



Commonwealth of Puerto Rico
Estado Libre Asociado de Puerto Rico
Municipality of / Municipio de Añasco
Collective Transportation Office
Oficina de Transporte Colectivo



P.O. Box 1385 • Añasco, Puerto Rico 00610 • Tel: (787) 826-9999 ó (787) 826-3100 Ext.2604
E-mail: jvelez@anasco.gobierno.pr

Title VI Policy Statement and Authorities

The Municipality of Añasco is committed that no person shall, on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964, the Federal Register; U.S. Department of Transportation 23; Code of Federal Regulation (CFR), Part 200.9 and 49 CFR, Parts 21, 26 and 27, Part V dated December 6, 2000; and,

Whereas the Municipality of Añasco administers programs of the U.S. DOT and abides by U.S. DOT 23 and 49 CFR Parts 200.9 and 21, 26, and 27, respectively, will include Title VI language in all written agreements and will monitor for compliance.

The Transportation Program Director of the Municipality of Añasco will be responsible for initiating and monitoring Title VI activities preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not.

Overview of Services

The Municipality of Añasco's Transportation Program is a local transportation program that operates a fixed route service, actually with three routes, a demand response ADA Paratransit service, and enhanced mobility of seniors and individuals with disabilities under Section 5310.



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Complaint Policy and Procedures

The Añasco Transportation Program shall have in effect the complaint process noted below, which incorporates the elements of due process. The complaint procedures apply to the beneficiaries of the Municipality of Añasco's programs and activities, including but not limited to: the public, contractors, sub-contractors, consultants, employees, and other sub-recipients of federal and state funds.

If any individual, group, individuals, or entity believes that they or any other program beneficiaries have been subjected to discrimination prohibited by Title VI nondiscrimination provision as a recipient of benefits and services, or on the grounds of race, color, national origin, or sex, they may exercise the right to file a complaint with the Municipality of Añasco. Every effort will be made to resolve complaints informally at the agency, recipient, and contractor levels.

These procedures cover all complaints regarding Añasco's programs or activities filed under Title VI of the Civil Rights Act of 1964 or 49 CFR 21, "Nondiscrimination in the Federally-Assisted Programs of the United States Department of Transportation."

Measures that will be taken to resolve Title VI complaints

1) A formal complaint must be filed within 180 days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative and will include the complainant's name, address, and telephone number; the name of the alleged discriminating official; the basis of the complaint (race, color, national origin), and the date of the alleged act(s).

A statement detailing the facts and circumstances of the alleged discrimination must accompany all. The Municipality encourages the use of the attached Title VI Complaint Form when filing official complaints.

The preferred method is to file your complaint in writing using the Title VI Complaint Form and send it to:



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Mr. Johnny Vélez Badillo
Coordinator Title VI
Mrs. Jenniffer Rosario Rivera
Mayor's Assistant
Municipality of Añasco
72, 65 Infantería St.
Box 1385, Añasco, PR 00610
787-826-9999
jvelez@anasco.gobierno.pr,
jrosario@anasco.gobierno.pr

2) If a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the County's Title VI Coordinator will assist the Complainant in converting the verbal allegations to writing.

3) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the Complainant within ten (10) days by registered mail.

4) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided 60 business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

A complaint may be dismissed for the following reasons:

1. The Complainant requests the withdrawal.
2. The Complainant fails to respond to repeated requests for additional information needed to process the complaint.
3. The Complainant cannot be located after a reasonable time.

5) Within 15 business days from receipt of a complete complaint, the Añasco municipality will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Title VI Coordinator or her authorized designee will notify the



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Complainant and Respondent by registered mail, informing them of the disposition.

1. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.
 2. If the complaint is to be investigated, the notification shall state the grounds of the Municipality's jurisdiction while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6) When the Municipality does not have sufficient jurisdiction, the Title VI Coordinator or her authorized designee will refer the complaint to the appropriate State or Federal agency holding such. 5. The Title VI Coordinator will request and review any comments or recommendations from the municipality's legal counsel.
- 7) If the complaint has investigative merit, the Title VI Coordinator or her authorized designee will thoroughly investigate. A complete investigation will be conducted, and an investigative report will be submitted within 60 days of receiving the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed, the Title VI Coordinator will notify the proper authorities, and an extension will be requested.
- 8) The Title VI Coordinator or her authorized designee will issue letters of finding to the Complainant and Respondent within 90 days from receipt of the complaint.
- 9) If the Complainant is dissatisfied with the Municipality of Añasco's resolution of the complaint, he or she has the right to file a complaint with the:

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



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FTA Complaint procedures can also be found on the FTA website at: www.fta.dot.gov. (<http://www.fta.dot.gov/>) These procedures are also outlined in FTA Circular 4702.1A, Chapter IX.

The Puerto Rico Department of Transportation Highways and Transportation Authority PRHTA- of which the Municipality of Añasco is a subrecipient in several FTA funds, will be notified of any complaint filed at the Municipality of Añasco involving Title VI issues as of any resolution.

The Municipality of Añasco's Transportation Program maintains a list or log of all Title VI investigations, complaints, and lawsuits pertaining to its transit-related activities.

There have been no complaints, investigations, or lawsuits in the past three years.

This policy was adopted at an extraordinary Municipal Legislature meeting held on December 8, 2022, at Añasco, Puerto Rico, under Ordinance No. 05-A, Series 2022-2023.



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TITLE VI COMPLAINT FORM

This form may be used to file a complaint with the Municipality of Añasco on the basis of race, color, or national origin violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint.

The Municipality of Añasco 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 provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator by calling or writing: 787-826-9999, Mr. Johnny Vélez Badillo, jvelez@anasco.gobierno.pr, jrosario@anasco.gobierno.pr.

Name of Claimant: _____

Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Individual(s) discriminated against, if different than above (use additional pages if needed).

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Please explain your relationship with the individual(s) indicated above: _____



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Name of agency and department or program that discriminated:

Agency or department name: _____

Name of Individual (if known): _____

Address: _____

City: _____ State: _____ Zip: _____

Date(s) of alleged discrimination:

Date discrimination began _____ Last or most recent date _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

- ____ Race
- ____ Color
- ____ National Origin

Explain:

Please explain what happened as clearly as possible. Provide the name(s) of witness (es) and others involved in the alleged discrimination. (Attach additional sheets if necessary and provide a copy of written material pertaining to your case).

Sign: _____

Date: _____

Note: The Municipality of Añasco prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in an action to secure rights protected by policies of the Municipality. Please inform the Title VI Program Coordinator if you feel you were intimidated or experienced perceived retaliation in relation to filing this complaint.