

The Young Men's & Young Women's Hebrew Association of the Bronx 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 Young Men's & Young Women's Hebrew Association of the Bronx.

For information on Young Men's & Young Women's Hebrew Association of the Bronx's Title VI policy or to obtain the Title VI complaint form and procedures visit our website at [www.Riverdaley.org](http://www.Riverdaley.org). Or contact:

**Title VI Coordinator**

Young Men's & Young Women's Hebrew Association of the Bronx  
5625 Arlington Avenue  
Bronx, NY 10471  
Phone (718)548-8200  
[Arexhepi@riverdaley.org](mailto:Arexhepi@riverdaley.org)

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, 5<sup>th</sup> 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 718-548-8200

### B3. Title VI Complaint Procedures and Complaint Form

The Young Men's & Young Women's Hebrew Association of the Bronx's Title VI Complaint Procedure is available in the following locations:

- Agency website at: [www.AGENCYNAME.com](http://www.AGENCYNAME.com)
- Hard copy in the central office
- In client intake materials
- Other (describe)

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.

Young Men's & Young Women's Hebrew Association of the Bronx  
Title VI Coordinator  
5625 Arlington Avenue  
Bronx, NY 10471  
(718)548-8200  
[Arexhepi@riverdaley.org](mailto:Arexhepi@riverdaley.org)

The complaint form is not required to file a complaint. The complainant may submit any written report as a complaint notice. Young Men's & Young Women's Hebrew Association of the Bronx will make reasonable modifications and take information verbally if the complainant requires this accommodation.

The Young Men's & Young Women's Hebrew Association of the Bronx investigates complaints received no more than 180 days after the alleged incident. Once the complaint is received, the Young Men's & Young Women's Hebrew Association of the Bronx will follow the steps below:

1. Acknowledge receipt of the complaint within 10 days (*Appendix C*)
2. Determine if the Young Men's & Young Women's Hebrew Association of the Bronx 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 Young Men's & Young Women's Hebrew Association of the Bronx 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 Young Men's & Young Women's Hebrew Association of the Bronx 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 Young Men's & Young Women's Hebrew Association of the Bronx 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 Young Men's & Young Women's Hebrew Association of the Bronx at (718)548-8200.

*Si se necesita informacion en otro idioma por favor contacto, (718)548-8200.*