

TOWN OF CORNING

TITLE VI PLAN for FTA and FHWA PROGRAM

POLICY STATEMENT

As a recipient of federal and state funds, the Town of Corning is subject to the requirements and provisions of Title VI of the Civil Rights Act of 1964, as amended. Non-compliance with this mandate can affect federal financial assistance.

Title VI of the Civil Rights Act of 1964, as amended, and related statutes and regulations require that no person in the United States shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Town of Corning receives Federal financial assistance.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "program or activity" to include all programs or activities of Federal Aid recipients, sub-recipients, and consultants, whether such programs and activities are federally assisted or not.

The Town of Corning assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. The Town of Corning Supervisor or his/her designee is responsible for monitoring Title VI activities for the Town of Corning.

Under Title VI, any person has the right to file a formal complaint if he or she believes they have been aggrieved by a discriminatory practice under any program or activity provided by the Town, on the basis of race, color, national origin, sex, age, or disability.

In the event that the Town of Corning distributes federal aid funds to another government entity, it will include Title VI language in all written agreements and will monitor for compliance.

Date: _____

Jennifer L. Tuttle, Supervisor

TITLE VI ASSURANCES

A copy of the Town of Corning's Title VI Assurances Statement is attached as Appendix A. The Assurances Statement reflects the Town's commitment to comply with Title VI of the Civil Rights Act of 1964, as amended, and the Town's policy to ensure equal opportunity and to prevent and eliminate discrimination. The Town of Corning shall submit its Title VI Certification and Assurances whenever the Town accepts funding from the Federal government.

APPOINTMENT AND RESPONSIBILITIES OF TITLE VI COORDINATOR

The Town of Corning Town Council has designated the Town Supervisor as the Title VI Coordinator for the Town of Corning. The Title VI Coordinator is responsible for initiating, monitoring, and ensuring the Town of Corning's compliance with Title VI requirements as follows:

1. Ensure that the Town's Title VI Policy Statement is posted according to the procedures outlined in this document so that the appropriate notice is provided to the general public;
2. To review the Town's Title VI Program annually to determine that it is up to date, and to make any recommendations for changes to the document to the Town Council to ensure that it remains up to date;
3. To keep such records and timely file such reports as required to comply with Title VI requirements;
4. To process, review and investigate Title VI complaints received by the Town in accordance with the Complaint Procedure established in this document.

The contact information for the Town's Title VI Coordinator is available on the Town website: "www.townofconringny.gov."

TITLE VI COMPLAINT PROCEDURES

In order to comply with Title VI and all pertinent laws and regulations associated with Title VI, the Town of Corning provides the following complaint procedures for any individual who believes they have been subjected to discrimination under any program or activity provided by the Town of Corning. These procedures do not deny the right of the complainant to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination.

1. Complete and Submit Complaint Form: In order to allow the Town of Corning to investigate an incident or alleged discrimination under Title VI, the individual who believes they may have been subjected to discrimination must complete and file a Complaint Form.

(A copy of the Complaint Form is attached as Appendix B of this document, and can also be found on the Town of Corning website at www.townofcorningny.gov) The Complaint Form must be completed fully, and mailed or delivered to:

Town of Corning Supervisor

25 South Elm Street Corning, NY 14830

Only complaints of incidents that allegedly occurred within 180 days from the receipt of the complaint form will be reviewed. If assistance is needed to complete the Complaint Form, individuals may contact the Town of Corning Supervisor at (607) 936-6114 x5

2. Review of Complaint Form: Upon receipt, the Complaint Form will be reviewed to determine if the Town has jurisdiction to review the alleged act of discrimination. A letter acknowledging receipt of the complaint will be mailed within ten (10) business days.

3. Investigation: The Town of Corning shall make every effort to address all complaints in an expeditious and thorough manner. If more information is needed to resolve the case, the Town may contact the complainant. A complainant's failure to provide the requested information may result in the administrative closure of the complaint.

A case may also be administratively closed if the complainant informs the Town that he/she no longer wishes to pursue their case.

4. Informing Complainant of the Results of the Investigation: The Town of Corning shall send a final written response letter to the complainant. If the complainant is notified that their complaint is not substantiated, the complainant shall also be advised of his or her right to:

a.) Submit an appeal within seven calendar days of receipt of the final written decision from the Town of Corning,

and/or

b.) File a complaint externally with the applicable State or Federal agency.

