

Community Wellness Partners, Inc.

TITLE VI Plan

Date Adopted: February 10th, 2026

TABLE OF CONTENTS

| | |
|---|---------------------------------------|
| A. Program Description and Services | 2 |
| B. Community Wellness Partners, Inc. Title VI Plan | 3 |
| B1. Community Wellness Partners, Inc. TITLE VI Policy | 4 |
| B2. Title VI Public Notice | 4 |
| B3. Title VI Complaint Procedures and Complaint Form | 6 |
| B4. Transit Related Title VI, Complaints, Investigations and Lawsuits | 8 |
| B5. Public Involvement Process | 9 |
| B6. Language Assistance Plan | 10 |
| B7. Minority Representation on Advisory Boards | 13 |
| B8. Recordkeeping and Reporting | 13 |
| B9. Plan and Policy Review | 13 |
| B10. Facility Location Equity Analysis | 14 |
| C. Requirements for Fixed Route Transit Providers | Error! Bookmark not defined. |
| C1. Service Standards (Quantitative Measures) | Error! Bookmark not defined. |
| C2. Service Policies | Error! Bookmark not defined. |
| D. List of Appendices | A-1 |
| D1. Documentation of Board Approval | A-Error! Bookmark not defined. |
| D2. Title VI Complaint Form | A-Error! Bookmark not defined. |
| D3. Letter Acknowledging Receipt of Complaint | A-Error! Bookmark not defined. |
| D4. Title VI Complaint Letter of Closure | A-Error! Bookmark not defined. |
| D5. Title VI Complaint Letter of Finding | A-Error! Bookmark not defined. |
| D6. Title VI Notice to the Public | A-Error! Bookmark not defined. |

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. Community Wellness Partners, Inc. is a subrecipient of FTA financial assistance through a grant from NYSDOT. This Title VI plan details how Community Wellness Partners, Inc. incorporates nondiscrimination policies and practices in providing transit services to the ridership we serve.

Community Wellness Partners, Inc. provides closed door transportation services for its program registrants and residents. Service is operated to and from day programs as well as for activity trips. In addition, the facilities provide transportation to residents for medical, social, and recreational trips.

B. Community Wellness Partners, Inc. TITLE VI PLAN

As a subrecipient to NYSDOT receiving Federal Transit Administration Section 5310 funds, Community Wellness Partners, Inc. 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 Community Wellness Partners, Inc. shall update its Title VI plan every three years and present the updated plan to NYSDOT for their review and approval.

B1. Community Wellness Partners, Inc. TITLE VI Policy

Community Wellness Partners, Inc. 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 Community Wellness Partners, Inc. and NYSDOT.

For more information on Community Wellness Partners, Inc.'s Title VI program contact:

Title VI Coordinator

Alle Tomasi III
Community Wellness Partners, Inc.
Transportation Department
110 Utica Road
Clinton, New York 13323
Phone 315-272-2274
atomasi@cwppinc.org

B2. Title VI Public Notice

Community Wellness Partners, Inc.'s Notice to the Public is posted in the following locations:

- Agency website at: www.communitywellnesspartners.org
- Inside transit vehicles

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

Community Wellness Partners, Inc. 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. Community Wellness Partners 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 Community Wellness Partners, Inc..

For information on Community Wellness Partners, Inc.'s Title VI policy or to obtain the Title VI complaint form and procedures visit our website at www.communitywellnesspartners.org. Or contact:

Title VI Coordinator

Alle Tomasi III
Community Wellness Partners, Inc.
110 Utica Road
Clinton, New York 13323
Phone 315-272-2274
atomasi@cwppinc.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, 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 315-272-2274

B3. Title VI Complaint Procedures and Complaint Form

The Community Wellness Partners, Inc.'s Title VI Complaint Procedure is available in the following locations:

- Agency website at: www.communitywellnesspartners.org
- Hard copy in the central office
- In client intake materials

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.

Community Wellness Partners, Inc.
Title VI Coordinator
Alle Tomasi III
110 Utica Road
Clinton, New York 13323
315-272-2274
atomasi@cwvinc.org

The complaint form is not required to file a complaint. The complainant may submit any written report as a complaint notice. Community Wellness Partners, Inc. will make reasonable modifications and take information verbally if the complainant requires this accommodation.

