

CITY OF DEL MAR TITLE VI GRIEVANCE PROCEDURES TITLE VI GRIEVANCE PROCEDURES

As a recipient of federal funds, the City of Del Mar is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a nondiscriminatory basis. This procedure describes the process for local disposition of Title VI grievances.

Any person who believes they have been discriminated against on the basis of race, color, or national origin, sex, religion, disability, or age by the City of Del Mar may file a Title VI grievance by completing and submitting the City's Title VI Grievance Form. The complaint should be in writing by completing and submitting the City's Title VI Grievance Form. The Grievance Form should be submitted by the complainant or their authorized representative as soon as possible but no later than 60 calendar days after the alleged violation to:

Sarah Krietor, Title VI Coordinator
City of Del Mar
Administrative Services Department
1050 Camino del Mar
Del Mar, CA 92014
skrietor@delmar.ca.us

Within 15 calendar days after receipt of the complaint, the Title VI Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Title VI Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Del Mar and offer options for substantive resolution of the complaint.

If the response by the Title VI Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager, or their designee.

Within 15 calendar days after receipt of the appeal, the City Manager or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Title VI Coordinator or their designee, appeals to the City Manager or their designee, and responses from these two offices will be retained by the City for at least three years.

Any complainant has the right to file grievances directly with the appropriate state or federal agency providing federal financial assistance to City.