

VACAVILLE **ADA**



**City of Vacaville 650 Merchant Street
Vacaville CA 95688 Cityofvacaville.com**

Notice of Title VI Coordinator & Complaint Procedure

In accordance with the requirements Title VI of the Civil Rights Act of 1964, the City of Vacaville will not discriminate against individuals on the basis of race, color or national origin in the provision of its services, activities and programs.

Complaints of discrimination should be directed to the Title II Coordinator:

snelson@cityofvacaville.com Shannon Nelson, Title II Coordinator City of Vacaville
Department of Public Works 650 Merchant Street Vacaville CA 95688

Phone (707) 469-6578

A signed, written complaint should be filed 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, ECT.>)
- The name and address of the agency you believed 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 person, if known, that the investigating department could contact for additional information to support or clarify your allegations.

Brian McLean
General Services Manager

Department of Public Works