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**How to file a Title VI Complaint**

A complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

Complainant’s name, mailing address, and how to contact them (i.e., telephone number, email address, etc.)

How, when, where and why they believe they were discriminated against. Include the location, names and contact information of any witnesses.

Other information that they deem significant.

The Title VI Complaint Form (a link to this form can also be found on this web page) may be used to submit the complaint information. The complaint must be filed in writing with PACE CNY at the address below in order for PACE CNY to properly investigate any complaint, or you may file directly with the NYSDOT at their address listed below:

Barb Nutting

PACE CNY

Title VI Coordinator

115 Creek Circle

E. Syracuse, NY 13057

Ph: 315-413-3126

Email: [bnutting@lorettosysterm.org](mailto:bnutting@lorettosysterm.org)

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](mailto:OCR-TitleVI@dot.ny.gov)