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Procedure for Filing a Title VI Complaint

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of Places for People's programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by Places for People may file a Title VI complaint by completing and submitting the agency's **Title VI Complaint Form**. Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website and in public areas of our agency.

You may download the Places for People's Title VI Complaint Form at www.placesforpeople.org, or request a copy by writing to: Places for People, Attn. Compliance Director, 1001 Lynch St., St. Louis, MO 63118

Information on how to file a Title VI complaint may also be obtained by calling the Compliance Director at 314-535-5600.

You may file a signed, dated complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address, and telephone number.
- Specific, detailed information (how, why, and when) about the alleged act of discrimination.
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to:

Places for People
Compliance Director
1001 Lynch St
St. Louis, MO 63118

COMPLAINT ACCEPTANCE: Places for People will process complaints that are complete. Once a completed Title VI Complaint Form is received, the Compliance Director will review it to determine if Places for People has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by Places for People.

INVESTIGATIONS: Places for People will generally complete an investigation within 90 days of receipt of a completed complaint form. If more information is needed to resolve the case, the Compliance Director may contact the complainant. Unless a longer period is specified by Places for People, the complainant will have ten (10) days from the date of the letter to send the requested information to the Places for People Title VI investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTERS OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or letter of finding (LOF).

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

- A Letter of Finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant disagrees with Places for People's determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. Places for People will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, Places for People will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact the Compliance Director at 1001 Lynch St., St. Louis, MO 63118, or at 314-535-5600.