



# TOWN OF AVON

60 West Main St. Avon, CT 06001-3743  
[www.town.avon.ct.us](http://www.town.avon.ct.us)

**POLICE, FIRE & MEDICAL  
EMERGENCY - 911**

**TOWN MANAGER'S OFFICE**

Tel. (860) 409-4300  
Fax (860) 409-4368

**ASSISTANT TOWN MANAGER**

Tel. (860) 409-4377  
Fax (860) 409-4368

**ACCOUNTING**

Tel. (860) 409-4339  
Fax (860) 677-2847

**ASSESSOR'S OFFICE**

Tel. (860) 409-4335  
Fax (860) 409-4366

**BUILDING DEPARTMENT**

Tel. (860) 409-4316  
Fax (860) 409-4321

**COLLECTOR OF REVENUE**

Tel. (860) 409-4306  
Fax (860) 677-8428

**ENGINEERING DEPARTMENT**

Tel. (860) 409-4322  
Fax (860) 409-4364

**FINANCE DEPARTMENT**

Tel. (860) 409-4346  
Fax (860) 409-4366

**FIRE MARSHAL**

Tel. (860) 409-4319  
Fax (860) 409-4321

**HUMAN RESOURCES**

Tel. (860) 409-4303  
Fax (860) 409-4366

**LANDFILL**

281 Huckleberry Hill Rd.  
Tel. (860) 673-3677

**PLANNING & ZONING**

Tel. (860) 409-4328  
Fax (860) 409-4375

**POLICE DEPARTMENT**

Tel. (860) 409-4200  
Fax (860) 409-4206

**PROBATE**

Tel. (860) 658-3277  
Fax (860) 658-3204

**PUBLIC LIBRARY**

281 Country Club Road  
Tel. (860) 673-9712  
Fax (860) 675-6364

**PUBLIC WORKS**

11 Arch Road  
Tel. (860) 673-6151  
Fax (860) 673-0338

**RECREATION AND PARKS**

Tel. (860) 409-4332  
Fax (860) 409-4334  
Cancellation (860) 409-4365

**REGISTRAR OF VOTERS**

Tel. (860) 409-4350  
Fax (860) 409-4368

**SOCIAL SERVICES**

Tel. (860) 409-4346  
Fax (860) 409-4366

**TOWN CLERK**

Tel. (860) 409-4310  
Fax (860) 677-8428

**TDD-HEARING IMPAIRED**

Tel. (860) 409-4361

The Town of Avon is committed to ensuring that no person is excluded from participation, denied benefits, or otherwise subjected to discrimination under any program or activity, on the basis of race, color, national origin, sex, age, or disability.

The Town of Avon as a recipient of federal financial assistance will ensure full compliance with Title VI of the Civil Rights Act of 1964, as amended, and related statutes and regulations in all Town of Avon programs and activities.

Any person who believes that he or she has been subjected to discrimination or retaliation based on their race, color or national origin may file a Title VI complaint. Complaints may be filed directly to the Town of Avon or to the Federal Funding agency. Complaints must be filed in writing and signed by the complainant or a representative and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaints must be filed within 180 days of the date of the alleged discriminatory act.

To request additional information on the Town of Avon's non-discrimination obligations or to file a Title VI complaint, please submit your request or complaint in writing to:

Town of Avon  
Attention: Alan E. Rosenberg, Title VI Coordinator  
60 West Main Street  
Avon, Connecticut 06001.

Complaint forms can be obtained online at the Town of Avon website:  
[http://www.town.avon.ct.us/Public\\_Documents/AvonCT\\_WebDocs/Civil\\_Rights\\_Act\\_Complaint.pdf](http://www.town.avon.ct.us/Public_Documents/AvonCT_WebDocs/Civil_Rights_Act_Complaint.pdf)

Federal Transit Administration (FTA) Title VI complaints may be filed directly to:  
Title VI Program Coordinator  
East Building, 5th Floor, TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Federal Highway Administration (FHWA) Title VI complaints may be filed directly to:  
Mr. Darren Brown, Investigations & Adjudication Team Director  
FHWA Office of Civil Rights  
1200 New Jersey Avenue, SE, Suite E-81  
Washington, DC 20590

Federal Aviation Administration (FAA) complaints may be filed directly to:  
Nancy Cibic, AGL-9  
FAA Great Lakes Regional Office  
2300 E. Devon Avenue, Room 440  
Des Plaines, IL 60018

If you believe that a US DOT recipient has retaliated against you, immediately contact The Connecticut Department of Transportation Civil Rights Office to investigate your allegation. Filing a complaint with The Connecticut Department of Transportation does not prevent an individual or group from seeking remedy through other sources.

### Who may file a Title VI complaint?

A complaint may be filed by any individual or group that believes that they have been subjected to discrimination or retaliation based on their race color or national origin. The complaint may be filed by the affected party or a representative and must be reduced to writing.

### What information do I include in my complaint?

A signed, written complaint should be filed within 180 days of the date of the alleged discrimination, including:

- Your name, address and telephone number. If you are filing on behalf of another person, include their name, address, telephone number and your relation to that person.
- The name and address of the agency, firm or department you believe discriminated against you.
- Your signature.
- A description of how, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts.
- The names of individuals whom you allege discriminated against you, if you know them.
- The names of any persons, if known, that ConnDOT Division of Contract Compliance could contact for additional information to support or clarify your allegations.

