

written complaint should be filed generally within 180 days of the date of the alleged discrimination.

It should describe:

- Your name, address, and telephone number.  
Your complaint must be signed. If you are filing on behalf of another person, include your name, address, telephone number, and your relation to that person (e.g., friend, attorney, parent, etc.)
- The name and address of the agency, institution, or department you believe discriminated against you.
- How, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Include names of individuals whom you allege discriminated against you, if you know them.
- The names of any persons, if known, to contact for additional information to support or clarify your allegations.
- The name and address of the agency, institution, or department you believe discriminated against you.
- How, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Include names of individuals whom you allege

discriminated against you, if you know them.

- The names of any persons, if known, to contact for additional information to support or clarify your allegations.

#### **What will be done with my complaint?**

The City of Oakland will determine which federal administering agency, Coordinator or City department, has jurisdiction to process/investigate your complaint. If the City of Oakland has jurisdiction, the coordinator or designee, will notify the City department or agency that is the subject of the complaint and request a response to the complaint.

Every effort will be made to obtain early resolution to your complaint at the lowest managerial/administrative level possible. If it is determined that an investigation is warranted, the designated investigator will begin an investigation. A written notice of findings will be provided to you upon completion of the investigation.

If you are not satisfied with the findings and recommendations, you can file your complaint with the appropriate administering State or Federal Agency.

Complaints not covered under Title VI will be referred to the appropriate department or authority for processing.



**Title VI Civil Rights**

## **Your Rights Under Title VI Of the Civil Rights Act of 1964**

“No person in the United States shall, on the grounds of race, color, or national 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.”



**City of Oakland - Title VI Civil Rights**  
150 Frank Ogawa Plaza, Second Floor  
Oakland, CA 94612,  
510 238 3500

<https://www.oaklandca.gov/departments/equal-employment-compliance-and-investigations>

*"Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination. "*

(President John F. Kennedy, in his message calling for the enactment of Title VI, 1963).

### **What is Title VI?**

Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.

### **What programs are covered by Title VI?**

Approximately 30 Federal agencies provide Federal financial assistance in the form of funds, training, and technical and other assistance to State and local governments, and non-profit and private organizations. These recipients of Federal assistance, in turn, operate programs and deliver benefits and services to individuals (known as “beneficiaries”) to achieve the goals of the Federal legislation that authorizes the programs.

### **What discrimination is prohibited by Title VI?**

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs.

Among other things, in operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny program services, aids, or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

Additionally, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations 1994 provides:

“Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

### **How can I file a discrimination complaint?**

The City of Oakland as a recipient of Federal financial assistance is responsible for addressing complaints of discrimination on the basis of race, color, or national origin in the use of its funds. If you believe that you or others protected by Title VI have been discriminated against, you may file a complaint.



## **Title VI Civil Rights**

### **Where can I file:**

**City of Oakland - Title VI Civil Rights**  
150 Frank Ogawa Plaza, Second Floor  
Oakland, CA 94612,  
510.238 3500.

**Department of Justice - Civil Rights Division**  
P.O. Box 944255 Sacramento, CA 94244  
<https://oag.ca.gov/civilrights>  
800-952-5225

**Department of Justice - Civil Rights Division**  
950 Pennsylvania Avenue, N.W.  
Office of the Assistant Attorney General, Main  
Washington, D.C. 20530  
(202) 514-3847

**Federal Transit Administration - Civil Rights Division**  
East Building, 5th Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
888-446-4511

**Federal Highway Administration - U.S. Department of Transportation - Office of Civil Rights**  
1200 New Jersey Avenue, SE  
8th Floor E81-105  
Washington, DC 20590  
(202) 366-1396

If you need assistance filling out a complaint form, please feel free to call our office.

If you need language assistance, interpreters and translators are available to help. A signed,