

## COORDINATED ENTRY P&P, ATTACHMENT III: HOUSING FIRST SOLANO RIGHT TO FILE DISCRIMINATION COMPLAINTS NOTICE AND FORM

The Housing First Solano Continuum of Care does not tolerate discrimination based on actual or perceived membership in any protected class. The entirety of Housing First Solano's Coordinated Entry process shall be conducted in compliance with the nondiscrimination provisions of federal civil rights laws, including the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II and III of the Americans with Disabilities Act, as well as HUD's Equal Access and Gender Identity Rules. Under these laws and rules, the following classes are protected from discrimination:

- Race
- Color
- Religion
- National origin
- Sex
- Actual or perceived sexual orientation or gender identity
- Disability
- Familial status
- Marital status

Some programs may be forced to limit enrollment based on requirements imposed by their funding sources and/or state or federal law. For example, a HOPWA-funded project might be required to serve only participants who have HIV/AIDS. All such programs will avoid discrimination to the maximum extent allowed by their funding sources and their authorizing legislation.

All aspects of the Housing First Solano Coordinated Entry process will comply with all Federal, State, and local Fair Housing laws and regulations. Participants will not be "steered" toward any housing facility or neighborhood because of race, color, national origin, religion, sex, disability, or the presence of children.

Locations where persons are likely to access or attempt to access the CoC's Coordinated Entry System include signs or brochures displayed in prominent locations informing participants of their right to file a non-discrimination complaint and containing the contact information needed to file a non-discrimination complaint. Requirements associated with filing a non-discrimination complaint, if any, will be included on the signs or brochures.

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### PROCESS FOR FILING A COMPLAINT

Written complaints of discrimination may be sent to the staff of the Housing First Solano Continuum of Care at the following address:

Housing First Solano Continuum of Care  
c/o the Community Action Partnership of Solano, Joint Powers Authority  
Attn: Kathy Lawton-Caesar, Chair  
701 Civic Center Boulevard  
Suisun City, CA 94585

solano@homebaseccc.org

When a complaint of discrimination is received, the CoC Board will complete an investigation of the complaint within 60 days by attempting to contact and interview a reasonable number of persons who are likely to have relevant knowledge, and by attempting to collect any documents that are likely to be relevant to the investigation. Within 30 days after completing the investigation, the CoC Board will write an adequate report of the investigation's findings, including the investigator's opinion about whether inappropriate discrimination occurred and the action(s) recommended by the investigator to prevent discrimination from occurring in the future. If appropriate, the investigator may recommend that the complainant be re-assessed or re-prioritized for housing or services.

The report will be kept on file for two years.

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## DISCRIMINATION COMPLAINT FORM

**Confidentiality:** All information provided to the Housing First Solano Continuum of Care concerning the incident(s) of discrimination shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny relief as provided by the nondiscrimination provisions of federal civil rights laws, including the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II and III of the Americans with Disabilities Act, as well as HUD's Equal Access and Gender Identity Rules. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

### **TO BE COMPLETED BY OR ON BEHALF OF THE PERSON FILING A COMPLAINT**

- 1. Name of complainant:**
- 2. Your name (if different from complainant):**
- 3. Address or phone number for contacting the complainant:**
- 4. Name of the person or entity against whom this complaint is being filed (if known and can be safely disclosed):**
- 5. Date(s), Time(s) and location(s) of incidents:**
- 6. Description of perceived discrimination suffered:**
- 7. If voluntarily provided, list any third-party documentation you are providing along with this notice:**

This is to certify that the information provided on this form is true and correct to the best of my knowledge. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of relief.

Signature \_\_\_\_\_

Signed on (Date) \_\_\_\_\_

Please return this form to:

Housing First Solano Continuum of Care  
c/o the Community Action Partnership of Solano, Joint Powers Authority  
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701 Civic Center Boulevard  
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[solano@homebaseccc.org](mailto:solano@homebaseccc.org)

