

JCCGCI  
TITLE VI Plan

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## **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."

Sub recipients 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. JCCGCI is a sub recipient of FTA financial assistance through a grant from NYSDOT. This Title VI plan details how JCCGCI incorporates nondiscrimination policies and practices in providing transit services to the ridership we serve.

JCCGCI provides transportation for program clients at Kings County NY. Service is operated to and from day programs as well as for activity trips mid-day. In addition, the residential facilities provide transportation to clients for medical, social, and recreational trips.

## **B. JCCGCI Title VI Plan**

As a sub recipient to NYSDOT receiving Federal Transit Administration Section 5310 and/or 5311 funds, JCCGCI 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 sub recipient, 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 sub recipient does not have a Board.)

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

### **B.1 JCCGCI TITLE VI Policy**

The **Jewish Community Council of Greater Coney Island, Inc.** as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the New York Department of Transportation (NYSDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

For more information on JCCGCI's Title VI program contact:

**Solomon Nadaf - Title VI Coordinator**

JCCGCI

Director of Older Adult Transportation Program

3001 West 37<sup>th</sup> St.

Brooklyn, NY 11224

Phone (718) 449-5000 ext.2438

[s.nadaf@jccgci.org](mailto:s.nadaf@jccgci.org)

## B.2 VI Public Notice

The JCCGCI's Notice to the Public is posted in the following locations:

- Agency website at: [www.JCCGCI.org](http://www.JCCGCI.org)
- Public areas of the agency office (3001 West 37<sup>th</sup> Street Brooklyn NY 11224. Public areas means common area, public meeting rooms, etc.)
- Inside transit vehicles

The JCCGCI 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. JCCGCI 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 JCCGCI.

For information on JCCGCI's Title VI policy or to obtain the Title VI complaint form and procedures visit our website at [www.jccgci.org](http://www.jccgci.org) or contact:

**Solomon Nadaf - Title VI Coordinator**  
JCCGCI  
3001 West 37<sup>th</sup> St.  
Brooklyn, NY 11224  
Phone (718) 449-5000 Ext. 2438  
[s.nadaf@jccgci.org](mailto:s.nadaf@jccgci.org)

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, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590

For information in another language, please contact (718) 449-5000

## B.3 Title VI Complaint Procedures and Complaint Form

The **Jewish Community Council of Greater Coney Island, Inc.** Notice to the Public is posted in the following locations:

- Agency website
- Public areas of the agency office (common area, public meeting rooms, etc.)
- Inside vehicles
- Other, in client intake materials

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.

JCCGCI  
Solomon Nadaf - Title VI Coordinator  
3001 West 37<sup>th</sup> St  
Brooklyn, NY 11224  
Phone (718) 449-5000 Ext. 2438  
s.nadaf@jccgci.org

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

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

1. Acknowledge receipt of the complaint within 10 days (*Appendix C*)
2. Determine if the JCCGCI 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 the JCCGCI 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 JCCGCI 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 JCCGCI 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 JCCGCI at (718)-449-5000.

## B.4 Transit Related Title VI Complaints, Investigations and Lawsuits

The **Jewish Community Council of Greater Coney Island, Inc.** maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

**Reporting Period:**

07/01/21 - 06/30/22

07/01/22 - 06/30/23

07/01/23 - 06/30/24

**Check One:**

There have been no investigations, complaint and/or lawsuits filed against us during the past 3 FY's

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint: race, color, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Complaints</b>				
1.				
2.				
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				

## B.5 Public Involvement Process

### Strategies and Desired Outcomes

#### Public Outreach Activities

JCCGCI primarily serves only clients that have been determined to be eligible for our transit service by DOT. The Funder, as a recipient of federal financial assistance, must comply with all Title VI requirements in the development and delivery of their programs. JCCGCI serves all individuals who are determined by the Funder to be eligible for services, without regard to race, color, or national origin and low-income status.

#### Public Outreach Activities

JCCGCI's program decision-making public involvement is limited to the population that meets the eligibility criteria set by DOT. The Funder is the lead agency for public involvement in the decision-making process with the goal of offering minority and low-income individuals the opportunity to comment on the benefits of the program services being provided with federal financial assistance. The Funder outreach consists of relationship building with agencies and stakeholders (such as community based organizations, older adults' centers, older adults' housing developments and elected officials) that provide services to minority, low income and LEP communities

JCCGCI assists the Funder during open-house events and the enrollment period as well as promoting the Funder's public involvement campaign to a diverse community. Members

#### Summary on Public Involvement Activity

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

Not applicable; JCCGCI is a closed door service provider.

