

Town of Shelter Island TITLE VI Plan

Date Adopted: November 18, 2025

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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."

Subrecipients 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. Town of Shelter Island is a subrecipient of FTA financial assistance through a grant from NYSDOT. This Title VI plan details how Town of Shelter Island incorporates nondiscrimination policies and practices in providing transit services to the ridership we serve.

Town of Shelter Island provides transportation for our senior clients and individuals with disabilities. Transportation service is provided to and from our senior programs, our nutrition program as well as the supermarket, bank, post offices, etc as needed. In addition, the Senior Center provides transportation to clients for medical, social, shopping and recreational trips.

B. Town of Shelter Island TITLE VI PLAN

As a subrecipient to NYSDOT receiving Federal Transit Administration Section 5310, Town of Shelter Island 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 subrecipient, 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 subrecipient does not have a Board.)

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

B1. Town of Shelter Island TITLE VI Policy

The Town of Shelter Island commits to comply with Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on 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" (Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.). This requirement is included in the Section 5310 agreement between Town of Shelter Island and NYSDOT and third-party contractors.

For more information on Town of Shelter Island's Title VI program contact:

Title VI Coordinator

Town of Shelter Island
Town Attorney
38 North Ferry Road
P.O.Box 970
Shelter Island, New York 11964
+1.631.749.0027
townattorney@shelterislandtown.gov

B2. Title VI Public Notice

The Town of Shelter Island's Notice to the Public is posted in the following locations:

- Agency website at: www.shelterislandtown.gov
- Public areas of the agency office (name of office or address. Public areas means common area, public meeting rooms, etc.)
- Inside transit vehicles

A sample of the notice posted is shown on the next page.

The Town of Shelter Island 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. AGENCY NAME 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 Town of Shelter Island.

For information on Town of Shelter Island's Title VI policy or to obtain the Title VI complaint form and procedures visit our website at www.shelterislandtown.gov. Or contact:

Title VI Coordinator
Town of Shelter Island
Town Attorney
38 North Ferry Road
P.O.Box 970
Shelter Island, New York 11964
+1.631.749.0027
townattorney@shelterislandtown.gov

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, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590

For information in another language, please contact the Title VI Coordinator.

Si necesita información en otra idioma, por favor contacto 631-749-0027.

B3. Title VI Complaint Procedures and Complaint Form

The Town of Shelter Island's Title VI Complaint Procedure is available in the following locations:

- Agency website at: www.shelterislandtown.gov
- Hard copy in the central office
- In client intake materials
- Other: Town Attorney's Office, Human Resources Department

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.

Town of Shelter Island
Title VI Coordinator
Town of Shelter Island
Town Attorney
38 North Ferry Road
P.O.Box 970
Shelter Island, New York 11964
+1.631.749.0027
townattorney@shelterislandtown.gov

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

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

1. Acknowledge receipt of the complaint within 10 days (*Appendix C*)
2. Determine if the Town of Shelter Island 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 Town of Shelter Island 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 Town of Shelter Island 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 Town of Shelter Island 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 Town of Shelter Island at 631-749-0027.

Si se necesita informacion en otro idioma por favor contacto, at 631-749-0027.

B4. Transit Related Title VI Complaints, Investigations and Lawsuits

The Town of Shelter Island maintains a log of all Title VI complaints, investigations, and lawsuits pertaining to its transit-related activities since the last Title VI plan update. (Do not include the complainant name. A case number is preferable.)

Reporting Period: **2022**

2023

2024

Check One:

There have been no investigations, complaints and/or lawsuits filed against Town of Shelter Island during the reporting period.

There have been investigations, complaints and/or lawsuits filed against Town of Shelter Island. *See list below.*

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin)	Status (open/closed)	Disposition (finding/no finding)
Complaints				
1.				
2.				
3.				
Investigations				
1.				
2.				
3.				
Lawsuit				
1.				
2.				
3.				

