

# City of Coalinga

## Title VI

### NOTICE TO THE PUBLIC OF THEIR RIGHTS UNDER TITLE VI

Title VI of the Civil Rights Act of 1964 (“Title VI”), provides that “No person in the United States shall, on the grounds 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.”

The City of Coalinga assures that it operates its programs and services without regard to race, color, and national origin in accordance with Title VI. Nor shall sex, disability, religion, sexual orientation, and age stand in the way of fair treatment of all individuals. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Coalinga.

For more information on the City of Coalinga’s Title VI program, and the procedures to file a complaint, you may contact (559) 935-1533; email [TitleVI@Coalinga.com](mailto:TitleVI@Coalinga.com); or visit our administrative office at 155 Durian, Coalinga, CA 93210.

A complainant may also 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, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language, please contact (559) 935-1533.

Si usted requiere servicios de interpretación o traducción favor de llamar al (559) 935-1533.

Yog koj xav tau kev pab txhais lus thov hu rau (559) 935-1533.

## Complaint Procedures

Any person who believes he or she has been discriminated against on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, or any other category protected by State or Federal law, by the City of Coalinga (hereinafter referred to as the “City”) may file a Title VI complaint by completing and submitting a Title VI Complaint Form. The City investigates complaints received no more than 180 days after the alleged incident. The City will only process Title VI Complaint Forms that are complete.

Once the Title VI Complaint Form is received, the City will review it to determine if the City has jurisdiction over the complaint. The complainant will receive an acknowledgement letter informing he/her whether the complaint will be investigated by the City.

## Submission of Complaints

Complaints alleging discrimination may be made by submitting [this form](#) either in paper form in-person or by mail to the City. You may also submit the form via email to [TitleVI@Coalinga.com](mailto:TitleVI@Coalinga.com) using the subject of “Civil Rights Violation” or “Title VI Complaint”.

All submissions must be signed by the complainant or legal representative with appropriate contact information.

The complaint must contain all relevant information about the alleged discrimination such as the basis of the complaint, location, date/time of the incident, name of the alleged discriminating official if known and any witnesses to the occurrence.

The complaint should be submitted by the complainant and/or legal representative no later than 180 days after the alleged violation to:

Mail: City of Coalinga, Title VI Coordinator, 155 Durian, Coalinga CA, 93210

Email: [TitleVI@Coalinga.com](mailto:TitleVI@Coalinga.com)

Office: (559) 935-1533

The City of Coalinga will acknowledge receipt of the complaint within ten (10) business days and inform the complainant of the action or proposed action to be taken to process the complaint. The complaint will be forwarded to the Caltrans Title VI Coordinator, Loi Tran for processing. [loi.tran@dot.ca.gov](mailto:loi.tran@dot.ca.gov)

## Investigation of Complaints

The City’s Title VI Coordinator will review complaints and may ask the complainant to provide additional information or for clarification if needed. Within sixty (60) days of receipt of the complaint, the City’s Title VI Coordinator will conduct an investigation of the allegations within the complaint, and based on the information obtained, will render a recommendation for action as necessary.

If more information is needed to resolve the complaint, the City may contact the complainant. The complainant has ten (10) business days from the date of the letter seeking additional information is sent by the Title VI Coordinator.

If the Title VI Coordinator is not contacted by the complainant or does not receive the additional information within ten (10) business days, the City can administratively close the complaint. A complaint may also be administratively closed also if the complainant no longer wishes to pursue his/her complaint.

## **Disposition of Complaints**

After the Title VI Coordinator reviews the complaint, he/she will issue one of two letters to the complainant:

1. A closure letter that summarizes the allegations within the complaint and states that there was not a Title VI violation and that the case will be closed; or
2. A letter of finding that summarizes the allegations within the complaint and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

Any written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Title VI Coordinator and a copy forwarded to the complainant by mail and/or email no later than sixty (60) calendar days after its filing.

## **Appealing Disposition of Complaints**

Complainants that are not satisfied with the disposition of the complaint by the Title VI Coordinator may appeal to the City Manager, or his/her designee. The appeal should be made with the Title VI Coordinator within ten (10) business days of the date of the determination. The request will be forwarded to the City Manager, or his/her designee for a final determination.

The Title VI Coordinator shall maintain a record of each complaint and appeal, the City Manager's, or his/her designee's response(s), and steps taken to resolve the complaint. The individual's right to a prompt and equitable resolution of a complaint will not be impaired by his/her pursuit of other remedies. The use of this complaint process is not a prerequisite to the pursuit to other remedies.

## **Alternate Civil Rights/Title VI Discrimination Complaint Agencies**

Alternatively, 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 20590; or with any of the other agencies listed below.

1. The Federal Highway Administration Office of Civil Rights (FHWA)
  - For more information, contact (202) 366-0693 or [FHWA@fhwa.dot.gov](mailto:FHWA@fhwa.dot.gov)
2. The California Department of Transportation (Caltrans)

- For more information, contact (916) 445-5308 or [dot.ca.gov](https://dot.ca.gov)
3. Federal Transportation Administration (FTA)
    - For more information, contact (888)446-4511 or [transit.dot.gov/title6](https://transit.dot.gov/title6)
  4. U.S. Department of Housing and Urban Development Department (HUD)
    - For more information, contact (800) 669-9777, or [hud.gov/fairhousing](https://hud.gov/fairhousing)
  5. Fair Housing Council of Central California (FHCCC)
    - For more information call at (559) 244-2950