### How can I file a discrimination complaint?

The Town of Avon is responsible for reviews of complaints of discrimination based on race, color or national origin. If you would like more information about the Town of Avon's responsibilities under Title VI, or if you believe that the Town of Avon or one of its subrecipients has discriminated against you or others protected by Title VI, you may file a complaint with us. Complaints filed with the Town of Avon should be directed to:

**Alan E. Rosenberg, Title VI Coordinator, Town of Avon**  
**Dept. of Social Services, 60 West Main Street, Bldg. 5, 2<sup>nd</sup> FL,**  
**Avon, CT 06001, Tel: (860) 409-4346**

**(You may also request information on how to file a complaint directly to the appropriate federal transportation agency)**

## Town of Avon

# Your Rights Under Title VI of the Civil Rights Act of 1964

Title VI  
Title VI

"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." (42 U.S.C. 2000d)

This brochure is designed to assist you to understand your rights under the Title VI of the Civil Rights Act of 1964.

## What is Title VI?

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." (42 U.S.C. Section 2000d).

## Title VI Policy

Pursuant to Title VI of the Civil Rights Act of 1964, the Restoration Act of 1987 and other nondiscrimination authorities, it is the policy of The Town of Avon that discrimination on the ground of race, color or national origin shall not occur in connection with programs or activities receiving financial assistance from the United States Department of Transportation (US DOT).

The Town of Avon will ensure compliance with Title VI in all of its programs and activities whether or not those programs and activities are US DOT funded. These efforts to prevent discrimination will address, but not be limited to, a programs' impact upon access, benefits, services, participation, treatment, contracting opportunities, training opportunities, investigation of complaints, allocation of funds, prioritization of projects and the functions of planning, project development, design, right-of-way acquisition, construction, and research.

## Title VI Compliance

Title VI compliance is a situation where a recipient has effectively implemented all the Title VI requirements or can demonstrate that every good faith effort has been made toward achieving this end.

## USDOT Recipient

A US DOT Federal-aid recipient is any State, territory, possession, political subdivision, instrumentality, public or private agency, organization, entity or individual to whom US DOT assistance is extended either directly or through another recipient.

## Programs Covered

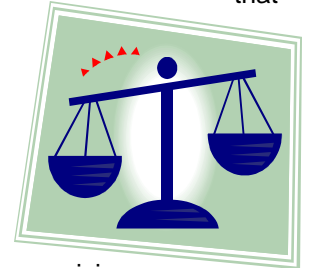
Federally-assisted programs include any US DOT Project, program or activity for the provision of services, financial aid, and other benefits. This includes education or training, work opportunities, health, welfare, rehabilitation, housing or other services, whether provided directly by the recipient or other agents, through contracts or other arrangements with the recipient.

## What discrimination is prohibited by the ConnDOT Title VI Program?

Discrimination under our Title VI program is an act (action or inaction) whether intentional or unintentional, through which a person or group, solely because of race, color or national origin has been otherwise subjected to unequal treatment or impact, under any program or activity receiving financial assistance from US DOT.

In operating US DOT-assisted programs, a recipient cannot discriminate either directly or through contractual or other means by:

- Denying programs services, financial aids, or other benefits;
- Providing different program services, financial aids or other benefits, or providing them in manner different from that provided to others;
- Segregating or separately treating individuals or groups in any matter related to the receipt of any program service, financial aid or benefit;
- Restricting in any way the enjoyment of any advantage or privilege enjoyed by others receiving any program service, financial aid or other benefits;
- Denying person(s) the opportunity to participate as a member of a planning, advisory or similar body;
- Denying person(s) the opportunity to participate in the program through the provision of services, or affording the opportunity to do so differently from those afforded others.



# **YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

## **THE TOWN OF AVON PROHIBITS DISCRIMINATION IN ITS PROGRAMS AND ACTIVITIES**

Title VI of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, or national origin in programs, activities and services receiving federal financial assistance (42 U.S.C. Section 2000d).

Any person who believes that he or she, has been subjected to discrimination prohibited under Title VI of the Civil Rights Act of 1964, may file a discrimination complaint. To obtain additional information about the Town of Avon's Title VI Program or Title VI Complaint process, please go to the Town of Avon's website at:

[http://www.town.avon.ct.us/Public\\_Documents/AvonCT\\_WebDocs/Civil\\_Rights\\_Act\\_Complaint.pdf](http://www.town.avon.ct.us/Public_Documents/AvonCT_WebDocs/Civil_Rights_Act_Complaint.pdf) .

### **Submit inquiries or complaints to:**

**Title VI Coordinator**

**Town of Avon**

**60 West Main Street, Avon, CT 06001**

### **Complaints may also be filed directly with the Federal Transit Administration:**

**Title VI Program Coordinator**

**East Building, 5<sup>th</sup> Floor TCR**

**1200 New Jersey Avenue, SE, Washington, DC 20590**

**Town of Avon  
60 West Main Street  
Avon, CT 06001**

**The Town of Avon**  
**TITLE VI DISCRIMINATION COMPLAINT FORM**

**Complainants Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Were you discrimination against because of:** \_\_Race/ \_\_Color/ \_\_National Origin/ \_\_Other

**Date of the Incident:** \_\_\_\_\_

**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).**

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

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**Explain as clearly as possible what happened and how you were discriminated against. If more space is needed please use the back of the form.**

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**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

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

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

**Address** \_\_\_\_\_

**City, State and Zip Code** \_\_\_\_\_

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

**Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.**

**Signature:** \_\_\_\_\_

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

**Submit your complaint to:**

**Town of Avon**

**Attention: Alan Rosenberg, Title VI, Coordinator**

**60 West Main Street**

**Avon, CT 06001**

*(If you wish to file your complaint directly with the federal transportation agency, please contact this office for information).*