

Educational Programs Inspiring Communities, Inc.

Title VI Complaint Procedure

Any person who believes he/she has been aggrieved by an unlawful discriminatory practice on the basis of race, color or national origin by Educational Programs Inspiring Communities, Inc. may file a complaint by completing and submitting Educational Programs Inspiring Communities, Inc.'s Title VI Complaint form.

Educational Programs Inspiring Communities, Inc. investigates complaints received no more than 180 days after the alleged incident. Educational Programs Inspiring Communities, Inc. will process complaints that are complete. Once a completed complaint is received, Educational Programs Inspiring Communities, Inc. will review it to determine jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by Educational Programs Inspiring Communities, Inc.

Educational Programs Inspiring Communities, Inc. will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, Educational Programs Inspiring Communities, Inc. may contact the complainant. Unless a longer period is specified by Educational Programs Inspiring Communities, Inc., the complainant will have ten (10) days from the date of the letter to send requested information to the Educational Programs Inspiring Communities, Inc. investigator assigned to the case.

If Educational Programs Inspiring Communities, Inc. investigator is not contacted by the complainant or does not receive the additional information within the required timeline, Educational Programs Inspiring Communities, Inc. may administratively close the case. A case may be administratively closed also if the complainant no longer wishes to pursue their case.

After an investigation is complete, Educational Programs Inspiring Communities, Inc. will issue a letter to the complainant summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If a complainant disagrees with Educational Programs Inspiring Communities, Inc.'s determination, he/she may request reconsideration by submitting a request in writing to Educational Programs Inspiring Communities, Inc.'s Director within seven (7) days after the date of Educational Programs Inspiring Communities, Inc.'s letter, stating with specificity the basis for the reconsideration. The Director will notify the complainant of his decision either to accept or reject the request for reconsideration within 10 days. In cases where reconsideration is granted, the Director will issue a determination letter to the complainant upon completion of the reconsideration review.

Educational Programs Inspiring Communities, Inc.
707 Lehman Street, Houston, TX 77018

TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternative formats, please let us know.

Complete and return this form to 707 Lehman Street, Houston, TX 77018

1. Complainant's Name: _____

2. Address: _____

3. City: _____ State: _____ Zip Code: _____

4. Telephone Number (home): _____ (business): _____

Electronic Mail Address: _____

5. Are you filing this complaint on your own behalf? _____

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. _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your (check any box that applies):

a. Race:

b. Color:

c. National Origin:

7. What date did the alleged discrimination take place? _____

8. In your own words, describe the alleged discrimination. Explain what happened and what policy, program, activity or person you believe was discriminatory.

9. Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? Yes: No:

If yes, check each box that applies:

Federal agency Federal court State agency

State court Local agency

10. Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

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

Complainant's Signature

Date