

# Title VI Complaint Procedures

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These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, as they relate to any program or activity that is administered by Native American Connections including consultants, contractors, and vendors. Intimidation or retaliation because of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes they have been discriminated against on the basis of race, color, or national origin may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address, and phone number. The Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for them to complete, sign and return for processing.
- (6) Once submitted Native American Connections will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing them whether the complaint will be investigated by Native American Connections or submitted to the State or Federal authority for guidance.
- (7) Native American Connections will notify the Title VI Coordinator of all Title VI complaints within 72 hours via telephone at: 602-262-7242; email to: [phxtransiteo@phoenix.gov](mailto:phxtransiteo@phoenix.gov)
- (8) Native American Connections has 60 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has sixty 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 thirty business days, the Authority can administratively close the

case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

- (9) After the investigator reviews the complaint, they 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, they have 30 days after the date of the letter or the LOF to do so.
- (10) A complainant dissatisfied with Native American Connections' decision may file a complaint directly with:
- City of Phoenix Public Transit Department (COP):  
Attention: Title VI Coordinator,  
302 N. 1<sup>st</sup> Ave., Suite 900,  
Phoenix, AZ 85003 or the
  - Federal Transit Administration (FTA) offices of Civil Rights:  
Attention Title VI Program Coordinator,  
East Building, 5<sup>th</sup> Floor-TCR 1200 New Jersey Ave.,  
SE Washington DC 20590
- (11) A copy of these procedures can be found online at: [www.nativeconnections.org](http://www.nativeconnections.org)

# Native American Connections Title VI Complaint Form

<b>Section I:</b>		
Name:		
Address:		
Telephone (Home):		Telephone (Work):
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print <input type="checkbox"/> TDD	<input type="checkbox"/> Audio Tape <input type="checkbox"/> Other
<b>Section II:</b>		
Are you filing this complaint on your own behalf?		<input type="checkbox"/> Yes* <input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to <b>Section III</b>.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section III:</b>		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
Date of Alleged Discrimination (Month, Day, Year): _____		
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 use the back of this form.		
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<b>Section VI:</b>		
Have you previously filed a Title VI complaint with this agency?		<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

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**Section V:**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes      ☐ No

If yes, check all that apply:

☐ Federal Agency: \_\_\_\_\_  
☐ Federal Court: \_\_\_\_\_ ☐ State Agency: \_\_\_\_\_  
☐ State Court: \_\_\_\_\_ ☐ Local Agency: \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Section VI:**

Name of agency complaint is against: \_\_\_\_\_

Name of person complaint is against: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Telephone Number (if available): \_\_\_\_\_

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

- Native American Connections Human Resources  
3216 N. 3rd Street  
Phoenix, AZ 85012  
602-254-3247

A copy of this form can be found online at [www.nativeconnections.org](http://www.nativeconnections.org).