B5. Public Involvement Process

Strategies and Desired Outcomes

Town of Shelter Island is required to develop and implement a Public Participation Plan (PPP). This document describes the proactive strategies, procedures, and desired outcomes that underpin our organization's public participation activities. The determination of how specific public participation activities should take place, and which specific measures are most appropriate is based on the following:

- A demographic analysis of the persons Town of Shelter Island serves and/or are eligible to receive services.
- The type of transportation program and/or service Town of Shelter Island provides.
- The resources available to Town of Shelter Island for public outreach.

Effective public involvement is a key element to involving the public in Town of Shelter Island's transit service decision making process. This Public Involvement Process describes how Town of Shelter Island will disseminate vital agency information and engage the public in the decision-making process. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective public involvement methods for a given project or population.

Public Outreach Activities

In efforts to involve minority and limited English proficient (LEP) populations in the planning process and to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in Town of Shelter Island's decision-making process, Town of Shelter Island implements early, frequent and continuous engagement for public involvement. The engagement methods includes and are not limited to:

1. Post public involvement notifications on transit vehicles, Town of Shelter Island building, and on the Town of Shelter Island website.
2. Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
3. Meeting materials will be available in a variety of predetermined formats and language(s) to serve diverse audiences.
4. Provide professional interpreters in the language(s) spoken by the targeted LEP population(s).

Summary on Public Involvement Activity

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

Event Name	Date (Month, Day, Year)	Brief Description of Event Purpose	Summary of Attendance
Nutrition Program	2x per week	Meals for participants age 60 and older	Approx. 30/day
Silver Circle	1x per week	Social group for older adults	15-20/day
Regular Programming	5x per week	Art Classes, games, movement classes	Approx. 25/day
Special Programming	2x per month	Day trips organized by the Senior Center	10-15/program
Home Delivered Meals	3x per week	Program available to frail, disabled, and homebound residents age 60 and older	22/day
Green Expo	8/23/2025	Outreach outlining Town's initiatives	100-125
Farmers Market	Weekly during Summer months	Information booth	600/day

B6. Language Assistance Plan

Language Assistance Plan Components

Limited English Proficient (LEP) persons are people for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. To comply with the FTA Title VI requirement on nondiscrimination based on national origin, as it affects limited English proficient persons, Town of Shelter Island will take reasonable steps to ensure meaningful access to our programs and activities by LEP persons. The Town of Shelter Island's Language Assistance Plan considers the following factors:

1. A number or proportion of the LEP population(s) specifically served or that could be served by Town of Shelter Island transit service.
2. The frequency with which LEP persons come into contact with Town of Shelter Island.
3. The nature and importance of Town of Shelter Island transit services to LEP population(s).
4. The resources available for LEP outreach and how employees are trained to provide language assistance to LEP persons.

LEP Four Factor Analysis

To determine what the specific languages are spoken in our transit service area and to determine what language services are appropriate for the LEP population, the Town of Shelter Island has conducted a Four Factor Analysis : (1) Demography, (2) Frequency, (3) Importance, and (4) Resources and costs.

Factor 1–Demography | Number or proportion of the LEP population(s), specifically served or could be served by Town of Shelter Island transit service.

The first step to considering the development of a Language Assistance Plan is to examine our transit services and our experiences with LEP individuals, who specifically use our transit services and determine the breadth and scope of the LEP preferred language services that were needed in providing the specific transit services.

Town of Shelter Island assessed the oral language needs of the clients who specifically receive our transit services. Most of our direct clients have good verbal communication ability and or have good verbal language comprehension levels. Town of Shelter Island has staff available to provide oral interpretation if needed using our Language Line Solutions. Our agency emphasizes communication with all clients. Communication is important to provide client dignity and for effective treatment plans or activities. Since the last Title VI plan update, Town of Shelter Island has not had to provide a transit service to our client, in another language.

Factor 2–Frequency | Frequency with which LEP people come in contact with Town of Shelter Island

The Town of Shelter Island' staff, during the intake process, is able to identify non-English speaking clients with whom we have frequent contact; and therefore, have staff available to provide oral interpretation or alternatively to use Language Line Solutions if needed. Since the last Title VI plan update, Town of Shelter Island has not had to provide our client and the guardian with assistance in another language.

