

# **City of Daly City**

## **Title VI Complaint Form**

Title VI of the Civil Rights Act of 1964 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.”

It is the policy of the City of Daly City’s shuttle program to employ its best efforts to ensure all programs, services, activities, and benefits are implemented in a non-discrimination manner.

Any person who believes as an individual, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, or national origin may file a written complaint within 180 days after the date of the alleged discrimination with the City of Daly City, the FTA, or the Secretary of Transportation. Further, the City of Daly City prohibits intimidation, coercion, or engagement in other discriminatory conduct against anyone because he/she has filed a complaint to secure rights protected by Title VI.

Please provide the following information on the following form:

# City of Daly City Title VI Complaint Form

<b>Your Name:</b>		<b>Phone Number:</b>	
<b>Street Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Person(s) Discriminated Against (if other than complainant)</b>			
<b>Street Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Date of Incident:</b>			
<b>Please describe the alleged discrimination incident (please attach additional sheet(s) if necessary):</b>			

\_\_\_\_\_ **Complainant's Signature**

\_\_\_\_\_ **Date**

If you have filed a complaint with any other federal, state or local agencies please provide the following information:

<b>Agency:</b>		<b>Contact Person:</b>
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

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<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

Please mail your complaint form directly to:

City of Daly City  
Department of Public Works  
Title VI Program Coordinator  
333 90<sup>th</sup> Street  
Daly City, CA 94015

Listed below are the state and federal addresses if you wish to file a Title VI complaint directly with one or both of these agencies:

Federal Transit Administration Region IX  
Civil Rights Officer  
201 Mission Street, Suite 1650  
San Francisco, CA 94105-1839

Federal Transit Administration  
Office of Civil Rights  
Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor-TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590