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

## **B.6 Language Assistance Plan**

### **Plan Components**

As a recipient of federal US DOT funding, the **Jewish Community Council of Greater Coney Island, Inc.** takes reasonable steps to ensure meaningful access to our programs and activities by Limited English proficient (LEP) persons. Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English.

The **Jewish Community Council of Greater Coney Island, Inc.** Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

### **#1: LEP Four Factor Analysis**

To determine if an individual is entitled to language assistance and what specific services are appropriate, the **Jewish Community Council of Greater Coney Island, Inc.** has conducted a *Four Factor Analysis*<sup>1</sup> of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

### **Factor 1 – Demography**

Jewish Community Council of Greater Coney Island's Senior Citizen Transportation program services senior citizens aged 60 or older who are of low income, frail and disabled and service area covers Kings County in New York. For purposes of this Language Access Plan (Limited English Proficiency Persons) or LEP customers mean individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. Such persons may be eligible to receive language assistance with respect a particular service, benefit or encounter.

Jewish Community Council of Greater Coney Island, Inc. next looked at the largest language groups. From the U.S. Census Bureau, 2018 American Community Survey information is also available on the specific language groups. This data was used rather than 2023 data because it provided a

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

detailed breakdown of individual languages. The information on languages with more than 5% or 1,000 whichever is less of individuals 60+ years old speaking the language is provided below.

<b>Brooklyn</b>		
	<b>Total</b>	<b>Percent</b>
<b>Total</b>	<b>2,395,734</b>	<b>100.0</b>
Speak only English	1,334,901	55.7
Language other than English	1,060,833	44.3
<b>Language other than English</b>	<b>1,060,833</b>	<b>100.0</b>
Spanish	361,282	34.1
Chinese (incl. Mandarin, Cantonese)	170,433	16.1
Russian	119,593	11.3
Yiddish, Pennsylvania Dutch or other West Germanic languages	93,590	8.8
Haitian	61,071	5.8
Arabic	27,120	2.6
French (incl. Cajun)	23,717	2.2
Urdu	22,178	2.1
Hebrew	21,478	2.0
Bengali	19,442	1.8
Italian	17,669	1.7
Polish	15,412	1.5

### **Factor 2: Frequency**

The Jewish Community Council of Greater Coney Island, Inc. has on staff individuals who speak many of the languages represented in the service area. We were able to assist individuals these languages who have limited English Proficiency through these employees. The Jewish Community Council of Greater Coney Island, Inc. staff often comes into contact with LEP persons who speaks another language. For this reason, Jewish Community Council of Greater Coney Island, Inc. provides key information to relatives or home care aides and has a full set of skills to communicate with clients who lack language skills.

### **Factor 3: Importance**

The Jewish Community Council of Greater Coney Island, Inc. 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, and gain skills in daily living.

### **Factor 4: Resources and Costs**

**Jewish Community Council of Greater Coney Island, Inc.** trains staff on Title VI and language assistance principles as part of its initial training (upon hire). At this point, no additional training costs are incurred with the exception of minor printing/photocopying materials.

## **#2. How Language Assistance Services Are Provided**

If needed, the Jewish Community Council of Greater Coney Island, Inc. would engage the services of a translator for other language assistance needs to provide interpretive services. As needed, key Title VI documents will be translated to Spanish, Russian and Chinese.

The following steps are taken in providing interpretation services to LEP customers:

- **Written Translations:**
  - JCCGCI determines which documents are important and are translated into languages of LEP groups who constitute 5% or 1,000 whichever is less, subject to the four factor test. JCCGCI shall also attach multilingual notices to documents sent to LEP clients asking if they want to have the documents translated in their language if needed.
- **Oral Interpretation:**
  - A written notice of the right to receive free oral interpretation of written materials, in their own language, shall be provided to LEP groups who meet the 5% or 1,000 threshold.
- **Office Notice of Availability of Interpretation/ Translation Services**
  - The agency posts a written notice at all of its worksites informing LEP clients of the Interpretation/ Translation services available. Notices in the most common languages will be posted.
- **Evaluation and Revision Process:**
  - The plan will be evaluated every 3 years. The Language Access contact person (Director of Transportation) shall be responsible for the evaluation and revision of the plan for the LEP clients of the Senior Citizen Transportation Program.
- **Staff Training:**
  - Members of the staff of JCCGC's Senior Citizen Transportation Program (especially those who are in contact with clients) will be trained on the Language Access Plan. The Director of Transportation shall be responsible for providing the training. The training will cover the Plan, the policy and procedure, the application of the developed information and statistical forms and the reporting requirements.
- **Language Access Coordinator or Contact Person**
  - Solomon Nadaf – Director of Older Adult Transportation Program at the Jewish Community Council of Greater Coney Island and will be responsible for:
    1. Coordinating the overall implementation of the Plan
    2. Developing and implementing a training program of the Plan
    3. Developing the policy and procedure regarding the Plan
    4. Maintaining the Plan

