

CITY OF CORCORAN CORCORAN AREA TRANSIT



TITLE VI PROGRAM

TABLE OF CONTENTS

Title VI Policy Statement	3
Notice to the Public	4
I. Title VI Program Monitoring	5
II. Public Information Requirements	5
III. Limited English Proficiency (LEP) Plan	6
IV. Notification of Construction Project	8
V. Transit Related Public Participation Plan	8
VI. Non-Elected Committee Membership	10
VII. Complaints of Discrimination Procedure	10
VIII. General Reporting Requirements	12
IX. Service Standards and policies	13
X. Record Keeping Requirements	13
Complaint Form (English)	14
Complaint Form (Spanish)	16

TITLE VI POLICY STATEMENT

The City of Corcoran's Transit Division Corcoran Area Transit (CAT) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. CAT assures that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any CAT service, program, or activity. The Agency also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations.

Valerie Bega
Transit Coordinator

Date

Declaracion y Poliza del Titulo VI

La División de Transito de la Ciudad de Corcoran Corcoan Area Transit (CAT) está comprometida con el Título VI del Acta de los Derechos Humanos de 1964 y con todas las relaciones y directivas relacionadas con este hecho. CAT asegura que ninguna persona, será excluida por raza, color, origen nacional, o sueldo de la participación en, o se le negarán los beneficios de, o de cualquier otra manera sera sujeto a la discriminación bajo cualquiera de los servicios de CAT, programa o actividad. La Ciudad de Corcoran también asegura que todo esfuerzo sera hecho para prevenir la discriminacion e impactos de su programas, polizas y actividades en la comunidad minoritaria y la poblacion de bajos ingresos.

TITLE VI
NOTICE TO THE PUBLIC

CORCORAN AREA TRANSIT

- Corcoran Area Transit (CAT) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. 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 Corcoran's Transit Division CAT.
- For more information on CAT's civil rights program, and the procedures to file a complaint, contact (559) 992-2177; email Valerie.bega@cityofcorcoran.com; or visit our transit depot at 1099 Otis avenue Corcoran CA, 93212. For more information, visit www.cityofcorcroan.com.
- A complainant may 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 90590.

TÍTULO VI
AVISO AL PÚBLICO

CORCORAN AREA TRANSIT

- Corcroan Area Transit (CAT) opera sus programas y servicios sin distinción de raza, color y origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI, puede presentar [una queja ante CAT](#).
- Para obtener más información sobre el programa de CAT de los derechos humanos civiles, así como los procedimientos para presentar una queja, contacte a (559) 992-2177, correo electrónico valerie.bega@cityofcorcoran.com, o visite nuestra oficina de transito al 1099 Otis avenue Corcoran CA, 93212. Para obtener más información, visite www.cityofcorcoran.com.
- Puede presentar una queja directamente con la Administración Federal de Tránsito mediante la presentación de una queja ante la Oficina de Derechos Civiles, Atención: Coordinador del Programa de Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave, NW, Washington, DC. 90590.

TITLE VI PROGRAM

The Corcoran Area Transit (CAT) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964. If you believe you have been subjected to discrimination under Title VI, you may file a written complaint with the Transit Coordinator, City of Corcoran Transit Division Corcoran Area Transit, 832 Whitley Avenue, Corcoran, CA 93212; at (559) 992-2177; or by e-mail to Valerie.bega@cityofcorcoran.com.

I. TITLE VI PROGRAM MONITORING

The requirement to establish internal monitoring processes and methodologies is applicable to all recipients of Federal assistance. CAT must monitor its service once per year, or when major service changes are proposed, using the procedures outlined in this section.

a. Civil Rights Assurance

The Assurances that are signed by CAT's Transit Coordinator, Public Works Director and attested by the City of Corcoran's attorney, assure that the level and quality of transit service and related benefits are provided in a manner consistent with Title VI. Program monitoring is conducted to ensure that CAT complies with this assurance.

b. Incorporation of Corrective Actions into TIP

If previous Title VI deficiencies have been found by CAT or through an audit review, the corrective action to remedy these deficiencies must be incorporated into CAT's TIP to assure compliance with Title VI.

c. Monitoring Procedures

The City of Corcoran must implement complaint procedures to monitor the level and quality of transit service provided to the minority community against overall system averages to determine compliance with Title VI. These comparisons will measure the actual realization of established service policies and standards.