Community Wellness Partners, Inc. investigates complaints received no more than 180 days after the alleged incident. Once the complaint is received, Community Wellness Partners, Inc. will follow the steps below:

1. Acknowledge receipt of the complaint within 10 days (*Appendix C*)
2. Determine if Community Wellness Partners, Inc. 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 Community Wellness Partners, Inc. 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, Community Wellness Partners, Inc. 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 Community Wellness Partners, Inc. 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 Community Wellness Partners, Inc. at (315-272-2274).

Si se necesita informacion en otro idioma por favor contacto, 315-272-2274

B4. Transit Related Title VI Complaints, Investigations and Lawsuits

Community Wellness Partners, Inc. 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:

Jan 2023 - Dec 2023

Jan 2024 - Dec 2024

Jan 2025 - Dec - 2025

Check One:

There have been no investigations, complaints and/or lawsuits filed against Community Wellness Partners, Inc. during the reporting period.

There have been investigations, complaints and/or lawsuits filed against Community Wellness Partners, Inc.. *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

This section describes how Community Wellness Partners, Inc. 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. These groups 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.

Community Wellness Partners, Inc. primarily serves only clients that have been determined to be eligible for our transit service by the **NYSOFA, VA, VNS, VNA, Medicaid and Fidelis**. The Funder, as a recipient of federal financial assistance, must comply with all Title VI requirements in the development and delivery of their programs. Community Wellness Partners, Inc. serves all individuals who are determined by the Funder to be eligible for services, without regard to race, color, or national origin and low-income status.

Public Outreach Activities

Community Wellness Partners, Inc.'s program decision-making public involvement is limited to the population that meets the eligibility criteria set by the **NYSOFA, VA, VNS, VNA, Medicaid, and Fidelis**. The Funder is the lead agency for public involvement in the decision-making process with the goal of offering minority and low-income individuals the opportunity to comment on the benefits of the program services being provided with federal financial assistance. The Funder outreach consists of relationship building with agencies and stakeholders that provide services to minority, low income and LEP communities

Summary on Public Involvement Activity

Since the last Title VI plan update, Community Wellness Partners, Inc. conducted the following public involvement outreach (emails, website posting, media outlets, in-person, virtual) sessions:

- Not applicable; Community Wellness Partners, Inc. is a closed door service provider.

B6. Language Assistance Plan

Option A

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, Community Wellness Partners, Inc. will take reasonable steps to ensure meaningful access to our programs and activities by LEP persons. Community Wellness Partners, Inc.'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 Community Wellness Partners, Inc. transit service.
2. The frequency with which LEP persons come into contact with Community Wellness Partners, Inc..
3. The nature and importance of Community Wellness Partners, Inc. 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, Community Wellness Partners, Inc. has conducted a Four Factor Analysis¹: (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 Community Wellness Partners, Inc. 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.

Community Wellness Partners, Inc. clients and potential clients are individuals that are elderly and disabled who qualify for the assistance provided by our daycare programs. Since the last Title VI plan update, Community Wellness Partners, Inc. 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 Community Wellness Partners, Inc.

¹ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

The Community Wellness Partners, Inc.'s day-to-day clients are screened and registered for our adult daycare programs. Since the last Title VI plan update, Community Wellness Partners, Inc. has not had to provide a transit service to our client in another language.

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

Community Wellness Partners, Inc.'s services are critical to the lives of its clients. Community Wellness Partners, Inc. has taken positive steps at the intake process to identify non-English speaking clients with whom we have regular contact. Therefore, Community Wellness Partners, Inc. has resources available to provide oral interpretation 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, Community Wellness Partners, Inc. has not had to provide our clients with assistance in another language.

Factor 4 Resources and Costs | Resources available and employee training

During new employee orientation, Community Wellness Partners, Inc. provides the principles on Title VI and language assistance with an emphasis that the client's are protected under Title VI and LEP. Community Wellness Partners can obtain language assistance resources to continue to meet the needs of our clientele and the LEP individual. Community Wellness Partners, Inc. has adequate resources to provide these services. Oral interpretation for the client can be 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. 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

Community Wellness Partners, Inc. has no transit-related, non-elected committees or advisory councils.

Efforts to Encourage Minority Representation on Boards and Committees

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

As vacancies on boards, committees, and councils become available, Community Wellness Partners, Inc. will make efforts to encourage and promote diversity with active participation of clientele/patrons, community organizations and interested parties. Community Wellness Partners, Inc. 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

Community Wellness Partners, Inc. 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.

Community Wellness Partners, Inc. 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. Community Wellness Partners, Inc. will review its Title VI Plan at least once every three years to determine if modifications are necessary. Community Wellness Partners, Inc. 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

n.

