



Friends of Moreno Valley Senior Center, Inc. Title VI Complaint Form

SECTION I: Please write legibly		
NAME:		
ADDRESS:		
TELEPHONE:	MOBILE:	EMAIL ADDRESS:
ACCESSIBLE FORMAT	☐ Large Print	☐ Audio
	☐ TDD	☐ Other:
SECTION II:		
Are you filing this complaint on your own behalf?		☐ Yes ☐ No
If yes, go to Section III. If not, complete the rest of this section.		
What is your name?	What is your relationship to complainant?	
Why are you filing this complaint on behalf of another party?		
Do you have permission to file this complaint from the complainant? ☐ Yes ☐ No		
SECTION III:		
I believe the discrimination I experienced was based on race (check all that apply):		
☐ Race	☐ Color	☐ National Origin
Date of alleged discrimination (MM/DD/YYYY):		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. include the names 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 or a blank piece of paper and attach to this form.		

SECTION IV:		
Have you previously filed a Title VI complaint with Friends of Moreno Valley Senior Center, Inc.?	☐ Yes	☐ No
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 applies and list date: MM/DD/YYYY ☐ Federal Agency _____ ☐ State Agency _____ ☐ Local Agency _____ ☐ Federal Court _____ ☐ State Court _____		
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:

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:

Friends of Moreno Valley Senior Center, Inc.
 Title VI Administrator
 25075 Fir Avenue
 Moreno Valley, CA 92553

Title VI Complaint Procedures

FMVSCI must investigate complaints received no more than 180 days after the alleged incident. We 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, FMVSCI Title VI Administrator will review the form to determine if our office has authority over the complaint. The complaint will receive an acknowledgement letter informing the complainant whether the complaint will be investigated by our office.
- The investigation will be conducted and completed within 30 days of receipt of the formal complaint.
- If more information is needed to resolve the case, FMVSCI may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the Title VI Administrator. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days; FMVSCI can administratively close the case.
- The complainant will be notified in writing of the cause of any planned extension to the 30-day rule.
- The case can be administratively closed also if the complainant no longer wishes to pursue their case. Following the investigation, the Title VI Administrator will issue one of 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 the staff member or other action will occur.
- If the complainant is unsatisfied with the decision, he/she has 30 days after the date of FMVSCI' closure letter or the LOF to appeal to FMVSCI Board 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 the reasons for it.
- The complainant may also file a complaint directly with the Federal Transit Administration, as follows:

Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR, 1200 New Jersey Ave., S.E.
Washington, D.C. 20590