

Title VI Complaint Form



Solano Transportation Authority (STA) is committed to ensuring that no person is excluded from participating in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints should be filed as close to the date of the alleged discrimination as possible, but no later than 180 days from the date Complainant becomes aware, or should have become aware of the alleged discrimination. The following information is necessary to assist the STA in processing your complaint.

Section I: Contact Information			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements? Check all that apply.	<input type="checkbox"/>	Large Print	<input type="checkbox"/>
	<input type="checkbox"/>	TDD	<input type="checkbox"/>
		Audio Tape	
		Other	
Section II: Filing for Another Person			
Are you filing this complaint on your own behalf?		<input type="checkbox"/>	Yes*
		<input type="checkbox"/>	No
*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 this complaint:			
Please explain why you are filing for this person:			
Please confirm that you have obtained the permission of the complaining person if you are filing on their behalf.		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
Section III: Discrimination Complaint			
I believe the discrimination I experienced was based on (check all that apply):	<input type="checkbox"/>	Race	<input type="checkbox"/>
	<input type="checkbox"/>	Color	<input type="checkbox"/>
	<input type="checkbox"/>	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 the names and contact information of any witnesses. If more space is needed, use additional sheets.			

Section IV: Previous or Existing Complaints or Lawsuits					
Have you previously filed a Title VI complaint with this agency?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you filed a complaint with any other Federal, State or local agency, or with any Federal or State Court?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, check all that apply?	<input type="checkbox"/>	Federal Agency	<input type="checkbox"/>	State Agency	
	<input type="checkbox"/>	Federal Court	<input type="checkbox"/>	Local Agency	
	<input type="checkbox"/>	State Court			
Please provide information about a contact person at the agency/court where the complaint was filed.					
Name:					
Title:					
Agency:					
Address:					
Telephone:					
Section V: Signature					
Please sign below to attest to the truthfulness of the above. You may attach any written materials or other information that you think is relevant to your complaint.					
_____				_____	
Signature				Date	

Note - STA cannot accept a complaint without a signature.

Please submit your completed form by mail, fax, email, or in person to:

Janet Adams, Deputy Executive Director
 STA Title VI Compliance Officer
 Solano Transportation Authority
 One Harbor Center, Suite 130
 Suisun City, CA 94585
 Fax (707) 424-6074
 Email jadams@sta-snci.com

Note: A complaint also may be filed with: Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.