## **#3. How LEP Persons Are Informed of the Availability of Language Assistance**

The JCCGCI agency posts a written notice at all of its worksites informing LEP clients of the Interpretation/Translation services available.

## **#4. How the Language Assistance Plan is Updated**

Every three years when the Title VI plan is updated, **Jewish Community Council of Greater Coney Island, Inc.** will update the language assistance plan.

## **#5. How Employees are Trained to Provide Language Assistance**

Jewish Community Council of Greater Coney Island, Inc. 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 needs.

If an employee needs further assistance related to LEP individuals, her/she will work with the Jewish Community Council of Greater Coney Island, Inc. to identify strategies to meet the language needs of the participants of the program or service.

## **Minority Representation Information**

### **A. Minority Representation Table**

**Jewish Community Council of Greater Coney Island, Inc.** has no non-elected committees/councils related to transit.

### **B. Efforts to Encourage Minority Participation**

*The Jewish Community Council of Greater Coney Island, Inc. understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the Jewish Community Council of Greater Coney Island, Inc. encourages participation of all its residents in boards or councils.*

*As vacancies on boards, committees and councils become available, the Jewish Community Council of Greater Coney Island, Inc. will make efforts to encourage and promote diversity with active participation of its residents and their families or guardians.*

## **B.7 Minority Representation on Advisory Boards**

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

## **B.8 Recordkeeping and Reporting**

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

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

## B.9 Plan and Policy Review

The Title VI policy will be disseminated to employees through new employee orientation and periodic email messages. The JCCGCI will review its Title VI Plan at least once every three years to determine if modifications are necessary. The JCCGCI directly operates services and subcontracts the operation of some 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*

<b>Date</b>	<b>Activity</b> (Review-Update-Addendum- Adoption-Distribution)	<b>Person Responsible</b>	<b>Remarks</b>
August 8 <sup>th</sup> , 2018	Adopted and distributed	Rabbi Moshe Wiener - Executive Director	Verified intake materials, postings. Verified all employees received Title VI training and copies of Title VI policy.
August 11 <sup>th</sup> , 2021	Annual review of implementation	Nadiya Ivanovych - Deputy Director	Verified all new employees received training and copies of Title VI policy. Verified intake materials and postings.
August 7 <sup>th</sup> , 2024	Annual review of implementation	Avigail Adler - Program Director	Verified all new employees received training and copies of Title VI policy. Verified intake materials and postings.
January 23 <sup>rd</sup> , 2025	Under review	Elana Malka Panegos – Deputy Director	

### Program Monitoring

The JCCGCI will monitor the effectiveness of the Title VI program through the feedback from clientele, employees, general public and other agencies (NYSDOT, FTA). JCCGCI 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 sub recipient of federal funds, JCCGCI 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 JCCGCI 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, JCCGCI 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 JCCGCI was required to, completed, and included a Title VI equity analysis with this Title VI Plan update.

Did JCCGCI construct, expand or acquired a facility in the past three years?

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

Does JCCGCI plan to construct, expand or acquire a facility in the next three years?

- No.** JCCGCI does not plan to construct, expand or acquire a facility.
- Yes.** JCCGCI plans to (construct, expand or acquire) a facility.

If yes, was a Title VI equity analysis completed?

- 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?

## **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 Board Approval**

JCCGCI Title VI Plan Board Approval

On behalf of the JCCGCI, we the Board have reviewed and adopted the JCCGCI Title VI plan. We the Board 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 JCCGCI 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:** 09/25/2024

**Adopted:** 09/25/2024

**Adopted By:** Board of Directors

**Revised:** N/A

**Adopted By:** N/A

# APPENDIX B: Title VI Complaint Form

## JCCGCI - Title VI and ADA Complaint Form

The **Jewish Community Council of Greater Coney Island, Inc.** Title VI and American's with Disabilities (ADA) Complaint Procedure is made available in the following locations: *(check or list all that apply)*

- Agency website
- Hard copy in the central office

If information is needed in another language, contact (718)449-5000.

