

COTHOA LUNCHEON CLUB INC.

Title VI Plan

Date: October 24, 2025

Signature: Jane Ruddy

1. Title VI Notice to the Public

COTHOA Luncheon Club Inc. operates its programs and services without regard to race, color, or 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 COTHOA Luncheon Club Inc.

For more information on COTHOA Luncheon Club Inc.'s civil-rights program and the procedures to file a complaint, please contact **Jane Ruddy**, Title VI Coordinator, at (212) 781-6580 or cothoalunc@aol.com

2. Title VI Complaint Procedures

Any person who believes they have been subjected to discrimination based on race, color, or national origin may file a written complaint with COTHOA Luncheon Club Inc. within 180 days of the alleged incident.

Complaints should be sent to:

Jane Ruddy, Title VI Coordinator

COTHOA Luncheon Club Inc.

2005 Amsterdam Ave,

New York, NY 10032

(212) 781-6580 | cothoalunc@aol.com

3. Title VI Investigations, Complaints and Lawsuits

COTHOA Luncheon Club Inc. maintains a log of all Title VI investigations, complaints, and lawsuits.

The log records the date received, the complainant's name, the nature of the allegation, the status of the complaint, and actions taken.

A summary of this log is provided to NYSDOT upon request or during compliance reviews.

4. Public Participation Plan – Option A

COTHOA Luncheon Club Inc. ensures public involvement by notifying the public of meetings, service changes, and Title VI rights through postings at program sites, on the agency website (if applicable), and through community partners.

Public notices are provided in English and, where appropriate, in other languages spoken by the community.

Public meetings are held in accessible locations, and accommodations (such as sign-language interpreters or translation services) are provided upon request at no cost.

5. Limited English Proficiency (LEP) / Language Assistance Plan – Option A

COTHOA Luncheon Club Inc. recognizes the importance of providing meaningful access to services for persons with limited English proficiency.

The agency will:

1. Identify LEP populations by reviewing demographic data and service-area information.
2. Provide language assistance through bilingual staff or interpreters when needed.
3. Translate vital documents upon request.
4. Display notices informing the public that language assistance is available free of charge.

The Title VI Coordinator reviews LEP needs annually to determine if additional language assistance measures are necessary.

6. Program Description – Sample 3

COTHOA Luncheon Club Inc., under the auspices of Church On The Hill AME Zion, provides community-based transportation services for senior citizens and individuals with disabilities. The program operates primarily within CB 12, offering safe, reliable, and accessible trips to nutrition programs, medical appointments, and social activities. Services are open to all eligible residents without discrimination based on race, color, or national origin.

7. Board Approval and Signature

This Title VI Plan was reviewed and approved by the governing board of Church On The Hill AME Zion on **October 24, 2025**.

Signature: *DeForest Raphael*

Title: Board Chair / Authorized Representative

Agency: *COTHOA Luncheon Club Inc.*

COTHOA LUNCHEON CLUB INC.

Title VI Complaint Form

COTHOA Luncheon Club Inc.

Date: October 24, 2025

Signature: Jane Ruddy

Purpose

This form is used by any individual or group wishing to file a complaint alleging discrimination on the basis of **race, color, or national origin** in programs or services administered by COTHOA Luncheon Club Inc., in accordance with **Title VI of the Civil Rights Act of 1964**.

Complainant Information

- **Name:** _____
- **Address:** _____
- **City/State/ZIP:** _____
- **Phone:** _____
- **Email:** _____

Details of the Complaint

1. **Date of the alleged discrimination:** _____
2. **Location where incident occurred:** _____
3. **Name(s) of individual(s) responsible (if known):** _____
4. **Describe what happened and why you believe it was discriminatory:**

Have you filed this complaint with any other agencies?

☐ Yes ☐ No

If yes, please identify:

- **Agency:** _____
- **Date filed:** _____

- Case number (if known): _____

Signature of Complainant

I affirm that the information above is true and correct to the best of my knowledge.

Signature: _____

Date: _____

Submit Completed Form To:

Jane Ruddy, Title VI Coordinator

COTHOA Luncheon Club Inc.

[Insert mailing address]

 (212) 781-6580  cothoalunc@aol.com

Alternate Filing Options

You may also file this complaint directly with:

- **New York State Department of Transportation**
Title VI Coordinator
50 Wolf Road, Albany, NY 12232
- **Federal Transit Administration, Office of Civil Rights, Region 2**
One Bowling Green, Room 429, New York, NY 10004-1415