Title VI Plan Monitoring – Activity Log

| Date | Activity (Review-Update- Addendum- Adoption- Distribution) | Person Responsible | Remarks |
|-------------------|--|-------------------------------|--|
| March 10, 2022 | Adopted and distributed | Operations Manager | Verified intake materials, postings. Verified all employees received Title VI training and copies of Title VI policy. |
| March 10, 2023 | Annual review of implementation | Operations Manager | Verified all new employees received training and copies of Title VI policy. Verified intake materials and postings. |
| March 10, 2024 | Annual review of implementation | Operations Manager | Verified all new employees received training and copies of Title VI policy. Verified intake materials and postings. |
| March 10, 2025 | Updated plan, adopted and distributed | Operations Manager | Verified all employees received training and copies of Title VI policy. Verified intake materials, postings |

Program Monitoring

Community Wellness Partners, Inc. will monitor the effectiveness of the Title VI program through the feedback from clientele, employees, general public and other agencies (NYSDOT, FTA). Community Wellness Partners, Inc. 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, Community Wellness Partners, Inc. 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 Community Wellness Partners, Inc. 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, Community Wellness Partners, Inc. 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 Community Wellness Partners, Inc. was required to, completed, and included a Title VI equity analysis with this Title VI Plan update.

Did Community Wellness Partners, Inc. construct, expand or acquired a facility in the past three years?

- No.** Community Wellness Partners, Inc. has not constructed, expanded or acquired a facility.
- Yes.** Community Wellness Partners, Inc. did (construct, expand, acquire) a facility and completed a Title VI equity analysis to compare the equity impacts of various siting alternatives.

Does Community Wellness Partners, Inc. plan to construct, expand or acquire a facility in the next three years? (*check the box next to the appropriate response below*)

- No.** Community Wellness Partners, Inc. does not plan to construct, expand or acquire a facility.
- Yes.** Community Wellness Partners, Inc. 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 X**.
 - 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

Community Wellness Partners, Inc. Title VI Plan Board Approval

On behalf of Community Wellness Partners, we the Board have reviewed and adopted the Community Wellness Partners, Inc. 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 Community Wellness Partners, Inc. 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: April 22, 2026

Adopted: April 22, 2026

Adopted By: Jay Williams, Chairman of CWP Board of Directors

Revised: _____

Adopted By: _____

APPENDIX B: Title VI Complaint Form

Community Wellness Partners, Inc. Title VI 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 | | | | |
| 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.

Community Wellness Partners, Inc.
Title VI Coordinator
Alle Tomasi III
110 Utica Rd
Clinton, NY 13323
atomasi@cwppinc.org

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 Community Wellness Partners, Inc. 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 315-853-5515 or in writing to Community Wellness Partners, Inc., 110 Utica Rd. Clinton, NY 13323

Sincerely,

Title VI Coordinator
Alle Tomasi III
Community Wellness Partners
110 Utica Rd.
Clinton, NY 13323

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 Community Wellness Partners, Inc. 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.

Community Wellness Partners, Inc. 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
Alle Tomasi III
Community Wellness Partners
110 Utica Rd.
Clinton, NY 13323

APPENDIX E: Title VI Complaint Letter of Finding

Date

Name

Address

City, State Zip

Dear Name:

The matter referenced in your letter dated _____ against Community Wellness Partners, Inc. alleging Title VI violation has been investigated. The investigation determined non-compliance by Community Wellness Partners, Inc. 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
Alle Tomasi III
Community Wellness Partners
110 Utica Rd.
Clinton, NY 13323

APPENDIX F: Title VI Notice to the Public

Notifying the Public of Rights under Title VI

Community Wellness Partners, Inc.

The **Community Wellness Partners, Inc.** 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 **Community Wellness Partners, Inc.**.

For more information on the **Community Wellness Partners, Inc.**'s program, and the obligations and procedures to file a complaint, contact (315)-853-5515; email atomasi@cwvinc.org; or visit our office at **Community Wellness Partners, Inc.**, 110 Utica Rd. Clinton, NY 13323. For more information on how to contact **Community Wellness Partners, Inc.** to find out about Title VI, visit www.communitywellnesspartners.org

A complainant may file a complaint directly with **Community Wellness Partners, Inc.** TITLE VI Coordinator by following the **Community Wellness Partners, Inc.** 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 (315)-853-5515.

Si necesita información en otra idioma, por favor contacto (315)-853-5515.

