

# **JOHNSTOWN SENIOR CENTER**

## **TITLE VI PROGRAM**

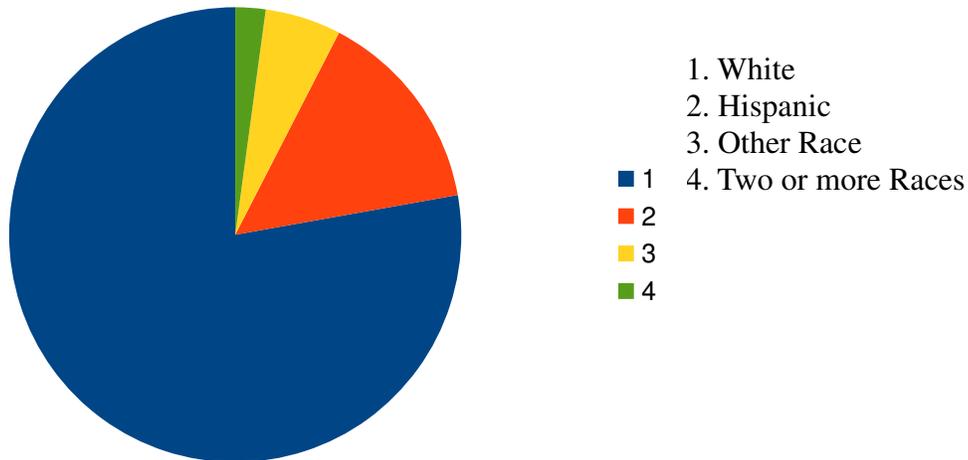
**Adopted May 27, 2016  
revised 1/7/2019**

# Notifying the Public of Rights Under Title VI

## Part 1

Johnstown Senior Center is a non-profit organization providing social activities for individuals 55 and over. These activities: nutritional meals, exercise classes, entertainment, speakers, trainings and day trips and excursions. According to Colorado Census 2015 and 2016 the total population for Johnstown was 9887 and for those 55 and older it was 279. They also reported the numbers by ethnicity in Johnstown. White 8,839 (89%), Hispanic 1,659 (16%), other race 619 (6%) and two or more races 245 (2%). Our center has approximately 95 individuals attending one or more of the activities and I would estimate under 1% are of Hispanic or other races. The amount of individuals with some type of handicap would be 45% or more.

Notices are posted on the Johnstown Senior Center, Community centers bulletin board, and Town of Johnstown Website, [townofjohnstown.com](http://townofjohnstown.com). Click under our community, then scroll down to senior center with information on how to file a Title VI complaint.



## **Notifying the Public of Rights Under Title VI**

### **JOHNSTOWN SENIOR CENTER**

- The Johnstown Senior Center in the Town of Johnstown, CO, offers its programs and services without regards to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint within the Town of Johnstown, CO
- For more information on the Johnstown Senior Center civil rights program, and the procedures to file a complaint, contact Area Agency on Aging 970-346-6950, email [dpierson@weldgov.com](mailto:dpierson@weldgov.com) or visit Town of Johnstown, 456 S Parish Ave, Johnstown, CO, For more information, visit 303-757-9234 email [cdotcivilrights@state.co.us](mailto:cdotcivilrights@state.co.us)
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the 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
- Un demandante puede presentar una queja directamente con la Administración Federal de Tránsito por archivar una queja con la Oficina de Derechos Civiles, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 Ave , New Jersey, SE Washington, DC 20590
- If information is needed in another language contact 800-555-1212.
- see appendix C: Complaint Procedure
- see appendix D: Complaint Form

#### **Title VI complaints, Invest, Lawsuits**

Our organization has not received any Complaints, Investigations or Lawsuits. Since Johnstown Senior Center became a 501-c-3 in 2003, there have been no complaints, investigations or lawsuits filed with the organization.

#### **Membership of Non-Elected Committees and Councils**

Johnstown Senior center does not have a transit board in place. There are no non-elected board members.

#### **Public Participation Element**

Participation is valued at our center. The center Program Coordinator listens to requests of activities that are of interest to them, especially if they are out of town excursions. One of the ways that we at the center provide services to those that are unable to maneuver easily, we have a wheel chair available to assist them and have recently purchased two portable battery operated scooters for them to use. Johnstown Senior Center Advisory board approved the purchase. Currently there are nine board (9)

members, one member is under the age of 55 and is of Hispanic origin. We value her input at our board meetings and is currently our secretary.

Advisory board meetings take place the first Tuesday of the month, at 10:30 am at the senior center, 101 W Charlotte St, Johnstown, CO. Individuals who want to attend one of the meetings may do so, and with two day prior notice they may address the board with any of their concerns or suggestions at 970-587-5251. These meetings are posted one week prior in our newsletter, five days prior in the local newspaper, and is posted in the Town of Johnstown's webpage. The center is located in a building owned by the Town of Johnstown and is handicapped accessible. Our meetings follow the same format and average the same percentage of participation.

According to a 2008 Johnstown Transportation Master Plan, opportunities for alternative transportation in the community are currently limited. Currently public transit service in the community is not provided. The Weld County Department of Human Services (Weld County Area Agency on Aging) provides van service for elderly and handicapped residents of the Johnstown area on an appointment basis. Transportation for our senior nutrition program is also provided by private transports in the community on Wednesdays. There are three Park and Ride lots located along I-25 at interchanges (SH 56, SH 60, and SH 402) in the Johnstown study area.

Alternative transportation is provided by volunteers who are registered with Retired Senior Volunteer Program out of Weld county, or Senior Resources out of Greeley. All volunteers for Johnstown live in our local area.

