawsuit or complaint. **(Report on separate paper at the end of the Fiscal Year).**