

Eastern Connecticut Transportation Consortium, Inc (ECTC)  
601 Norwich New London Tpke, Suite 1  
Uncasville, CT 06382  
Tel: 860-848-5910 Fax: 860-848-5917

## TITLE VI COMPLAINT FORM

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### *How can I file a discrimination complaint?*

If you believe a United States Department of Transportation (USDOT) recipient has discriminated against you or others protected by Title VI of the Civil Rights Act of 1964, you may file a complaint.

Complaints filed with ECTC should be directed to:  
**John Roode III, Title VI Coordinator or Sandra Odgers, Associate Title VI Coordinator**  
ECTC Inc.  
601 Norwich New London Tpke, Suite 1  
Uncasville CT 06382

### Section I:

Complainant Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Accessible Format Requirements?  Large Print  Audio Tape  TDD  Other

*If other, please specify* \_\_\_\_\_

### Section II:

Are you filing this complaint on your own behalf?  Yes  No *If you answered Yes, please proceed to Section III.*

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.  Yes  No

### Section III

For Federal Transit Administration (FTA) Complaints –  
Discrimination based on: Race Color National Origin

Please provide the date(s) and location(s) of the alleged discrimination, and 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, how you feel you were discriminated against and who was involved. Please include how other persons were treated differently from you.

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### Section IV

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes  No If yes, please provide contact information for a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Court: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

## Section V

Name of the agency complaint is against: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*You may use additional sheets of paper if necessary.  
Please include any written materials pertaining to your complaint.*

Any person who believes they have been discriminated against on the basis of race color, or national origin by the Eastern Connecticut Transportation Consortium, Inc (ECTC), or one of the ECTC's sub contracts, may file a Title VI complaint. Complaints must be filed, in writing, no more than 180 day(s) from the date(s) of the alleged incident, or the date when the person(s) became aware of the alleged discriminatory action.

All Title VI complaints filed directly with the ECTC will be referred to the ECTC's Title VI Coordinator. Complaints must be in writing, signed by the complainant or a representative, and include the complainants name, address, and telephone number, or other means by which the complainant may be contacted. Complaints shall explain as fully as possible the facts and circumstances surrounding the alleged discriminatory action, and identify the individual(s) and/or organization(s) responsible for the alleged discriminatory action. In cases where the complainant is assisted in converting an oral complaint into a written complaint, the complainant is required to sign the written complaint. All discrimination complaints will be acknowledged in writing. Complaints received by telephone will be reduced to writing and provided to the complainant for confirmation, revision, and signature before processing.

The Title VI designee or the individual receiving the written complaint will review the complaint to ensure that the required information is provided, the complaint is timely, and is written within the appropriate jurisdiction. The complaint will be accepted unless it is withdrawn, not filed within the allowed time period, or the complainant fails to provide required information after a written request for omitted/additional information.

In addition to filing a Title VI complaint with the ECTC, a Title VI complaint may also be filed directly with the Federal Transit Administration (FTA) or the CT Department of Transportation at the addresses listed below.

**Filing a complaint with ECTC:**

**John Roode III, Title VI Coordinator or -Sandra Odgers, Associate Title VI Coordinator  
ECTC Inc.  
601 Norwich New London Tpke, Suite 1  
Uncasville CT 06382**

**Filing a complaint with CTDOT:**

**Connecticut Department of Transportation  
Attention: Debra Goss, Title VI Coordinator  
2800 Berlin Turnpike  
Newington, Connecticut 06111  
Email: [Debra.goss@ct.gov](mailto:Debra.goss@ct.gov)**

**Federal Transit Administration (FTA) Title VI complaints may be filed directly to:**

**FTA Office of Civil Rights  
1200 New Jersey Avenue, SE  
Washington, DC 20590**