II. PUBLIC INFORMATION REQUIREMENTS

The City of Corcoran will disseminate Title VI Program information to City of Corcoran employees, contractors, subcontractors, and beneficiaries as well as the general public. Public dissemination will include the posting of public statements, inclusion of Title VI language in contracts, and publishing annually the Title VI Policy Statement in newspapers having a general circulation in the vicinity of proposed projects.

- a. The City of Corcoran's Title VI Policy and any other related information will be available to the public upon request.
- b. More detailed information regarding complaint procedures and Title VI civil rights will be included in brochures and other materials distributed to the public by the City of Corcoran.
- c. Multilingual Requirements. Where a significant number or portion of the population eligible to be served by the City of Corcoran's Transit Division CAT needs service information in a language other than English to participate in Federally funded programs, the City of Corcoran shall take every reasonable step to provide information in appropriate languages. In cases where the City of Corcoran posts signs warning the general public about dangerous situations information must be in other languages when a significant number of the population is non English speaking.

III. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Introduction

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating against or otherwise excluding individuals on the basis of race, color, or national origin in any of their activities. It has been recognized that one form of discrimination occurs through an inability to communicate due to a limited proficiency in the English language. Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and the US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services, and activities by those who do not speak English proficiently.

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by Corcoran Area Transit programs, services, or activities.
2. The frequency with which LEP individuals come in contact with these programs, services or activities.
3. The nature and importance of the program, service, or activity to people's lives.
4. The resources available and the overall cost.

The goal of the City of Corcoran's Transit Division Corcoran Area Transit (CAT) Limited English Proficiency (LEP) Access Plan is to ensure that the City of Corcoran's CAT recognizes the needs of limited English proficient (LEP) members of the community and implements a plan to communicate effectively and ensure reasonable access to our processes, information, and decision-making.

CORCORAN AREA TRANSIT (CAT) Factor Analysis

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors. The following sections address each of these with respect to CAT's planning area.

Factor 1: Review of LEP Populations

Understanding the needs of the community begins with identifying the number of Limited English Proficiency (LEP) persons eligible to be served, likely to be served, or likely to be encountered by the City of Corcoran's Transit Division CAT through its programs, services, or activities.

Methodology for Data Sources:

- To determine potential LEP needs in CAT's planning area (City of Corcoran), staff reviewed the latest data available through the US Census Bureau American Community Survey for the Period of 2007-2011.

Data collected for Kings County indicated that 16.0% of the total population 5 years and older speak English "less than very well". Further analysis shows that 14.1% of the same population speaks Spanish; 0.6% speaks an Indo-European language; 0.8% speaks and Asian or Pacific Islander language; and 0.4% speaks another language (see Table 1). This information led staff to review the Spanish speaking LEP group identify whether this population was concentrated into specific communities.

Table 1: The Top Languages Spoken at Home in Kings County

Population 5 years and older	No. of LEP Persons	% of LEP Persons	% of LEP Persons who speak Spanish	% of LEP Persons who speak Indo-Euro Languages	% of LEP Person who speak Asian or Pacific Islander Languages	% of LEP Persons who speak Other Languages
141,291	22,542	16.0%	14.1%	0.6%	0.8%	0.4%

Source: US Census Bureau’s 2007-2011 American Community Survey

Spanish (88.7%) was reported to be the most prevalent language spoken by persons that speak English “less than very well.” After reviewing the data in US Census Bureau American Community Survey, it appears that a high concentration of LEP persons live in the cities of Stratford, Kettleman, and Avenal.

Factor 2: Assessing Frequency of Contact with LEP Persons.

Methodology:

- Data collected from drivers, Dispatch, and Transit Coordinator to determine the frequency of contact with LEP persons, as well as the languages spoken.

The results of the information collected indicate that Spanish is the most prevalent language spoken by the LEP population in the City of Corcoran and Kings County.

Factor 3: Assessing the Importance of CAT’s Services.

Methodology:

- Identify CAT’s critical services or activities

All of the City of Corcoran’s CAT services are important; however, those related general Dial A Ride information, transit fares, safety, nondiscrimination, and public involvement are among the most important.

Factor 4: Determining Available Resources.

When planning any activity, it is imperative that an organization assess the resources available to conduct the activity in a way that is meaningful and balances those efforts with the overall cost to the organization.

Methodology:

- Create an inventory of language assistance measures currently provided, along with the associated cost.
- Determine what, if any, additional services are needed to provide meaningful access.
- Analyze CAT’s budget.

