



CALAVERAS COUNCIL
of GOVERNMENTS

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249

Calaveras Council of Governments Title VI Nondiscrimination Policy

The Calaveras Council of Governments (CCOG) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services or programs on the basis of race, color or national origin as afforded under Title VI of the Civil Rights Act of 1964.

Statement of Policy:

CCOG, as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments. Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

The CCOG is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with, or affected by, their programs. The CCOG's commitment includes vigorously enforcing all applicable laws and regulations that affect the CCOG and those organizations, both public and private, which participate and benefit through our programs.

The CCOG will take positive and realistic affirmative steps to ensure that all persons and/or firms wishing to participate in its programs are given an equal and equitable chance to participate. In addition, the CCOG will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

CCOG's contractors and subcontractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities and services.

The CCOG is responsible for providing leadership, direction and policy to ensure compliance with Title VI of the 1964 Civil Rights Act in respect to its services or programs. Any person(s) who feels that they have been discriminated against is encouraged to report such violations in writing to: Calaveras Council of Governments, 444 E. Saint Charles Street, Suite A, P. O. Box 280, San Andreas, CA 95249.



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Calaveras Council of Governments Title VI Public Notice

Title VI of the Civil Rights Act of 1964 states:

“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.” (42 U.S.C. Sec 2000d)

The Calaveras Council of Governments (CCOG) operates its programs and services without regard to race, color or national origin. The CCOG is committed to complying with Title VI requirements in all programs and services. For more information on CCOG Title VI obligations, please contact:

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249

Making a Title VI Complaint

Any person who believes he/she has been subjected to discrimination in the delivery of or access to transportation planning services or projects on the basis of race, color, or national origin, may file a complaint with the Calaveras Council of Governments. For information on how to file a complaint, contact the CCOG as listed below:

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249
(209) 754-2094
acollins@calacog.org

In addition to the complaint process described above, a complainant may file a Title VI complaint with the offices listed below:

California Department of Transportation
Attention: Title VI Coordinator
1823 14th Street, MS 79
Sacramento, CA 95811
(916) 324-0817

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590



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Title VI Public Notice

Title VI of the Civil Rights Act of 1964 states:

"Ninguna persona en los Estados Unidos será , por motivos de raza, color u origen nacional , ser excluida de participar en, ser negado los beneficios de, o ser sujeto a discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal . "

(42 U.S.C Sec 2000d)

El Consejo de Calaveras Council of Governments (CCOG) opera sus programas y servicios, sin distinción de raza, color u origen nacional . El CCOG se compromete a cumplir con los requisitos del Título VI en todos los programas y servicios. Para obtener más información sobre las obligaciones CCOG Título VI , por favor póngase en contacto con :

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
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San Andreas, CA 95249

Haciendo un título VI Queja

Cualquier persona que cree que él / ella ha sido objeto de discriminación en la entrega de una o discriminación en la prestación o el acceso a servicios de planificación transportion o proyectos sobre la base de raza, color u origen nacional , puede presentar una queja ante la Calaveras Council of Government . Para obtener más información sobre cómo presentar una queja , comuníquese con el CCOG que se enumeran a continuación:

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249
(209) 754-2094

acollins@calacog.org

Además del proceso de quejas se ha descrito anteriormente , el demandante puede presentar una queja del Título VI con las siguientes oficinas :

California Department of Transportation
Attention: Title VI Coordinator
1823 14th Street, MS 79
Sacramento, CA 95811
(916) 324-0817

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Para recibir servicios o copias en otro formato o idioma, contacte a Erin Kelly al (209) 754-2094 o visite el sitio web <http://www.calacog.org/>.



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Calaveras Council of Governments Title VI Complaint Form

The Calaveras Council of Governments (CCOG) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil rights Act of 1964, as amended. **Title VI complaints must be filed within 180 days from the date of the alleged discrimination.**

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact (209) 754-2094. The completed form must be returned to Calaveras Council of Governments at: 444 E. Saint Charles Street, Suite A, P. O. Box 280, San Andreas, CA 95249.

Your Name:	Phone:	Alt. Phone:
Street Address:	City, State, Zip Code:	
Person(s) discriminated against (if someone other than complainant):		
Name(s):		
Street Address, City, State & Zip Code:		

Which of the following best describes the reason for the alleged discrimination that took place? (Circle one)

Date of incident: _____

- Race
- Color
- National Origin

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).

