

Title VI Complaint



Section I:

Name:

Address:

Telephone (Home/Cell): Telephone (Work):

Email:

Do you require an accessible format?	Large Print		Audio Tape	
	TTY/TDD		Other	

Section II:

Are you filing this complaint on your own behalf? *	Yes	No
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*If you answered "yes" to this question, go to Section III.

If not, please supply the name and relationship of the person for whom you are filing:

Have you obtained permission from this person?	Yes	No
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Please explain why you are filing for this person:

Section III:

I believe the discrimination I experienced was based on (check all that apply): Race Color 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.

Title VI Complaint



Section IV		
Have you previously filed a Title VI complaint with TAMC?	Yes	No
Contact name:	Telephone number:	
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: _____	[] Local Court: _____	
Please provide contact information for the person you spoke to at the above agency:		
Name:	Title:	
Agency:		
Address:		
Telephone:		

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

Transportation Agency for Monterey County (TAMC) operates without regard to race, color, or national origin.

If you need assistance completing this form, contact TAMC at:
831-775-0903 • Email info@tamcmonterey.org

Please submit this form in person or by mail to:

Transportation Agency for Monterey County
Attn: Compliance Analyst/Title VI Coordinator
55-b Plaza Circle
Salinas, CA 93901

Title VI Complaint



Complaint Process

In compliance with U.S. Department of Transportation Title VI regulations (49 CFR Part 21), the Transportation Agency for Monterey County (TAMC) operates its programs and services without regard to race, color, or national origin. Any person who believes they have been discriminated against by TAMC on the basis of race, color, or national origin may file a Title VI complaint.

A Title VI complaint form can be downloaded at www.TAMCMonterey.org or by calling (831)775-0903. If the complainant is unable to write a complaint, a representative may file on his or her behalf, or TAMC staff will provide assistance. Complaints must be filed within 180 calendar days of the alleged incident.

1. TAMC will contact the complainant within 15 business days of receipt of complaint. Any requested information must be received by TAMC within 5 days of request*.
2. TAMC will begin the investigation within 15 business days of receipt of complaint if the alleged discrimination is found to be a violation of Title VI regulations.
3. TAMC will complete the investigation within 90 calendar days of receipt of complaint. If additional time is needed for the investigation, the complainant will be notified. A written investigation report will be prepared, including a summary description of the incident, investigative findings, and recommended corrective action.
4. A closing letter will be provided to the complainant. The complainant will have 5 business days from receipt of the closing letter to file an appeal. If no appeal is filed, the complaint will be closed.
5. TAMC will forward a copy of the investigation report to the appropriate federal agency, if required.

*TAMC will process and investigate all complaints that meet the requirements of Title VI discrimination. If the complainant fails to provide required information within the required timeframe, the complaint may be closed.

Complaint forms should be mailed to:
Transportation Agency for Monterey County
Attn: Title VI Complaint
55-B Plaza Circle
Salinas, CA 93901

Complaints may also be filed with the Federal Transit Administration, Office of Civil Rights, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590 or online at <http://www.fta.dot.gov/civilrights/12884.html>.



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