

The laws prohibit retaliation against anyone because he/she has taken action, or participated in an action, to secure rights protected by these laws. If you feel you have been retaliated against (separate from the discrimination alleged above), please explain the circumstances below. Please explain what actions you took which you believe were the basis for the allegation.

What remedy, or action, are you seeking for the alleged discrimination?

Have you filed, or intend to file, a charge or complaint regarding the matters raised in this complaint with any of the following?

Yes No If yes, check all that apply:

U.S. Equal Employment Opportunity Commission

Federal or State Court

Department of Fair Employment and Housing

Federal Highway Administration/ U.S. Dept. of Transportation

Federal Transit Administration/ U.S. Dept. of Transportation

If you have already filed a charge or complaint, please provide the following information:

Agency/Court: _____ Attorney Name: _____

Address: _____ Firm Name: _____

Date Filed: _____ Address: _____

Case Number: _____ Telephone Number: _____

Date of Trial/Hearing: _____

Status of case:

Please provide any additional information that you believe would assist in the investigation:

Note: The use of the complaint form is not mandatory. You may submit your complaint in any form that includes your signature. Please sign and date the complaint form below.

Signature of Complainant:

Date:

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call the City Clerk's (310) 285-2400

TITLE VI DISCRIMINATION COMPLAINT (INSTRUCTIONS)

CITY OF BEVERLY HILLS • POLICY and MANAMGEMENT DEPARTMENT

This complaint form is designed to assist any individual, group of individuals, or entity interested in filing a discrimination complaint with the City of Beverly Hills. If the complaint is against the City, it will be forwarded to the appropriate federal agency for investigation.

Title VI of the Civil Rights Act of 1964 and related statutes (Title VI), prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in connection with programs or activities receiving federal financial assistance from the United States Department of Transportation, Federal Highway Administration and/or Federal Transit Administration. These prohibitions extend to Caltrans as a direct recipient of federal financial assistance and to its subrecipients, consultants, and contractors, irrespective of tier, whether federally funded or not.

The City is also required to implement measures to ensure that persons with limited English proficiency and persons with disabilities have meaningful access to the services, benefits, and information of all its programs and activities under Executive Order 13166 and the Americans with Disabilities Act of 1990 respectively.

A complaint may be filed by any individual, group of individuals or entity that believes they have been subjected to discrimination or retaliation based on their race, color, national origin, age, sex or disability. The complaint must be submitted in writing. It must also be signed and dated by the individual or his/her representative for acceptance. As a convenience, you may use the enclosed Title VI Complaint form. Your complaint must be filed no later than 180 calendar days from the most recent date of the alleged act of discrimination unless the time for filing is extended.

Upon request, assistance will be provided if you are limited English proficient or disabled. Complaints may be filed using alternative formats, such as computer disk, audiotape or in Braille. For TTY customers, dial 771 to reach the California Relay Service. You will be asked to give the telephone number you are calling.

You also have the right to file complaints with other State or federal agencies that provide federal financial assistance to the City or to seek private counsel.

Once the complaint is filed, it will be reviewed by the City of Beverly Hills, Policy and Management Department located in Beverly Hills, CA. The Policy and Management Department will provide written acknowledgement to the complainant within five days of receiving the complaint by registered mail. Every effort will be made to obtain early resolution of complaints at the lowest level possible.

The City and its subrecipients, consultants, and contractors, irrespective of tier, are prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, or made charges, testified, or participated in any complaint action under Title VI, the Restoration Act of 1987 and other nondiscrimination authorities.

Submit the original signed form or letter in person or by mail to:

City of Beverly Hills
Title VI Coordinator, Pamela Mottice-Muller
455 North Rexford Dr.
Beverly Hills, CA 90210

Telephone Number: (310) 285-1014
Email: pmottice@beverlyhills.org
TTY: (310) 285-2400