

## Title VI Complaint Procedures

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

The following procedures will be followed to investigate formal Title VI complaints:

- Within 10 business days of receiving the complaint, the Social Dynamics Title VI Program Administrator, Alain Gregorio 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.
- The investigation will be conducted and completed within 30 days of the receipt of the formal complaint.
- If more information is needed to resolve the case, Social Dynamics may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to Mr. Gregorio, Title VI Administrator investigator. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, Social Dynamics can administratively close the case.
- The complainant will be notified in writing of the cause to any planned extension to the 30-day rule.
- A case can be administratively closed also if complainant no longer wishes to pursue their case. Following the investigation, the Title VI Administrator will issue one of the two letters to the complainant: 1) a closure letter or 2) 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. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of staff member, or other action will occur.
- If the complainant is unsatisfied with the decision, he/she has 30 days after the date of Social Dynamics's closure letter or LOF to appeal to the Life Steps Foundation Board of Directors or its designee. The complainant is entitled to review the denial, to present additional information and arguments, and to separation of functions (i.e. a decision by a person not involved with the initial decision to deny eligibility). The complainant is entitled to receive written notification of the decision of the appeal and reasons for it.

## Life Steps Foundation – Social Dynamics Title VI Complaint Form

### COMPLAINT FORM

Section I: <i>Please write legibly</i>		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone ( <i>Optional</i> ):	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
6. Are you 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 ( <i>check all that apply</i> ):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
12. Date of alleged discrimination: ( <i>mm/dd/yyyy</i> )		
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.		

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### COMPLAINT FORM

<b>Section IV:</b>		
14. Have you previously filed a Title VI complaint with Life Steps Foundation - Santa Maria Wisdom Center?	YES	NO
<b>Section V:</b>		
15. 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 _____                      [ ] State Agency _____ [ ] Federal Court _____                              [ ] Local Agency _____ [ ] State Court _____		
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:
<b>Section VI:</b>		
Name of Transit Agency complaint is against:		
Contact Person:		
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:

Life Steps Foundation-Social Dynamics, Title VI Coordinator  
828 C. Mahler Rd.  
Burlingame, CA 94010