

## **City of San Leandro**

### **Title VI of the Civil Rights Act of 1964 Notice to the Public**

The City of San Leandro is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its projects, programs, or activities on the basis of race, color, creed, national origin, sex or age, as provided in Title VI of the Civil Rights Act and 49 United States Code Section 5332.

For more information on the City of San Leandro's civil rights program, and the procedures to file a complaint, contact: Language Assist Coordinator at (510) 577-3351, or email [LanguageAssist@sanleandro.org](mailto:LanguageAssist@sanleandro.org); or visit the City of San Leandro's website at: <http://www.sanleandro.org/howdoi/request/lassist.asp> or visit the City Manager's office at City of San Leandro, 835 East 14th Street, Room 205 (second floor of City Hall), San Leandro, California 94577.

The City of San Leandro is committed to:

- Identifying residential, employment, and transportation patterns of low-income and minority populations so that their needs may be identified and addressed in our regional planning process;
- Integrating into our activities an analytical process that identifies the benefits and burdens of our investments on different socioeconomic groups, identifying imbalances and responding to the analyses produced;
- Promoting full and fair participation of individuals in low income and minority communities in planning and programming decisions;
- Ensuring meaningful access to programs, services, and activities by persons with limited English proficiency (LEP); and
- Complying fully with the requirements of Title VI and the Department of Transportation's (DOT) and Federal Transit Administration's (FTA) implementing regulations, policies, guidelines, and circulars, including DOT Order of Environmental Justice (Order 5610.2) and DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons.

A copy of City of San Leandro's most recent Title VI Report is available for review in the City Manager's Office, or by contacting the City of San Leandro Title VI Coordinator (i.e., Language Assist Coordinator), by email at [LanguageAssist@sanleandro.org](mailto:LanguageAssist@sanleandro.org) to receive a PDF copy.

#### **TITLE VI COMPLAINT PROCEDURE**

As a recipient of federal dollars, the City of San Leandro is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a non-discriminatory basis. The City of San Leandro has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in the Federal Transit Administration Circular 4702.1A dated May 13, 2007.

If you believe you have been discriminated against, you may file a signed, written complaint within one hundred and eighty (180) days of the date of the alleged discrimination. The complaint should include the following information:

1. Your name, address, and how to contact you (e.g., telephone number, e-mail address, etc.)
2. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination: how, when, where and why you believe you were discriminated against. Include the location, names, and contact information of any witnesses.
3. All complaints must be signed by the complainant or his/her representative.

The City of San Leandro Title VI Complaint form can be found at <http://www.sanleandro.org/howdoi/request/lassist.asp> website or in person at City of San Leandro, City Manager's Office, 835 East 14th Street, Room 205, (second floor of City Hall).

The complaint may be filed in writing to the SLTMO directly at:

Language Assist Coordinator  
City Manager's Office  
835 East 14th Street, Room 211 (second floor of City Hall)  
San Leandro, California 94577  
Facsimile: (510) 577-3340  
E-mail: [LanguageAssist@sanleandro.org](mailto:LanguageAssist@sanleandro.org)

Submission of Complaint to the Metropolitan Transportation Commission (MTC) or Federal Transit Administration: You may also file a complaint directly with Ms. Denise Rodrigues, Contract Compliance Officer, at the MTC, 101 Eighth Street, Oakland, California 94607 or the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

#### COMPLAINT ASSISTANCE

The Deputy City Manager or administrative staff from the City of San Leandro City Manager's Office will assist with writing a complaint if the complainant is unable to do so. We will accommodate any language requirement and will provide accessible formats and accommodations.