Names of individuals (witnesses or others) whom we may contact for additional information to support or clarify your complaint:

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____

Have you filed a complaint with any other federal, state or local agencies? (Circle one)

Yes / No

If so, list agency/agencies and contact information below:

Agency: _____ Contact Name: _____
 Street Address, City, State & Zip Code: _____

 Phone: _____

Agency: _____ Contact Name: _____
 Street Address, City, State & Zip Code: _____

 Phone: _____

If you have an attorney representing you, please provide the following information:

Name: _____ Firm Name: _____
 Address: _____ Telephone Number: _____

I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

 Complainant's Signature Date

Print or Type Name

Date Received: _____
Received By: _____



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Calaveras Council of Governments Title VI Complaint Procedures

This document outlines the Title VI complaint procedures related to providing programs, services, and benefits. It does not, however, deny the complainant the right to file formal complaints with the California Department of Transportation, the Secretary of the US Department of Transportation, Equal Employment Opportunity Commission (EEOC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or to seek private counsel for complaints alleging discrimination, intimidation or retaliation of any kind that is prohibited by law.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of **race, color or national origin** be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Two Executive Orders extend Title VI protections to Environmental Justice, which also protects persons of low income, and Limited English Proficiency (LEP).

Title VI Complaint Procedure:

1. Any person who believes that they have been subjected to discrimination under Title VI may file a written complaint with the Calaveras Council of Governments (CCOG). Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident. The complaint procedure may be obtained from the CCOG website at <http://www.calacog.org>, or may be requested by telephone at (209) 754-2094. The complaint procedure can also be obtained by writing to Calaveras Council of Governments, P.O. Box 280, San Andreas, CA 95249.
2. The complaint must be a written statement that contains all of the information identified below in sections (a) through (g).
 - a. Name, address, and telephone number of the complainant.
 - b. The basis of the complaint (race, color, national origin).
 - c. The date or dates on which the alleged discriminatory event or events occurred.
 - d. The nature of the incident that led the complainant to feel discrimination was a factor.

- e. Names, addresses and telephone numbers of persons who may have knowledge of the event.
- f. Other agencies or courts where complaint has been and will be filed and a contact name.
- g. Complainant's signature and date.

A complaint form is available in hard copy at the Calaveras Council of Governments office or may be downloaded online at <http://www.calacog.org>. If the complainant is unable to write a complaint, Calaveras Council of Governments staff will assist the complainant in doing so.

The complaint may be sent to the following address:

Calaveras Council of Governments
P.O. Box 280
San Andreas, CA 95249

In addition to the complaint process described above, a complainant may file a Title VI complaint with the offices listed below:

California Department of Transportation
Attention: Title VI Coordinator
1823 14th Street, MS 79
Sacramento, CA 95811
(916) 324-0817

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Complaints must be filed within one-hundred eighty (180) calendar days of the last alleged incident.

3. Upon receipt of the complaint, the CCOG will record the complaint in a Title VI Complaints, Investigations, and Lawsuit Log. This log includes the date of investigation, lawsuit, or complaint; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the CCOG in response to the investigation, lawsuit, or complaint.
4. The CCOG will begin an investigation within fifteen (15) working days of receipt of a complaint.
5. The CCOG will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed. If the complainant fails to provide the requested information in a timely basis, CCOG may administratively close the complaint.
6. The CCOG will complete the investigation within ninety (90) days of receipt of the complaint. If additional time for investigation is needed, the complainant will be

contacted. A written investigation report will be prepared by the investigator. This report shall include a summary description of the incident, findings and recommended corrective action.

7. A closing letter will be provided to the complainant. The respondent or respondent department will also receive a copy of the closing letter. Each will have five (5) working days from receipt of the report to appeal. If neither party appeals, the complaint will be closed.
8. If the complainant is dissatisfied with the written decision, he or she may file a written appeal with the Executive Director, 444 E. Saint Charles Street, Suite A, P.O. Box 280, San Andreas, CA 95249 no later than 15 days of the date of the mailing of the decision and must be signed by the complainant or by someone authorized to do so on the complainant's behalf. If deemed necessary, the Executive Director may seek assistance from the Calaveras County Risk Management Division for further investigation.

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

Per FTA Circular 4702.1B, “all recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.”

To date, the Calaveras Council of Governments (CCOG) has not received Title VI investigations, complaints, or lawsuits. Below is the template that will be used for tracking these incidents.

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				