The Town shall keep a log of all complaints under Title VI, including the date that the complaint was filed, a summary of the allegations(s), the status of the investigation, and actions taken by the Town in response to the complaint.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Title VI of the Civil Rights Act of 1964 and Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency" require the Town of Corning to take

reasonable steps to ensure meaningful access to the benefits, services, information and other important portions of its' programs and activities for individuals who are Limited English Proficient (LEP) by developing a Limited English Proficiency Plan.

LEP populations are people for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. LEP populations included both people who report to the U.S. Bureau of Census that they do not speak English well and people who report that they do not speak English at all.

A copy of the Town of Corning's Limited English Proficiency (LEP) Plan is available from the Title VI Coordinator.

AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

The Americans with Disabilities Act (ADA) Transition Plan reflects the Town of Corning's long-term commitment to ADA compliance, and details the stages of the Town of Corning's plan and timeline for:

(1) evaluating accessibility by identifying any structural barriers associated with public facilities;

(2) identifying accommodations and/or modifications that can be provided to make programs and services accessible; and

(3) prioritizing the remediation of any deficiencies and formulating a budget and schedule for those improvements.

The Draft ADA Transition Plan will be revised and updated as the steps of the Plan are completed. A copy of the Town of Corning's ADA Transition Plan is available from the Title VI Coordinator.

STAFF TRAINING

Initial training of all employees that interact with members of the public has been conducted in Fall 2025 and thereafter annual training will be conducted to remind employees of the Town of Corning's policy statement, and of their Title VI responsibilities in their daily work activities. Title VI compliance information shall be disseminated to all new employees at time of hire via the new employee orientation process.

The following components will be included in the training:

Title VI Non-Discrimination Policy and LEP and ADA guidelines
Description of language assistance services offered to the public
General overview of Title VI complaint process

All contractors or subcontractors performing work for the Town of Corning will be required to follow the Title VI/LEP guidelines.

TITLE VI INFORMATION DISSEMINATION

Copies of the Town of Corning's Title VI Notice to the Public (Appendix C) shall be prominently and publicly displayed in the Town of Corning's facilities. The name of the Title VI Coordinator and the Title VI Plan is available on the Town of Corning website, at www.townofcorningny.gov.

Additional information relating to the Town's nondiscrimination obligation can be obtained from the Town of Corning Supervisor's Office.

COMMUNITY OUTREACH/ENVIRONMENTAL JUSTICE

The last Census data shows that the Town of Corning has a very small minority population and a substantial low-income population. The Town of Corning is committed to Environmental Justice principles to ensure the full and fair participation by all potentially affected communities in the transportation decision making process and to avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.

Public involvement in the area of Environmental Justice will be achieved through community outreach measures that assure the meaningful involvement of all citizens, including minority and low-income populations.

As an agency receiving federal financial assistance, The Town of Corning makes the following community outreach efforts to provide information and to allow citizens to share their perspectives with and provide input to Town of Corning policy makers:

- The public is invited to attend and participate in the Town administrative process through notices in newspapers throughout the Town.
- Public meetings and Hearings are held at accessible locations that facilitate access and participation by all members of the community.
- Official meeting minutes are kept and are made available to the public on the Town's website.
- Written correspondence to the Legislature is reviewed by the Town of Corning Town Council members monthly and made part of the official record of the Legislature.

- This Title VI Policy Statement was adopted by Resolution at the meeting open to the public pursuant to Executive Order issued on 09/28/2020.
- Title VI statements are posted in all Town facilities for public viewing.
- The Town of Corning has a user friendly website to enhance community relations efforts.
- The Town of Corning's Title VI plan is available to the community on the Town's website.

MEMBERSHIP OF NON-ELECTED COMMITTEES AND COUNCILS

The Town of Corning does not have a non-elected transit related advisory council at this time.

TITLE VI EQUITY ANALYSIS

The Town of Corning does not have transit-related facilities.

SERVICE STANDARDS

Background

FTA requires all fixed route transit providers of public transportation to develop quantitative standards for the following indicators. Individual public transportation providers will set these standards; therefore, these standards will apply to each individual agency rather than across the entire transit industry. The Town of Corning does not offer public transportation at this time.

TITLE VI

Notice to the Public

The Town of Corning hereby gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination

under any program or activity for which the Town of Corning receives Federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the Town of Corning. Any such complaint must be in writing and filed with the Town's Title VI Coordinator within 120 days from the date of the alleged discriminatory occurrence. For more information or instructions on how to file a discrimination complaint, or to obtain a Title VI Complaint Form, contact:

Town of Corning Supervisor

25 S. Elm Street

Corning, NY 14830

supervisor@townofcorningny.org

(607) 936-6114 x 5