<b>Section I:</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
<b>Section II:</b>			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
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
<b>Section III:</b>			
I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Disability Date of Alleged Discrimination (Month, Day, Year): _____ 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. _____ _____ _____ _____			
<b>Section IV</b>			
Have you previously filed a Title VI complaint with this agency?		Yes	No



# APPENDIX C: Letter Acknowledging Receipt of Complaint

## APPENDIX C: Letter Acknowledging Receipt of Complaint

Date

Name

Address

City, State Zip

Dear [Name],

This letter is to acknowledge receipt of your complaint against JCCGCI 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:

**Solomon Nadaf**  
**Director of Older Adult Transportation Program**  
**Jewish Community Council of Greater Coney Island**  
**3001 West 37th Street Brooklyn, NY 11224**  
**Phone 718-449-5000 Ext. 2438**  
**s.nadaf@jccgci.org**

Sincerely,

Solomon Nadaf  
Director of Older Adult Transportation Program

# APPENDIX D: Title VI Complaint Letter of Closure

## Letter Notifying Complainant that the Complaint Is Substantiated

Date  
Name  
Address  
City, State Zip

Dear [Name],

The matter referenced in your letter dated \_\_\_\_\_ JCCGCI alleging Title VI and/or ADA violation has been investigated. (An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964 and/or the Americans with Disabilities Act of 1990, 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,

Solomon Nadaf  
Director of Older Adult Transportation Program

## APPENDIX E: Letter Notifying Complaint and that the Complaint Is Not Substantiated

Date  
Name  
Address  
City, State Zip

Dear [Name],

The matter referenced in your complaint dated \_\_\_\_\_ against JCCGCI 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.

JCCGCI 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 ARC XVI Fort Washington, 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,

Solomon Nadaf  
Director of Older Adult Transportation Program  
Jewish Community Council of Greater Coney Island  
3001 West 37th Street Brooklyn, NY 11224  
Phone 718-449-5000 Ext. 2438  
s.nadaf@jccgci.org

## **APPENDIX F: Title VI Notice to the Public**

The **Jewish Community Council of Greater Coney Island, Inc.** Notice to the Public is as follows:

## Notifying the Public of Rights Under Title VI

# THE JEWISH COMMUNITY COUNCIL OF GREATER CONEY ISLAND, INC.

- ✓ The **Jewish Community Council of Greater Coney Island, Inc.** 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 under Title VI may file a complaint with the **Jewish Community Council of Greater Coney Island, Inc.**

For more information on the **Jewish Community Council of Greater Coney Island, Inc.** civil rights program, and the procedures to file a complaint, contact (718)-449-5000 or email [complaints@jccgci.org](mailto:complaints@jccgci.org). For more information on how to contact Jewish Community Council of Greater Coney Island, Inc. to find out about civil rights, visit [www.jccgci.org](http://www.jccgci.org).

- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

### **If information is needed in another language, contact (718)-449-5000.**

- *Si se necesita informacion en otro idioma de contacto, (718)-449-5000.*
- Если вам нужна информация на другом языке, позвоните (718) 449-5000.
- Si necesita informacion en otra idioma, llame a (718) 449-5000.
- Nëse keni nevojë për informacion në një gjuhë tjetër, telefononi (718)449-5000.
- Εάν χρειάζεστε πληροφορίες σε άλλη γλώσσα, καλέστε (718)449-5000.
- Tí o ba nilo alaye ni ede miiran, pe (718) -449-5000.
- যদি আপনি অন্য ভাষায় তথ্য প্রয়োজন, কল (718)-449-5000
- Si vous avez besoin d'informations dans une autre langue, appelez le (718) 449-5000.
- اگر آپ کو دوسری زبان میں معلومات کی ضرورت ہو تو، کال (718)-449-5000.
- Jeśli potrzebujesz informacji w innym języku, zadzwoń (718)449-5000.
- Se hai bisogno di informazioni in un'altra lingua, chiama (718) 449-5000.
- 如果您需要其他语言的信息，请致电 (718) 449-5000。
- 如果您需要其他語言的信息，請致電 (718) 449-5000。
- Si w bezwen enfòmasyon nan yon lòt lang, rele (718) 449-5000.
- إذا كنت بحاجة إلى معلومات بلغة أخرى، فاتصل برقم 7184495000.
- אם אתה זקוק למידע בשפה אחרת, התקשר למספר 718-449-5000.
- אויב איר דארפן אינפארמאציע אין אן אנדער שפראך, רופן 718-449-5000