



## Title VI and ADA Complaint Report Form

**Title VI of the Civil Rights Act of 1964** provides that “no person in the United States shall, on the grounds of race, color or nation of 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 **Americans with Disabilities Act (ADA)** prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

It is the policy of WHW, also known as Women Helping Women, to employ its best efforts to ensure that all programs, services, activities, and benefits are implemented in a non-discrimination manner. WHW encourages reporting of any perceived incidents of discrimination or harassment. It is the policy of WHW to promptly and thoroughly investigate such reports. Further, WHW prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, national origin or disability may file a written complaint within 180 days after the date of the alleged discrimination with WHW, the State of California Public Inquiry and Response Bureau, the Federal Transit Authority and/or the Secretary of Transportation. Further, WHW prohibits intimidation, coercion, or engagement in other discriminatory conduct against anyone because he or she has filed a complaint to secure rights protected by Title VI or ADA.

If you are unable or incapable of providing a written statement, but wish WHW to investigate the alleged discrimination; a verbal complaint of discrimination may be made. Please contact (949) 631-2333 and ask for assistance. The complainant will be interviewed by an appropriate official authorized to receive complaints. If necessary, the official will assist you in converting verbal complaints to writing. Translation services will be provided to all complainants, as necessary. All complaints must, however, be signed by the complainant or his/her representative.



Please mail your complaint form directly to WHW at the following address:

Trina Fleming, Chief Executive Officer  
WHW  
2603 McGaw Avenue  
Irvine, CA 92614

Have you filed a complaint with any other federal, state or local agency? (Circle one) Yes/No

Agency	Contact Person
Street Address, City, State, Zip Code	
Agency	Contact Person
Street Address, City, State, Zip Code	

You may file a formal complaint directly to the State through the State of California's Affirmative Action Complaint Process at:

**State of California Public Inquiry and Response Bureau**

774 P Street, MS 20-23  
Sacramento, CA 96814  
1-800-952-5253  
1-800-952-8349 (Hearing Impaired)

Listed below are the FTA state and federal agencies if you wish to file a Title VI or ADA complaint directly with one or both of these agencies:

<b><u>State Office</u></b> Federal Transit Administration Region IX Office of Civil Rights 201 Mission Street, Suite 1650 San Francisco, CA 94105-1839 <a href="http://www.fta.dot.gov/about/region9.html">http://www.fta.dot.gov/about/region9.html</a>	<b><u>Federal Office</u></b> Federal Transit Administration Office of Civil Rights Title VI Program Coordinator East Building 5 <sup>th</sup> Floor – TCR 1200 New Jersey Avenue, SE Washington, DC 20590 <a href="http://www.fta.dot.gov/civilrights/12328_5104.html">http://www.fta.dot.gov/civilrights/12328_5104.html</a>
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I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

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Complainant's Signature

Date