

Title VI Implementation Procedures

The Board of Directors of United Cerebral Palsy Association of Greater Sacramento, Inc. (UCP) and its Leadership Team wish to express that one of our highest priorities in the area of operating federally-funded programs that adheres to UCP's Policy on Nondiscrimination. This priority assures that the administration of UCP and federally-funded programs administered by UCP, operate with the common goal of providing equal opportunity to federally-funded staff and participants.

UCP takes positive measures to ensure that no person is discriminated against because of sex, age, race, color, creed, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, veteran status or sexual orientation per California Civil Code section 51(b), the Civil Rights Act of 1964 (as outlined in Title VI of the Act), and all other applicable laws. The Board of Directors also specifically prohibits any form of sexual harassment within UCP or any federally-funded program under UCP's operation.

Any federally-funded staff member, participant, or applicant to a federally funded program who feels he or she has been discriminated against, should contact:

United Cerebral Palsy Association of Greater Sacramento, Inc.
Director of Human Services
4350 Auburn Blvd., Sacramento, CA 95841
Telephone at (916) 565-7700, ext. 325
Fax (916-565-7773
Email at ucpsacto@ucpsacto.org

OR

California Department of Fair Employment and Housing
Sacramento District Office
2000 O Street, Suite 120
Sacramento, CA 95814
800-884-1684

Applicability

This policy applies to any staff member of, participant in, or applicant to any federally funded program operated by United Cerebral Palsy Association of Greater Sacramento, Inc.

UCP's Civil Rights Coordinator is identified as UCP's Director of Human Resources. This person is designated to coordinate and investigate allegations of noncompliance with the Policy on Nondiscrimination and Title VI Civil Rights Protections.

Information regarding this policy may be obtained from the Director of Human Resources via telephone: Voice: (916) 283-8325; FAX (916) 565-7773; Web site: www.ucpsacto.org; E-mail: lgwinn@ucpsacto.org

Grievance Procedures

Allegations of noncompliance with this policy shall be signed by the applicable persons and mailed to the address below within 180 days of the date of the alleged discrimination. The written allegation must contain the following information:

- Your name, address, and how to contact you (i.e., phone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.

This information should provide sufficient detail to help the designated investigator find a prompt and equitable resolution, and if applicable, the specific remedy sought by the grievant.

The complaint may be filed through several methods:

In writing: United Cerebral Palsy Association of Greater Sacramento, Inc.
4350 Auburn Blvd.
Sacramento, CA 95841

Complainants may download and complete a printable form online at www.ucpsacto.org as a PDF document.

By email: ucpsacto@ucpsacto.org
By phone: 916-565-7700 or (916) 283-8325
By Fax: 916-565-7773

Complaint Assistance: UCP staff will assist in writing a complaint if the complainant is unable to do so.

Complainants may also file a Title VI complaint with an external entity such as the FTA, other federal or state agencies or federal or state courts. However, should a complaint be filed with the City and an external entity simultaneously, the external complaint will supersede the City's complaint and the City's complaint procedures will be suspended pending the external entity's findings.

The complainant also will be advised of his/her right to appeal the response to federal and state authorities as appropriate. The City will use its best efforts to respond to a Title VI complaint with sixty (60) working days of its receipt of such a complaint, unless

a complaint is filed with the City and an external entity simultaneously as was noted previously.

In addition to the complaint process at the City, a complainant may file a Title VI complaint with the FTA at:

U.S. Department of Transportation
Federal Transit Administration
Office of Civil Rights, Region IX
201 Mission Street, Suite 1650
San Francisco, CA 94105-1839

The following definitions control the timelines of this grievance procedure:

The day of receipt by UCP of the allegation shall be the File Date of the allegation.

A business day is a day when UCP's administrative office is open, which is between 8:00 a.m. and 5:00 p.m., Monday through Fridays, excluding holidays.

If the allegation details are sufficient, the allegation shall be immediately investigated and a response shall be mailed to the grievant with thirty (30) business days after the File Date.

If the allegation details are insufficient, the grievant shall be notified in writing with fifteen (15) business days after the File Date of the specific additional information needed to make it complete.

If the grievant fails to provide the additional needed information within thirty (30) business days after the File Date, the grievance shall be closed.

If the grievant provides the additional information needed to complete the allegation, it shall be immediately investigated and a response shall be mailed to the grievant no later than sixty (60) business days after the File Date.