

**Vintage Gardens dba Central California Nikkei Foundation
Title VI Notice to the Public**

Notifying the Public of Rights Under Title VI

**Central California Nikkei Foundation
dba Vintage Gardens**

- Central California Nikkei Foundation dba Vintage Gardens operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any Person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Central California Nikkei Foundation dba Vintage Gardens
- For more information on the Central California Nikkei Foundation dba Vintage Gardens civil rights program and the procedures to file a complaint, contact (559) 252-4036 or visit our administrative office at 540 South Peach Ave, Fresno, CA 93727. For more information, visit www.vintagegardens.org.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 East New Jersey Ave., SE, Washington D.C. 20590
- If information is needed in another language, contact (559) 252-4036.

Notificar al público de los derechos bajo el título VI

Vintage Gardens dba Central California Nikkei Foundation

- Central California Nikkei Foundation dba Vintage Gardens opera sus programas y servicios sin respecto a raza, color y origen nacional con arreglo al título VI de la Civil Ley de derechos. Cualquier persona que cree que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con Central California Nikkei Foundation dba Vintage Gardens
- Para obtener más información sobre el programa derechos civiles capaz de industrias y el procedimientos para presentar una queja, llame al (559) 252-4036, o visite nuestra oficina administrativa en 540 South Peach Ave, Fresno, CA 93727. Para más información, visite www.vintagegardens.org
- Un demandante puede presentar una queja directamente con el Federal Transit Administration por archivar una queja con la Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
 - Si se necesita infomacion en otro idioma, contacte at (559) 252-4036.

Title VI Complaint Procedures

As a recipient of federal dollars, Central California Nikkei Foundation dba Vintage Gardens is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a non discriminatory basis. Central California Nikkei Foundation dba Vintage Gardens has in place a Title VI Complaint Procedure which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in the Federal Transit Administration Circular 4702.1B, dated October 1, 2012.

Any person who believes she or he has been discriminated against on the basis of race, color or national origin by Central California Nikkei Foundation dba Vintage Gardens may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Central California Nikkei Foundation dba Vintage Gardens investigates complaints received no more than 180 days after the alleged incident. Central California Nikkei Foundation dba Vintage Gardens will only process complaints that are complete.

Within 10 business days of receiving the complaint, Central California Nikkei Foundation dba Vintage Gardens will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office. Central California Nikkei Foundation dba Vintage Gardens has 30 days to investigate the complaint. The complainant will be notified in writing of the cause to any planned extension to the 30-day rule.

If more information is needed to resolve the case, Central California Nikkei Foundation dba Vintage Gardens may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days Central California Nikkei Foundation dba Vintage Gardens can administratively close the case.

A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and the case will be closed. An 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 wishes to appeal the decision, she/he has 10 business days after the date of the letter of the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 12 New Jersey Avenue SE, Washington, DC 20590.

Central California Nikkei Foundation dba Vintage Gardens Title VI Complaint Form Complaint Form

Section I: Please write legibly		
1. Name:		
2. Address:		
3. Telephone:		3.a. Secondary Phone (Optional):
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
6. Are you filing this complaint on your own behalf?		YES* NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.		YES NO
Section III:		
11. I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
12. Date of alleged discrimination: (mm/dd/yyyy)		
13. 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 names and contact information of any witnesses. If more space is needed, please attach additional sheets of paper.		

Central California Nikkei Foundation dba Vintage Gardens Title VI Complaint Form, Page 2

COMPLAINT FORM

Section IV:		
14. Have you previously filed a Title VI complaint with the Central California Nikkei Foundation dba Vintage Gardens?	YES	NO
Section V:		
15. Have you filed this 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 _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name: _____		
Title: _____		
Agency: _____		
Address: _____		
Telephone: _____ Email: _____		
Section VI:		
Name of Transit Agency complaint is against: _____		
Contact Person: _____		
Telephone: _____		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature _____ Date _____

Please submit this form in person or mail this form to the address below:
 Central California Nikkei Foundation dba Vintage Gardens Title VI Coordinator
 540 Peach Ave
 Fresno, CA 93727

