



## **Adirondack / Glens Falls Transportation Council**

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### **Grievance Procedure**

If you believe you have been a victim of discrimination on behalf of activities conducted by the Adirondack / Glens Falls Transportation Council, submit your grievance to the Lake Champlain/Lake George Regional Planning Board, attention Walter Young, Executive Director. Grievances may be submitted in writing (signed by the person(s) or their representative(s) and must include the complainant(s) name, address and telephone number). Allegations of discrimination received by fax or e-mail will be acknowledged and processed. Allegations received by phone will be documented in writing and provided to the complainant(s) for confirmation or revision before processing.

Employees of contractors, consultants, other sub-recipients, cities, town and localities may use this complaint procedure. Also, any person who believes they have been subjected to discrimination, retaliation or prohibited by any of the Civil Rights authorities, based upon race, color, sex, age, national origin, or disability may file a written complaint.

Mr. Young will investigate complaints and attempt to resolve the grievance within seven (7) days. If you believe your grievance has not been resolved, it will be referred to the voting membership of the Lake Champlain/Lake George Regional Planning Board at their next scheduled meeting for discussion and resolution.

You will be notified of the Planning Board's action within seven (7) days. If you are still dissatisfied, your grievance will be presented to a mutually agreed upon representative from the New York State Department of Civil Service who will review your grievance and respond within thirty (30) days.

Every effort will be made to obtain early resolution of complaints at the lowest level possible.

The above procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 (including its Disadvantaged Business Enterprises, Equal Employment Opportunity and On-the-Job Training Program components) Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, regarding any program or activity administered by NYSDOT as they relate to local agencies, contractors and other sub recipients of USDOT funds. These procedures apply to complaints filed against a program and/or activity funded by either the Federal Highway Administration or the Federal Transit Administration.

Intimidation or retaliation of any kind is prohibited per Title 49, Code of Federal Regulation, Part 21.11(e).

Any questions regarding the discrimination/grievance procedure should be directed to Mr. Walter Young.