**Accel Adult Services (AAS)**

**Title VI Complaint Procedures**

Please submit a complaint form in person at the address below, or mail this form to:

Accel Chief Operating Officer

Gordon Comfort

10251 N 35th Ave.

Phoenix, AZ 85051

602.995.7366

The complainant will be contacted by the Chief Operating Officer and the proposed resolution will be provided to the complainant within 60 days. If the complainant wishes to appeal the decision, the complainant may contact Ray Damm, ACCEL CEO, at 602-995-7366.

A complainant may file a complaint directly with the City of Phoenix Public Transit Department or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **City of Phoenix Public Transit Department**: ATTN: Title VI Coordinator, 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 **FTA**: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590.

If information is needed in another language, contact 602-997-2331. Para información en Español llame: 602-997-2331.

# Title VI Complaint Form

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| **Section I:**  |
| Name:  |
| Address:  |
| Telephone (Home): | Telephone (Work): |
| Electronic Mail Address: |
| Accessible Format Requirements? | ☐ Large Print | ☐ Audio Tape |
| ☐ TDD | ☐ Other |
| **Section II:**  |
| Are you filing this complaint on your own behalf? | ☐Yes\* | ☐No |
| *\*If you answered “yes” to this question, go to* ***Section III****.* |
| If not, please supply the name and relationship of the person for whom you are complaining.  |  |
| Please explain why you have filed for a third party:  |
| Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.  | ☐Yes | ☐No |
| **Section III:** |
| I believe the discrimination I experienced was based on (check all that apply):☐ Race ☐ Color ☐ National Origin ☐ Disability Date of Alleged Discrimination (Month, Day, Year): 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 use the back of this form.  |
| **Section VI:** |
| Have you previously filed a Title VI complaint with this agency? | ☐Yes | ☐No |

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| If yes, please provide any reference information regarding your previous complaint.  |
| **Section V:** |
| Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?☐ Yes ☐ NoIf yes, check all that apply:☐ Federal Agency: ☐ Federal Court: ☐ State Agency: ☐ State Court : ☐ Local Agency:  |
| Please provide information about a contact person at the agency/court where the complaint was filed. |
| Name: |
| Title: |
| Agency: |
| Address: |
| Telephone: |
| **Section VI:** |
| Name of agency complaint is against: |
| Name of person complaint is against: |
| Title: |
| Location: |
| Telephone Number (if available): |

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below

Signature Date

Please submit this form in person at the address below, or mail this form to:

Accel Gordon Comfort VP of Operations

10251 N 35th Ave.

Phoenix, AZ 85051

602-301-0452

gcomfort@accel.org