FORMULARIO DE QUEJAS Título VI
Central California Nikkei Foundation dba Vintage Gardens
Oficina de Cumplimiento

Vintage Gardens centra sus esfuerzos en garantizar que nadie sea excluido de la participación en sus servicios ni que se nieguen los beneficios de éstos, con base en raza, color u origen nacional, en conformidad con las disposiciones del Title VI de la Ley de Derechos Civiles de 1964 y enmiendas. Las quejas bajo el Title IV deben presentarse en el transcurso de 180 días a partir de que ocurre la discriminación supuesta. La información siguiente es necesaria para ayudarnos en el procesamiento de su queja. Si requiere ayuda para llenar este formulario, le agradeceremos que se dirija al Title VI Coordinator, al teléfono (559) 252-4036. El formulario completo debe devolverse al Title VI Coordinator, Vintage Gardens Office of Compliance, 540 South Peach Ave., Fresno, CA 93727

Vintage Gardens dba Central California Nikkei Foundation Title VI Complaint Form

FORMULARIO DE QUEJAS

Sección I: Por favor escriba claro		
1. Su nombre:		
2. Dirección:		
3. Teléfono:		3.a. Segundo teléfono: <i>(Opcional)</i> :
4. Email Address:		
5. Formato Accesible Requito?	<input type="checkbox"/> Letra Grande	<input type="checkbox"/> Cinta de Audio
	<input type="checkbox"/> TDD	<input type="checkbox"/> Otro
Sección II:		
6. Este llenando esta forma para usted?		SI* NO
*Si contest "sí" a la #6 valloa la seccion III.		
7. Si contest "no" ala #6 cual es el Nombre de la persona por la cual usted esta llenando la queja? Nombre:		
8. Cual es su relacion con esta persona ?:		
9. Porque esta resentando a un tercero:		
10. Por favor confirme que usted tiene el permiso de esta persona para llenar esta queja.		SI NO
Sección III:		
11. Yo creo que la discriminacion que yo experimente fue basada <i>(marque todo lo que aplica)</i> : <input type="checkbox"/> Rasa <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional		
12. Fecha alegada la discriminacion: <i>(mm/dd/yyyy)</i>		
13. Por favor, describa el supuesto incidente de discriminación. Proporcione los nombres y títulos de todos los empleados de Vintage Gardens involucrados, si cuenta con la información. Explique lo sucedido; quién considera que fue responsable; y otra información específica pertinente. (Por favor, use el reverso de este formulario si requiere espacio adicional.)		

Central California Nikkei Foundation dba Vintage Gardens Titulo VI

Forma de Quejas, Página 2

FORMA DE QUEJAS

Sección IV:		
14. A presentado usted antes una queja Título VI con the Central California Nikkei Foundation?	SI	NO
Sección V:		
15. A presentado esta queja con otro Estado Federal O con una agencia local, O con cualquier Corte Federal O Estatal? <input type="checkbox"/> SI* <input type="checkbox"/> NO Si la respuesta es Sí , marque todo lo que le aplica :		
<input type="checkbox"/> Agencia Federal _____ <input type="checkbox"/> Agencia Estatal _____		
<input type="checkbox"/> Corte Federal _____ <input type="checkbox"/> Agencia Local _____		
<input type="checkbox"/> Corte Estatal _____		
16. Si contesto "SI " en el # 15, provee información de la persona que podemos contactar en la agencia / corte donde la queja fue echa.		
Nombre:		
Título:		
Agencia:		
Dirección :		
Teléfono : Email:		
Sección VI:		
Nombre de la agencia de la cual usted se quejo :		
Persona ala cual se puede contactar		
Teléfono :		

Usted puede añadir cualquier material escrito relevante a su queja.

Firma y Fecha se requiere abajo para completar esta forma :

Firma _____ Fecha _____

Por favor de entregar esta forma en persona o por correo a la dirección siguiente :

Central California Nikkei Foundation dba Vintage Gardens Titulo VI Coordinator
 540 Peach Ave.
 Fresno, CA 93727