



Title VI and Section 504 (ADA) Non-Discrimination Statement and Public Notice

Title VI and Nondiscrimination Commitment

In accordance with Title VI of the Civil Rights Act of 1964, Private Leverage, as a recipient of Federal funding, does not discriminate against any person based on age, color, creed, disability, familial status, national origin, race, religion, sex or on any other basis legally prohibited by or protected by Federal or State law. Private Leverage will not exclude anyone from participation in programs and services, or deny persons the benefits thereof, or subject anyone to discrimination on the grounds of race, color, national origin, sex, age, or disability. Questions, concerns, comments or requests for accommodation should be made to Private Leverage's Title VI/Section 504 (ADA) Coordinator.

ADA/504 Commitment

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations, Private Leverage will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. Private Leverage will provide reasonable accommodation to persons with disabilities who wish to participate in public involvement events or who require special assistance to access Private Leverage facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, Private Leverage asks that requests be made at least five (5) calendar days prior to the need for accommodation. Questions, concerns, comments or requests for accommodation should be made to Private Leverage's Title VI/Section 504 (ADA) Coordinator.

Services are provided free without charge for individuals with special needs with disabilities. The public will have access to translators, "I Speak Cards", TTY/TDD services and vital documents translated when requested.

TDD: (512) 499-2445

Complaint Procedures:

Any person, employee or citizen who believes that he/she has been subjected to discrimination may personally or by a representative file a complaint with Private Leverage's Title VI/Section 504 (ADA) coordinator, Malcolm Sykes, Managing Member of Private Leverage at 281-706-4049. 2000 Crawford Street #840, Houston, TX 77002. A person who has not personally been subjected to discrimination may also file a complaint.

Step One: An aggrieved person must submit a written statement to the Title VI/Section 504 (ADA) coordinator setting forth the nature of the discrimination alleged and facts upon which the allegation is based.

Step Two: The Title VI/Section 504 (ADA) coordinator shall contact the complainant no later than fifteen (15) days after receiving the written statement to establish an informal meeting with the objective of resolving the matter informally. However, in no case shall the informal meeting be conducted sooner than five (5) days or more than forty-five (45) days after receiving the written statement. There shall be prepared a written documentary of the discussions at the informal meeting, which shall be preserved in Private Leverage's records.

Step Three: Within fifteen (15) days of the informal meeting, if no decision has been made by Title VI/Section 504 (ADA) coordinator or the decision of the Title VI/Section 504 (ADA) coordinator does not satisfy the complainant, complainant may request a hearing with the Private Leverage President/CEO by submitting a written request to the Title VI/Section 504 (ADA) coordinator or directly to the President/CEO.

Step Four: In discussing the grievance, the complainant may designate any person of his/her/their choice to appear with him/her/them and participate in the discussion. Private Leverage shall issue a written decision on the matter within fifteen (15) days, and the decision shall be the final procedure for the complainant at the local level.

Step Five: Complainant may appeal the decision of the President/CEO and/or Title VI/Section 504 (ADA) coordinator to Private Leverage's Board of Advisors. The Board shall hear the complaint and issue a written decision within 15 fifteen (15) days of the complaint.

Step Six: Complainant may also file a complaint with the Texas Commission on Human Rights. Telephone: 512-437-3450. Address: 201 E 14th St #10, Austin, TX 78701

For more information, contact Malcolm Sykes, Managing Member of Private Leverage at 281-706-4049. 2000 Crawford Street #840, Houston, TX 77002