Funding for our center come from grants. Weld County Commissioners granted our center in 2016 \$1000, Greeley/Weld Senior Foundation gave us a grant of \$350 for printing supplies in 2016, and the Town of Johnstown budgets \$4000 for fuel, insurance, maintenance for our van, and also provides the building we are located at, electricity, water, and cleaning. Last year in 2015, our center received a generous memorial donation in the amount of \$10,000. We used part of that money to purchase the riding scooters.

The senior coordinator in the past has been on a couple of transit advisory meetings. With a limited resource for transportation in our rural area, we rely heavily on volunteers to transport individuals to our meal site. Reaching out to minorities and LEP individuals is a continued effort on the part of the senior center.

## **TITLE VI COMPLAINT PROCEDURE**

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Johnstown Senior Center Transit Authority (hereinafter referred to as “the Authority”) may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. The Johnstown Senior Center Transit Authority investigates complaints received no more than 180 days after the alleged incident. The Authority will process complaints that are complete. Once the complaint is received, the Authority will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgment letter informing her/him whether the complaint will be investigated by our office.

The Authority has 90 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

**A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 2059**

**See Appendix A: Notifying the Public of Rights Under Title VI**

**See Appendix B: INVESTIGATIONS/COMPLAINTS CHART**

**See Appendix C: TITLE VI COMPLAINT PROCEDURE/ ADA COMPLAINT PROCEDURE**

**See Appendix D: Complaint Form**

**See Appendix E: Documentation of Advisory Board Minutes Approval**

**Notice to Beneficiaries (English)**  
**Notifying the Public of Rights Under Title VI**

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<b>Type</b>	<b>Date</b>	<b>Summary (basis)</b>	<b>Status</b>	<b>Action(s) taken</b>
<b>Complaints and Investigations</b> <b>Naming the recipient</b>				
<b>Lawsuits</b>				

**APPENDIX C**

**TITLE VI COMPLAINT PROCEDURE and ADA COMPLAINT PROCEDURE**  
**revised January 3, 2019**

**Title VI Complaint Procedure**

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A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 2059

**ADA COMPLAINT PROCEDURE**

Any person who believes she or he has been discriminated against on the basis of his or her disability by the Johnstown Senior Center Transit Authority (hereinafter referred to as “the Authority”) may file an ADA complaint. You can file an Americans with Disabilities Act complaint alleging disability discrimination against a State or local government or a public accommodation (private business including, for example, a restaurant, doctor's office, retail store, hotel, etc.). A complaint can be filed online using the link below, or by mail, or by fax.

To file an ADA complaint online:

Online Complaint Form | (en Español)

Instructions for submitting attachments are on the form.

To file an ADA complaint by mail:

US Department of Justice  
950 Pennsylvania Avenue, NW  
Civil Rights Division  
Disability Rights Section – 1425 NYAV  
Washington, D.C. 20530

To file an ADA complaint by fax: (202) 307-1197

Please keep a copy of your complaint and the original documents for your own records.

**APPENDIX D**  
**TITLE VI COMPLAINT FORM**

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, what is your relationship to the person for whom you are complaining:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
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): _____				
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 use the back of this form.				


**Section IV**

Have you previously filed a Title VI complaint with this agency?	Yes	No
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**Section V**

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 Agency \_\_\_\_\_

State Court \_\_\_\_\_                       Local Agency \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

**Section VI**

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

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 in person at the address below, or mail this form to:

Johnstown Senior Center  
Shirley Newsom Gamez  
101 W Charlotte St  
Johnstown, CO 80534

**APPENDIX E**  
**Documentation of Advisory Board Minutes Approval**

**JOHNSTOWN SENIOR CENTER ADVISORY BOARD**  
**Octoberber 04, 2016**

A meeting of the Johnstown Senior Center Advisory Board was held on October 04, 2016 in the Johnstown Senior Center bldg. at 101 Charlotte St. in Johnstown, Co. The meeting was called to order by Secretary Teresa Valverde. Those present were Treasurer Sharon Gawart and Directors Phillip Whiteman, Barb Sloan, Cathy Briceño, Jane Hansher, and Nancy Lash. Director Shirley Gamez was also present.

Mission Statement Read

Attendance was taken

Secretary's Report was read. Motioned by Barb and 2<sup>nd</sup> by Cathy

Treasurer's report was read. Motioned by Jane and 2<sup>nd</sup> by Barb

**OLD BUSINESS**

Volunteer logs- turn them in.

King Soopers- Shirley had not received report.

CHRISTMAS BOUTIQUE-

Vendors- Paula- more booth space sold but not enough tables. Trying to fit 3 more tables.

ADVERTISING- Jane and Nancy. Jane has the book and will be meeting with Nancy to get going on it.

SILENT AUCTION- Brian has collected some items for auction.

WAGON- is filled.

BUSINESS DONATIONS-Nancy and Shirley will be getting together for this.

KITCHEN- Les and Patty Chisum will be running the kitchen. Santa will be on a sleigh this year. Rotary Club donating Santa.

OUR TABLE-Barb will start announcing for items.

Signs- Jerry cut out the numbers fixed signs. Ready to go.

CASTA CONFERENCE- Shirley attended the conference and met with Jane Hickey who looked through her paperwork and helped her figure out what do. LEP Plan was done. Shirley needs to get Specification Sheet ready. Shirley needs to get Title VI approved by Advisory Board. Title VI is the Disability Act. The Board approved the Title VI Act. Cathy motioned for approval and Phil 2<sup>nd</sup> it. All were in Favor.

**NEW BUSINESS**

ELECTIONS-

Search for a Treasurer. Need new board members.

Next meeting is December 04, 2016.

Meeting adjourned. Sharon motioned and Barb 2<sup>nd</sup> it.