Given the size of the Spanish LEP population, the City of Corcoran’s Transit Division CAT will ensure that public notices and general information, such as the rider’s information is written in Spanish and made available for viewing in places where individuals with limited English proficiency congregate such as the Corcoran Depot. In addition, to improve meaningful access, transit fares have been written in Spanish and posted on the buses and at the Corcoran Depot.

CAT will also maintain a list of those staff members who speak a language other than English to provide a point of contact for persons needing information.

Language Assistance Plan

Based on the four-factor analysis, the City of Corcoran’s Transit Division Corcoran Area Transit (CAT) recognizes the need to continue providing language services in our community. A review of CAT’s

relevant programs, activities, and services that are being offered or will continue to be offered by the City of Corcoran's Transit Division CAT include the following:

- Maintain a list of employees who competently speak Spanish and are willing to provide translation and/or interpretation services and distribute this list to staff that regularly have contact with the public.
- Vital documents are available in both English and Spanish.
- Public Notices are available in both English and Spanish.
- General Information, such as Fliers and announcements are available in both English and Spanish.
- Transit Fare is posted in both English and Spanish.
- Outreach meetings/forums are conducted at City Council meeting to inform communities of the services offered by CAT. Information is provided by bilingual staff on site to answer any questions or address concerns.

The City of Corcoran's Transit Division CAT will contact the community organizations that serve LEP persons, as well as LEP persons themselves, and perform a four-factor analysis every three years to identify what, if any additional information or activities might better improve CAT services to assure non-discriminatory services to LEP persons. The City of Corcoran will then evaluate the projected financial and personnel needed to provide the requested services and assess which of these can be provided cost-effectively.

IV. NOTIFICATION OF CONSTRUCTION PROJECT

Environmental Justice

The concept of environmental justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups. Within the context of transportation planning, environmental justice considers the relative distribution of costs and benefits from transportation investment strategies and policies among different segments of society.

The City of Corcoran shall be responsible for evaluating and monitoring environmental justice compliance with Title VI. The City of Corcoran's staff will:

- Ensure Title VI environmental justice compliance.
- Analyze and make findings regarding the population affected by the action.
- Analyze and make findings regarding the impacts of planned projects on protected Title VI groups, and determine if there will be a disproportionately high and adverse impact on these groups.

The City of Corcoran has not had any construction projects using FTA (Federal Transit Administration) funds.

V. TRANSIT RELATED PUBLIC PARTICIPATION PLAN

The Public Participation Plan outlines the strategies that CAT will use to engage transit related services to the public in the process of transportation decisions. This plan is utilized to cultivate relations with the community and encourage interaction with the minority and non-English speaking communities. Public Notices and general information will be provided in both English and Spanish.

a. OPPORTUNITIES FOR PUBLIC COMMENT:

The City of Corcoran provides opportunities for public comment, and continually strives to find new and innovative opportunities to solicit public comments and involve all segments of the population. Comments are accepted at any time by phone, fax, email, US mail, in person, or at any open meeting. Examples of these opportunities include:

- The public is notified when CAT's transit related items are placed on the City of Corcoran's Agenda for City Council meetings. The public is invited to attend these meetings. Meeting announcements are posted at Corcoran Depot, at the meeting location, all transit buses, Corcoran Journal and at on the City of Corcoran's website.
- The City of Corcoran and Kings County Association of Governments hold annual Public Hearings to learn about the needs of the residents of the City of Corcoran as well as Kings County. The public is invited to attend and present comments or concerns about transit related services. Notices are posted in the local newspaper, at the Corcoran Depot, buses, and on the City of Corcoran website.
- Annual Social Service Transportation Advisory Council Meetings are held. These meetings allow representative of user groups to comment and discuss concerns about transit related services.
- Rider Surveys are conducted annually. Riders are asked to comment about the transit system and make suggestions. These surveys take place at the Corcoran Depot and on buses.

