

SOUTH BRUNSWICK TOWNSHIP'S Commitment to Civil Rights - Title VI

SOUTH BRUNSWICK TOWNSHIP is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended.

Toward this end, it is SOUTH BRUNSWICK TOWNSHIP's objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations
- Promote the full and fair participation of all affected populations in transportation decision making
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

The Township Manager, senior management, and all supervisors and employees share the responsibility for carrying out SOUTH BRUNSWICK TOWNSHIP's commitment to Title VI. The Township Manager's office is responsible for the day-to-day operation of the program, and receives and investigates Title VI complaints that come through the complaint procedures process as described in the next section.

SOUTH BRUNSWICK TOWNSHIP's Title VI Complaint Procedures

Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with SOUTH BRUNSWICK TOWNSHIP within 180 days from the date of the alleged discrimination. Complaints may be filed with SOUTH BRUNSWICK TOWNSHIP, NJ Transit or with the U.S. Department of Transportation.

Filing a Complaint with SOUTH BRUNSWICK TOWNSHIP

- In Person: Complaints may be filed with SOUTH BRUNSWICK TOWNSHIP in person at the Municipal Building during regular business hours.
- By Mail: Complaints may be filed with SOUTH BRUNSWICK TOWNSHIP in writing and may be addressed to:

SOUTH BRUNSWICK TOWNSHIP
540 Ridge Road
P.O. Box 190
Monmouth Junction, NJ 08852
Attn: Township Manager

SOUTH BRUNSWICK TOWNSHIP will provide appropriate assistance to complainants who are limited in their ability to communicate in English.

Filing a Complaint with NJ TRANSIT

- Online: Complaints may be filed using an [online form](#) that is found on NJ Transit's website: www.njtransit.com.
- By Mail: Complaints may be filed with NJ TRANSIT in writing and may be addressed to:

NJ TRANSIT
Office of Diversity - Title VI Coordinator
One Penn Plaza East
Newark, NJ 07105

NJ TRANSIT will provide appropriate assistance to complainants who are limited in their ability to communicate in English.

Filing a Complaint with the U.S. Department of Transportation

A complainant may file a Title VI complaint with the U.S. Department of Transportation by contacting the Department at:

U.S. Department of Transportation
Federal Transit Administration's Office of Civil Rights
1760 Market Street, Suite 500
Philadelphia, PA 19103-4124

What Happens to My Title VI Complaint filed with SOUTH BRUNSWICK TOWNSHIP?

Once a complaint is received, it will be investigated. In instances where additional information is needed, the complainant will be contacted in writing. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.

Based upon receipt of all the information required, the Township Manager will investigate a Title VI complaint within 90 days of receipt. The Township Manager will prepare a draft written response and will make the final determination and approve the final response to the complainant, including notifying the complainant of his/her right to file a complaint externally.

The Township Manager's office will use its best efforts to respond to a Title VI complaint within 90 calendar days of its receipt of such complaint. Receipt of additional relevant information and/or simultaneous filing of complaints with SOUTH BRUNSWICK TOWNSHIP and an external entity may extend the timing of the complaint resolution.

For additional questions related to SOUTH BRUNSWICK TOWNSHIP'S non-discrimination policies and obligations, please write to:

SOUTH BRUNSWICK TOWNSHIP

540 Ridge Road

P.O. Box 190

Monmouth Junction, NJ 08852

Attn: Township Manager