

Title VI Complaint Form Regarding a Chelsea Housing Authority Program, Service or Activity

Title VI of the Civil Rights Act of 1964 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.”

Note: the following information is necessary to allow the Chelsea Housing Authority (CHA) to process a Title VI complaint. If you need assistance in completing this form or in filing a complaint, including interpretation or translation assistance, please contact the CHA’s Title VI Coordinator, Diane Cohen by calling 617-409-5312 or by email to dcohen@chelseaha.com

Please complete this form and return same to:

Diane Cohen, Title VI Coordinator
Chelsea Housing Authority
54 Locke Street
Chelsea, MA 02150

Or send the completed form by email to: dcohen@chelseaha.com

1. Complainant’s name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone number (Home/cell): _____ (Work): _____

2. Person discriminated against (if someone other than Complainant)
Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone number (Home/cell): _____ (Business): _____

3. Which of the following best describes the reason you believe the discrimination took place? (Please check all that apply)
 Race Color National Origin Limited English proficiency Other: _____

4. What CHA program, service or activity is the complaint about?
CHA Program/Service/Activity: _____
Location/Address: _____

5. Date of incident giving rise to the complaint: _____

6. Please describe the circumstances giving rise to the complaint: what happened and who was responsible? Can you provide the names of all individuals involved? **Please attach additional sheets of paper if you need more space to describe or explain the incident.**

{Please turn form over to continue and complete same}

7. Where did the incident giving rise to the complaint take place? Please provide as much information about the location as possible. (Please disregard if you have answered this in your response to question 6).

8. Were there any witnesses to the incident? If yes, please provide as much information as possible.

Witness Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone number (Home/cell): _____ (Work): _____

Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone number (Home/cell): _____ (Work): _____

9. Have any efforts been made to file or resolve this complaint through CHA's Grievance procedure included in either the ACOP or Section 8 Administrative Plan? ___ Yes ___ No

If yes, what is the status of the grievance? _____

10. Have you filed a complaint about this same incident with any other federal, state or local governmental agency or with a federal or state court? Please check all that apply.

Federal agency (name): _____
 Federal court (name): _____
 State agency (name): _____
 State court (name): _____
 Local agency (name): _____
 Other (name): _____

Please provide the contact information for the best person for MHA to contact with the agency/court/other:

Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone number: _____
Date Incident Complaint filed: _____

Sign the complaint in the space provided below. Please attach or include any documents you believe describe the incident and/or support your complaint.

Complainant's Signature _____ Date _____



54 LOCKE STREET CHELSEA, MASSACHUSETTS 02150

PHONE: (617) 884-5617

FAX: (617) 889-8158

TDD: (617) 884-0586

Civil Rights Requirements- A. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. ("Title VI")

Title VI prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. Programs that receive Federal funds cannot distinguish among individuals on the basis of race, color or national origin, either directly or indirectly, in the types, quantity, quality or timeliness of program services, aids or benefits that they provide or the manner in which they provide them. This prohibition applies to intentional discrimination as well as to procedures, criteria or methods of administration that appear neutral but have a discriminatory effect on individuals because of their race, color, or national origin. Policies and practices that have such an effect must be eliminated unless a recipient can show that they were necessary to achieve a legitimate nondiscriminatory objective. Even if there is such a reason the practice cannot continue if there are alternatives that would achieve the same objectives but that would exclude fewer minorities.

Persons with limited English proficiency must be afforded a meaningful opportunity to participate in programs that receive Federal funds. Policies and practices may not deny or have the effect of denying persons with limited English proficiency equal access to Federally funded programs for which such persons qualify.

If you have questions or concerns about or require more information regarding the Chelsea Housing Authority's (CHA's) obligations pursuant to Title VI, or would like to file a complaint, please contact:

**Diane Cohen, Title VI Coordinator
617-409-5312
dcohen@chelseaha.com**

*If you believe you have experienced discrimination prohibited by Title VI, you may also file a complaint with HUD. **If you need help, the CHA can assist you with the complaint.***



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TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

No person should be discriminated against based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

What Is Title VI?

Title VI of the Civil Rights Act of 1964 provides 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.

Title VI applies to programs or activities receiving federal financial assistance from HUD.

Definition of Federal Financial Assistance:

- Grants, loans, and advances of federal funds
- The grant or donation of federal property and interests in property
- The detail of federal personnel
- Use or rental of federal land or property at below market value
- Any federal agreement, arrangement, or other contract that includes as one of its purposes, the provision of assistance (for example, training conducted by federal personnel).

Federal financial assistance does not include a contract of insurance or guaranty.

Title VI applies to all HUD housing programs except for its mortgage insurance and loan guarantee programs.

Discriminatory Actions Prohibited by Title VI:

Title VI prohibits recipients of federal financial assistance, either directly or through subcontracts, from, on the ground of race, color, or national origin:

- Denying housing, accommodations, facilities, services, financial aid, or other benefits or providing same in a way different than how it is provided to others
- Subjecting a person to segregation or separate treatment related to the receipt of housing, accommodations, facilities, services, financial aid, or other benefits
- Restricting access to or enjoyment of housing, accommodations, facilities, services, financial aid, or other benefits
- Treating a person differently from others in determining whether he or she satisfies any occupancy, admission, enrollment, eligibility, membership, or other requirements or conditions

- Denying a person an opportunity to participate in a program or activity, or the opportunity to be a member of a planning or advisory body
- Utilizing criteria or other methods, or determining the site or location of housing, accommodations, or facilities in a way that has the effect of discriminating or impairing the purpose of the program

Filing a Complaint:

CHA's Title VI Complaint Form is available at 54 Locke Street, Chelsea, MA 02150 Street, at www.chelseaha.com, or by contacting:

Diane Cohen, Deputy Director and Title VI Coordinator
617-409-5312
dcohen@chelseaha.com

If you believe you have experienced discrimination prohibited by Title VI, you may file a complaint with HUD. If you need help, the CHA can assist you with the complaint.