All public notices are in English and Spanish.

b. ENGAGING TITLE VI PROTECTED GROUPS

The City of Corcoran and its Transit Division CAT realizes that there are large segments of the population from whom input is rarely, if ever received. In an effort to hear a truly representative voice of the public, CAT will make all significant service-related planning and policy publications available in accessible formats for the elderly and persons with disabilities through the following steps:

Continue to be an active member of the Social Service Transportation Advisory Council. This council consists of the following members:

- Representative of potential transit users who are 60 years of age or older;
- Representative of potential transit users who are handicapped;
- Representative of local social service providers for seniors;
- Representative of local social service providers for the handicapped;
- Representative of local social service provider for persons of limited means;
- Representative from local consolidated transportation service agency;

c. PUBLIC OUTREACH

CAT attends various community events and conducts presentations at various organizations, school systems, and religious organizations to assist in gathering information and see what services are most frequently sought by LEP population.

d. STAFF ACCESSIBLE

Staff is accessible in person, on the phone, by mail, by fax, or by email. Contact information is provided on the City of Corcoran’s website, Dial A Ride information, and public notices.

e. PROVIDE SERVICE FOR THE DISABLED AND LEP

Upon advance notice, special accommodations will be provided for public meetings. These services include translators, special assistance, and or transportation.

f. PLANS WITH SPECIFIC PUBLIC PARTICIPATION REQUIREMENTS

The Federal Transportation Improvement Program (FTIP) implements the policy and investment priorities expressed by the public and adopted by the Kings County Association of Governments (KCAG) in the Regional Transportation Plan (RTP). In this respect, public comments made as part of the RTP are reflected in the FTIP as well.

The FTIP covers a four-year timeframe, and all projects included in the FTIP must be consistent with the RTP. The FTIP is a comprehensive listing of Kings County transportation projects that:

- Receive federal funds, or are
- Subject to federally required action, or are
- Regionally significant, for federal air quality conformity purposes.

The FTIP is updated every two years with amendments occurring as needed and require the following public notification.

- Legally noticed 45 day public comment period;
- Legally noticed public meeting;
- Posting of information on KCAG website during the public comment period;
- Publishing amendment information as part of the following publicly available KCAG agendas: Technical Advisory Committee and Transportation Policy Committee;
- Consideration and response to public comments received during the comment period.

VI. NON-ELECTED COMMITTEE MEMBERSHIP

The Corcoran Area Transit does not include a non-elected committee or advisory body to assist with the transit program. However, if in the future a non-elected committee or advisory body is established, a summary of the committee members reflective of ethnicity/race, and a description of efforts made to encourage the participation of minorities on the committee based on race/ethnicity of the service areas population.

VII. COMPLAINTS OF DISCRIMINATION PROCEDURE

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by CAT as to consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution.

Complaint Procedure

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by nondiscrimination requirements may file a complaint with the City of Corcoran's Transit Division CAT. The complaint form may be downloaded (www.cityofcorcoran.com) or is available in hard copy from the City of Corcoran (City Hall) or at the Corcoran Depot from CAT staff (Appendix 1). A formal complaint must be filed within 180 days of the alleged occurrence.
2. In cases where the complainant is unable or incapable of providing a written statement, a verbal complaint may be made. The Title VI Coordinator will interview the complainant and if necessary assist the person in converting verbal complaints to writing. All complaints must, however, be signed by the complainant or his/her representative.
3. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.
4. CAT will provide the complainant or his/her representative and any contractor (respondent) with a written acknowledgement that CAT has received the complaint within five (5) working days of receipt.
5. A copy of the complaint will be forwarded to the City of Corcoran's legal council for review.
6. The Transit Coordinator and or Public Works Director will assign an investigator to the complaint (this may be the Title VI Coordinator or other designated staff).
7. The Investigator will determine if the complaint has investigative merit:
 - a. It was received within 180 days of the alleged occurrence.
 - b. It is does not appear to be frivolous or trivial.
 - c. It involves the City of Corcoran Transit Division CAT's contractors and not another entity.
 - d. A complaint against a contractor involves a CAT Federally Funded contract.
8. The complainant and contractor or other party to the complaint will be notified of the status of the complaint within 10 days of receipt of the complaint, *by registered mail*:
 - a. That the complaint will not be investigated and the reasons why the complaint does not have investigative merit.
 - b. That the complaint will be investigated and a request for additional information needed to assist the investigator.
9. The complainant or contractor must submit the requested information within 60 working days from the date of the original request. Failure of the complainant to submit additional information within the designated timeframe may be considered good cause for a determination of no investigative merit. Failure of the contractor to submit additional information within the designated timeframe may be considered good cause for a determination of noncompliance under the contract.
10. The internal investigator and/or contractor must within 15 working days, supply the Executive Director with status report of their investigation and/or resolution of the complaint.
11. Within 60 working days of the receipt of the complaint, the investigator will prepare a written report for the Transit Coordinator or Public Works Director.

The report shall include:

 - a. A narrative description of the incident. Including persons or entities involved.

