Title VI Complaint Procedures

As a recipient of federal dollars, Mariposa County Local Transportation Commission is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a non-discriminatory basis. Mariposa County Local Transportation Commission has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in the Federal Transit Administration Circular 4702.1B, dated October 1, 2012.

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Mariposa County Local Transportation Commission may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. Mariposa County Local Transportation Commission investigates complaints received no more than 180 days after the alleged incident. Mariposa County Local Transportation Commission will only process complaints that are complete.

Within 10 business days of receiving the complaint, Mariposa County Local Transportation Commission will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office. Mariposa County Local Transportation Commission has 30 days to investigate the complaint. The complainant will be notified in writing of the cause to any planned extension to the 30-day rule.

If more information is needed to resolve the case, Mariposa County Local Transportation Commission may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days Mariposa County Local Transportation Commission can administratively close the case.

A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 10 business days after the date of the letter or the LOF to do so.

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.
Mariposa County Local Transportation Commission
Title VI Complaint Form

**COMPLAINT FORM**

Section I: Please write legibly

1. Name:

2. Address:

3. Telephone:

3(a). Secondary Phone (Optional):

4. Email Address:

5. Accessible Format Requirements?
   - [ ] Large Print
   - [ ] Audio Tape
   - [ ] TDD
   - [ ] Other

Section II:

6. Are your filing this complaint on your own behalf?  YES* NO

*If you answered "yes" to #6, go to Section III.

7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint?
   Name:

8. What is your relationship with this individual:

9. Please explain why you have filed for a third party:

10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf. YES NO

Section III:

11. I believe the discrimination I experienced was based on (check all that apply):
   - [ ] Race
   - [ ] Color
   - [ ] National Origin

12. Date of alleged discrimination: (mm/dd/yyyy)

Updated: 8/28/20
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please attach additional sheets of paper.

Mariposa County Local Transportation Commission
Title VI Complaint Form, Page 2

COMPLAINT FORM

<table>
<thead>
<tr>
<th>Section IV:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Have you previously filed a Title VI complaint with Mariposa County Local Transportation Commission?</td>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section V:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?</td>
<td>YES*</td>
</tr>
<tr>
<td>If yes, check all that apply:</td>
<td></td>
</tr>
<tr>
<td>[ ] Federal Agency __________________________</td>
<td>[ ] State Agency __________________________</td>
</tr>
<tr>
<td>[ ] Federal Court __________________________</td>
<td>[ ] Local Agency __________________________</td>
</tr>
<tr>
<td>[ ] State Court __________________________</td>
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</tr>
</tbody>
</table>

16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.

Name: __________________________
Title: __________________________
Agency: __________________________
Address: __________________________
Telephone: __________________________ Email: __________________________

<table>
<thead>
<tr>
<th>Section VI:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Transit Agency complaint is against:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
</tbody>
</table>
Telephone:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature______________________________ Date________________

Please submit this form in person or mail this form to the address below:

Mariposa County Local Transportation Commission, Executive Director
4639 Ben Hur Rd
Mariposa, CA  95338