Factor 3–Importance | Importance of the service to clients who need language assistance

The Town of Shelter Island's services are beneficial to the lives of its clients. The Town of Shelter Island has taken positive steps at the intake process to identify non-English speaking clients with whom we have regular contact. Therefore, the Town of Shelter Island has staff available to provide oral interpretation or alternatively to use Language Line Solutions as needed thus ensuring the importance of our client services be communicated to all clients in a language other than English. Since the last Title VI plan update, Town of Shelter Island has not had to provide our client with assistance in another language.

Factor 4 Resources and Costs | Resources available and employee training

During new employee orientation, Town of Shelter Island provides the principles on Title VI and language assistance with an emphasis that the client's guardians are protected under Title VI and LEP. Our employees obtain language assistance training to continue to meet the needs of our clientele and the LEP individual. Town of Shelter Island has adequate resources to provide employee training. Oral interpretation for the client's parent or guardian is provided at no cost to the client.

Implementing the Language Assistance Plan

As a result of the four-factor analysis, a Language Assistance Plan is not required. However, reasonable attempts will be made to accommodate any persons encountered who require written translation or oral interpretation services by using Language Line Solutions. The Language Assistance Plan will be monitored annually for any language assistance change. If no

change occurs, the Language Assistance Program will at a minimum be updated during the Title VI plan update.

B7. Minority Representation on Advisory Boards

Town of Shelter Island has no transit-related, non-elected committees or advisory councils.

Efforts to Encourage Minority Representation on Boards and Committees

The Town of Shelter Island understands diverse representation on committees, councils and boards results in sound policy reflective of its entire service area. As such, the Town of Shelter Island encourages participation of all its clientele/patrons and interested parties on boards, committees or councils.

As vacancies on boards, committees, and councils become available, the Town of Shelter Island will make efforts to encourage and promote diversity with active participation of clientele/patrons, community organizations and interested parties. Town of Shelter Island contacts advocates of the minority community, such as organizations that serve minority communities and leaders to garner interest in participating onboards, committees or councils.

B8. Recordkeeping and Reporting

Town of Shelter Island 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.

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

B9. Plan and Policy Review

The Title VI policy will be disseminated to employees through new employee orientation and periodic email messages. The Town of Shelter Island will review its Title VI Plan at least once every three years to determine if modifications are necessary. The Town of Shelter Island directly operates 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

Date	Activity (Review-Update-Addendum- Adoption-Distribution)	Person Responsible	Remarks
March 15, 2022	Adopted and distributed	Town Attorney	Verified intake materials, postings. Verified all employees received Title VI copies of Title VI policy.
March 13, 2023	Annual review of implementation	Town Attorney	Verified all new employees received copies of Title VI policy. Verified intake materials and postings.

Date	Activity (Review-Update-Addendum- Adoption-Distribution)	Person Responsible	Remarks
March 12, 2024	Annual review of implementation	Town Attorney	Verified all new employees received copies of Title VI policy. Verified intake materials and postings.
November 10, 2025	Updated plan, adopted and distributed	Human Resources	Verified all employees received copies of Title VI policy. Verified intake materials, postings

Program Monitoring

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

Did Town of Shelter Island construct, expand or acquired a facility in the past three years?

- No.** Town of Shelter Island has not constructed, expanded or acquired a facility.

- Yes.** Town of Shelter Island did construct, expand or acquire a facility and completed a Title VI equity analysis to compare the equity impacts of various siting alternatives.

Does Town of Shelter Island plan to construct, expand or acquire a facility in the next three years? (*check the box next to the appropriate response below*)

- No.** Town of Shelter Island does not plan to construct, expand or acquire a facility.
- Yes.** Town of Shelter Island 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 ____**.
- No.** A Title VI equity analysis was not completed.

If no, when will the Title VI equity analysis be completed?