- b. A statement of the issues raised by the complainant and the respondent's reply to each of the allegations.
- c. Citations of relevant Federal, State and local laws, CAT policy etc.
- d. Description of the investigation, including list of the persons contacted and a summary of the interviews conducted.
- e. A statement of the investigator's finding and recommendations for disposition.

12. The investigative report and findings of the complaint will be sent to legal counsel for review.

13. The Transit Coordinator or Public Works Director shall, based on the information before him or her and in consult with legal counsel, make a determination on the disposition of the complaint. Determination shall be made within 10 days from Transit Coordinator or Public Works Director's receipt of the investigator's report.

Examples of disposition are as follows:

- a. Complainant is found to have been discriminated against. CAT or Contractor is therefore in noncompliance with Title VI regulations. Reasons for the determination will be listed. Remedial actions that CAT or the Contractor must take will be listed.
- b. Complaint is found to be without merit. Reasons why will be listed.

14. Notice of the Transit Coordinator or Public Works Director's determination will be mailed to the complainant and contractor. Notice shall include information regarding appeal rights of complainant and instructions for initiating such an appeal.

Example of a notice of appeal follows:

- a. CAT will only reconsider this determination, if new facts, not previously considered.
- b. If the complainant is dissatisfied with the determination and/or resolution set forth by the City of Corcoran, the same complaint may be submitted to the Federal Transit Administration (FTA) for investigation. For more information, please contact the Federal Transit Administration, Office of Civil Rights, 201 Mission Street, Suite 1650; San Francisco, CA 94105 / (415) 744-3133.

15. A copy of the complaint and CAT's investigation report/letter of finding and Final Remedial Action Plan will be issued to FTA within 90 days of the receipt of the complaint.

16. After receiving FTA's comments, briefings may be scheduled with all relevant parties to the complaint.

17. A summary of the complaint and its resolution must be included in the annual report to the FTA.

VIII. GENERAL REPORTING REQUIREMENTS

Title VI of the Civil Rights Act of 1964 (Title VI), states the following: "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 Department of Justice and the Department of Transportation regulations implementing Title VI, require Federal agencies to collect data and other information to enforce Title VI. In this regard Corcoran Area Transit (CAT), as an applicant and/or recipient receiving Federal funding, hereby provides to FTA the following information:

- There are NO active lawsuits or complaints naming the City of Corcoran's Transit Division CAT nor were there any investigations, complaints, or lawsuits in the past three years, which allege

- There are currently no pending construction project which would negatively impact minority communities being performed by CAT.

IX. SERVICE STANDARDS AND POLICIES

In order to insure compliance with the Title VI Program, the City of Corcoran Transit Division CAT has implemented four service indicators to maintain service consistency throughout the City of Corcoran and Kings County to all participants of public transportation.

1. Vehicle Load or Load Factor- is a ratio of the number of seats on a vehicle to the number of passengers. CAT's Demand Response System will not permit any passenger to stand. CAT will not exceed the manufacturer's recommended seating and standing capacity per vehicle. A vehicle inventory list is attached indicating the seating and standing capacity per vehicle.
2. Vehicle Assignment – refers to the process by which transit vehicles are assigned to Dial A Ride pick-ups throughout the system due to variations among vehicles (age, type, size, amenities).
3. On-Time Performance – is a measure by the Estimated Time of Arrival (ETA) given to Dial A Ride passengers when requesting pick-up. The criterion first must define what is considered to be “on-time”. The measurement of on-time performance for CAT's Demand Response System will be plus or minus 10 minutes of appointment time scheduled with CAT's Dispatch.
4. Service Availability – is a general measure of the distribution of Dial A Ride within the City of Corcoran. Every five years a study of Kings County's transportation system is reviewed and a Transit Development Plan (TDP) is written. Each year this plan is reviewed and updated accordingly. The TDP considers all aspects of the City of Corcoran and Kings County including minority areas, transit dependent individuals, transit attractors, and recommendations of transit amenities. A major part of the process of the TDP is public involvement. The City of Corcoran's Transit Division CAT develops its system according to the TDP and funding availability.

X. RECORD KEEPING REQUIREMENTS

The Title VI manager shall ensure that all records relating to the City of Corcoran's Transit Division CAT is in compliance to Title VI are maintained for a minimum of seven years.

Records must be available for compliance review audits.

Copies of the following material will be kept available by the Title VI Coordinator for dissemination to the public upon demand:

- CAT's Title VI policy.
- Annual reports to FTA.
- Audit report findings and recommendations.
- Summaries of actions taken by CAT to remedy audit findings.
- Complaints received and a summary of their disposition.
- Annual report to Transit Coordinator and or Public Works Director regarding Title VI compliance.

