

City of Farmersville
Title VI Complaint Policy
Effective Date: May 12, 2025

I. Purpose

The purpose of this policy is to establish procedures for the prompt and fair handling of complaints that allege discrimination based on race, color, or national origin in any program or activity conducted or funded by the City of Farmersville, in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.

II. Policy Statement

It is the policy of the City of Farmersville to ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the City receives federal financial assistance.

III. Filing a Complaint

Any individual who believes they have been subjected to discrimination may file a written complaint with the City's Title VI Coordinator. The complaint should include the following:

- Full name, address, and contact information of the complainant
- Date(s) of the alleged incident(s)
- Description of the incident(s) and alleged discriminatory act(s)
- Names of individuals or departments involved
- Any supporting documents or evidence

Complaints must be filed within 180 days of the alleged act of discrimination.

IV. Complaint Receipt and Review

Upon receiving a Title VI complaint, the City's Title VI Coordinator shall:

1. Log the complaint and issue a written acknowledgment of receipt within five (5) business days.

2. Conduct a preliminary assessment to determine if the complaint meets Title VI requirements.
3. If valid, forward the complaint and all accompanying documentation to the Caltrans Office of Civil Rights within ten (10) business days of receipt.

The City will retain a copy of the complaint and all related documents in accordance with federal and state record retention guidelines.

V. Cooperation with Caltrans

Once the complaint has been forwarded to Caltrans:

- The City will cooperate fully with Caltrans in the investigation and resolution process.
 - The Title VI Coordinator will provide any requested information or documents in a timely manner.
 - The City will implement any recommended corrective actions, as necessary.
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VI. Internal Title VI Compliance Monitoring

To ensure ongoing compliance with Title VI:

- The City will conduct annual internal reviews of all program areas receiving federal funding.
 - These reviews will evaluate policies, procedures, and outcomes to ensure that no disparate impacts exist.
 - Findings from these reviews will be documented and used to guide improvements.
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VII. Non-Retaliation

The City strictly prohibits any form of retaliation against individuals who file a complaint or participate in a Title VI investigation. Alleged acts of retaliation will be investigated and addressed in accordance with City disciplinary procedures.

VIII. Contact Information

Title VI Coordinator

Steven Thompson
Public Works Director
909 W. Visalia Rd.
559-747-0458
SThompson@cityoffarmersville-ca.gov

Caltrans Office of Civil Rights

Civil Rights Investigations Unit
559-444-2518
P.O. Box 12616
Fresno, CA. 93778