C. 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

Town of Shelter Island Title VI Plan Board Approval

On behalf of the Shelter Island Town Board, we the Board have reviewed and adopted the Town of Shelter Island 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 Town of Shelter Island 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: March 15, 2022

Adopted: March 15, 2022

Adopted By: Shelter Island Town Board

Revised: November 18, 2025

Adopted By: Shelter Island Town Board

APPENDIX B: Title VI Complaint Form

Town of Shelter Island Title VI and ADA Complaint Form

Section I:				
Your Name:				
Address:				
Telephone (Home):			Telephone (Work/Mobile):	
Email Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
<i>*If you answered "yes" to this question, go to Section III.</i>				
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
Section III:				
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): _____				
Agency name complaint is against: _____				
Location of where the alleged discrimination occurred:- _____				
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.				

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, check all that apply:

Federal Agency: _____

Federal Court: _____

State Court: _____

State Agency: _____

Local Agency: _____

Provide information for the contact person at the agency/court where the complaint was filed.

Name and Title:

Agency:

Address:

Telephone:

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

Signature and date required below.

Signature

Date

Please submit this form by mail, email or in person to the address below.

Town of Shelter Island
Title VI Coordinator
Town Attorney
38 North Ferry Road
P.O.Box 970
Shelter Island, New York 11964

townattorney@shelterislandtown.gov

This complaint may also be filed directly with the New York State Department of Transportation, Office of Civil Rights, 50 Wolf Road, 6th Floor, Albany, NY 12232, (518) 457-1129 Fax (518) 549-1273, OCR-TitleVI@dot.ny.gov or 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.

APPENDIX C: Letter Acknowledging Receipt of Complaint

Date

Name

Address

City, State Zip

Dear Name:

This letter is to acknowledge receipt of your Title VI complaint against Town of Shelter Island 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 631-749-0027 or in writing to Town of Shelter Island, P.O.Box 970, 38 North Ferry Road, Shelter Island, New York 11964, or townattorney@shelterislandtown.gov

Sincerely,

Title VI Coordinator

38 North Ferry Road, Shelter Island, New York 11964
631-749-0027

APPENDIX D: Title VI Complaint Letter of Closure

Date

Name

Address

City, State Zip

Dear Name:

The matter referenced in your Title VI complaint dated _____ against Town of Shelter Island 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.

Town of Shelter Island has analyzed the materials and facts pertaining to your case. There was no evidence identified that a violation of your Title VI rights were denied. I therefore advise you that your complaint was not 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 and/or 2) file a complaint externally with 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,

Title VI Coordinator

38 North Ferry Road, Shelter Island, New York 11964
631-749-0027

APPENDIX E: Title VI Complaint Letter of Finding

Date

Name

Address

City, State Zip

Dear Name:

The matter referenced in your letter dated _____ against Town of Shelter Island alleging Title VI violation has been investigated. The investigation determined non-compliance by Town of Shelter Island in administering the Title VI obligations of nondiscrimination in the programs and services we administer. Immediate efforts are underway to correct the findings.

Thank you for bringing this important matter to our attention. You were extremely helpful during our review of the program to correct our implementation of the Title VI Program. If I can be of assistance to you in the future, do not hesitate to call me at _____.

Sincerely,

Title VI Coordinator

38 North Ferry Road, Shelter Island, New York 11964
631-749-0027

APPENDIX F: Title VI Notice to the Public

Notifying the Public of Rights under Title VI

Town of Shelter Island

The **Town of Shelter Island** 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. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **Town of Shelter Island**.

For more information on the **Town of Shelter Island's** program, and the obligations and procedures to file a complaint, contact (631)-749-0027; email townattorney@shelterislandtown.gov; or visit our office at Town of Shelter Island, 38 North Ferry Road, Shelter Island, NY 11964. For more information on how to contact **Town of Shelter Island** to find out about Title VI, visit www.shelterislandtown.gov.

A complainant may file a complaint directly with **Town of Shelter Island** TITLE VI Coordinator by following the **Town of Shelter Island** complaint procedures also found on the agency's website. A complaint can also be filed with the 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>. Finally, a complaint can be filed directly 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.

If information is needed in another language, contact (631)-749-0027.

Si necesita información en otra idioma, por favor contacto (631)-749-0027.