Appendix 1

CORCORAN AREA TRANSIT

Title VI Complaint Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers:

Home: _____ Work: _____ Cell: _____

E-Mail Address: _____

Any person who believes that he or she has been subject to discrimination on the ground of and of the following Race Color National Origin may file a complaint with the City of Corcoran.

All complaints alleging discrimination should be submitted in writing directly to the Corcoran Area Transit Coordinator at the address below. The Transit Coordinator along with the Public Works Director shall be responsible for overseeing the investigations and responses to complaints of discrimination.

Date of Alleged Incident: _____

Explain as clearly as possible the nature of the complaint. Indicate specific details such as name of agency, name(s) of individuals involved, dates, times, witnesses, and any other information that would assist us in our investigation. If more space is needed please use the back of the form.

Have you filed this complaint with any of the following agencies? ___ Yes ___ No if yes check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Corcoran Area Transit | <input type="checkbox"/> California Department of Transportation |
| <input type="checkbox"/> City of Corcoran | <input type="checkbox"/> Federal Agency |
| <input type="checkbox"/> State Agency | <input type="checkbox"/> Federal Court |
| <input type="checkbox"/> State Court | <input type="checkbox"/> Local Agency |

Please provide information about a contact person at the agency/court where the complaint was filed along with a copy of complaint form.

Are you filling this complaint on your own behalf?

Yes No

If not, please supply the name and relationship of the person for whom is completing Title VI Complaint Form:

Name

Relationship

Address, City, State, Zip Code

Telephone Number

Please confirm that you have obtained the permission of the aggrieved party in you are filling on behalf of a third party. Yes No

Signature

Date

Please mail this form to:

City of Corcoran
C-A-T
Atten: Transit Coordinator
832 Whitley Avenue
Corcoran, CA 93212

APENDICE 1

CORCORAN AREA TRANSIT

FORMULARIO DE QUEJA TITULO VI

Nombre: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Número (s) de Telefono:

Casa: _____ Trabajo: _____ Celular: _____

Correo Electronico: _____

Cualquier persona que crea que el o ella an sido sujetos de descriminacion el la base de lo siguiente:
Raza Color Origen de Nacionalidad, puede poner un queja con la Ciudad de Corcoran.

Todas las quejas que alegen descriminacion deben ser sometidas en escrito y directamente al coordinador de Corcoran Area Transit a la direccion mencionada al término de esta forma. El coordinador de transito junto con el director de Obras Publicas serán responsables de estar al tanto de las investigaciones y respuestas sobre las quejas de descriminacion.

Fecha alegada del incidente: _____

Explique lo más claro posible la naturaleza de su queja. Indique detalles específicos tales como el nombre de la agencia, nombre (s) de individuos envueltos en esta situacion, fechas, tiempo, testigos, y cualquier otra informacion que nos pueda asistir en la investigacion. Si necesita más espacio para escribir su queja, use el reverse de esta hoja.

¿Ha usted archivado su queja con cualquiera de estas agencias? Si no, si su respuesta es si marque todas las agencias que apliquen:

- | | |
|--|---|
| <input type="checkbox"/> Corcoran Area Transit | <input type="checkbox"/> Departamento de Transporte de California |
| <input type="checkbox"/> Ciudad de Corcoran | <input type="checkbox"/> Agencia Federal |
| <input type="checkbox"/> Agencia del Estado | <input type="checkbox"/> Corte Federal |
| <input type="checkbox"/> Corte de Estado | <input type="checkbox"/> Agencia Local |

Favor de darnos informacion o el nombre de la persona con la que podamos hacer contacto en la agencia o corte donde usted ya presentó su queja y tambien proveanos con una copia de su queja ya archivada.

¿Esta usted archivando esta queja para usted mismo (a)?

- Si No

Si su respuesta es no, por favor proveanos con la relacion y el nombre de la persona por la cual usted esta llenando el Formulario de Queja, Titulo VI:

Nombre

Relación con la persona

Dirección completa

Número de telefono

Si usted obtuvo permiso de la persona araviada para llenar este formulario a nombre de e/ella, por favor confirme que usted es una tercera persona. Si No

Por favor mande esta forma a:
City of Corcoran
C-A-T
Attn: Coordinador de Transito
832 Whitley Avenue
Corcoran, CA 93212