TITLE VI PROGRAM & EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT FORM

A. City of Spokane Policy of Non-discrimination

The City of Spokane is an equal opportunity employer and is committed to providing equal opportunity in access to and the provision of all City services. The City is the recipient of Federal financial assistance from the Federal Highway Administration (FHWA) through the Washington State Department of Transportation and directly from the Federal Motor Carrier Safety Administration (FMCSA). This commitment applies regardless of a number of protected groups identified by the City, FHWA, and FMCSA. The following Agency identifies the following protected groups:

- City of Spokane: race, religion, color, national origin, sex (including pregnancy), sexual orientation or gender identity, marital status, age (40 or over), familial status, disability or genetic information or veteran/military status.
- FHWA: race, color, or national origin.
- FMCSA: race, color, national origin, sex, age, disability, income, or limited English proficiency (LEP).

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


City Contacts:

Human Resources
Attn: Title VI Coordinator
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3327
509-625-6363 Phone
B. How to File a Discrimination Complaint

If you believe a City employee, or a contractor, subcontractor, licensee, certified entity, or grantee under any City of Spokane program has discriminated against you or you have been excluded from participation in City provided activities or services on the basis of one or more of the following protected groups, you are encouraged to contact the City of Spokane Human Resources Department:

- City of Spokane: race, religion, color, national origin, sex, sexual orientation or gender identity, marital status, age, familial status, disability or genetic information or veteran/military status.
- FHWA: race, color, religion, sex, or national origin.
- FMCSA: race, color, national origin, sex, age, disability, income level, or limited English proficiency (LEP).

If you choose to file a complaint, you are asked to provide the following information to the Human Resources Department:

Your name:_________________________________________  __________________________
Day-time phone:( )______________________ e-mail: ________________________________
Address:_____________________________________________________________________
City:______________________________________ State:_______ Zip code:_____________  
Name of alleged discriminator:___________________________________________________
City department or City grantee:_________________________________________________
Description of incident (attach additional pages if needed):__________________________
____________________________________________________________________________
____________________________________________________________________________

Basis:
☐ Race/color  ☐ Disability/genetic information  ☐ Marital status  ☐ Veteran/military status
☐ Age  ☐ National origin  ☐ Sexual orientation/gender identity  ☐ Sex  ☐ Religion
☐ Familial status  ☐ Retaliation  ☐ Income-level  ☐ Limited English Proficiency

____________________________________________________________________________
Signature__________________________________________________________ Date________________

Please be aware there is a time limit for filing a complaint. A written complaint of alleged discrimination must be filed within 180 days of the occurrence and returned to:

City of Spokane Human Resources Department  
ATTN: Title VI Coordinator  
808 W. Spokane Falls, Blvd.  
Spokane, WA 99201
C. Title VI Compliance and the City's Transportation Program

Title VI compliance is a condition of receipt for federal funds. Assurance of compliance falls under the authority of the Office of the Mayor pursuant to its budgetary authority and responsibility. The City Administrator and Title VI Coordinator are authorized to ensure compliance with provisions of the requirements of 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21.

The City of Spokane assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, the Federal-Aid Highway Act of 1973, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any county sponsored transportation program or activity. The City further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event the City distributes federal aid funds to another entity, the City will include Title VI language in all written agreements and will monitor for compliance.

Fair Contracting Practices

Federal and state grants require that the City, its contractors, subcontractors and other sub-recipients who receive federal funds actively ensure nondiscrimination in all of their programs and activities. These obligations apply even if those other programs and activities are not federally funded. It is City policy to afford all bidders an equal opportunity to quote and compete on equal terms. Disadvantaged Business Enterprises (DBE) are encouraged to respond to every applicable contracting opportunity. Please note that DBE requirements do not pertain to funding opportunities through the Federal Motor Carrier Safety Administration. The City will ensure all businesses a realistic opportunity to participate in the City’s purchasing processes, fairly and competitively. Interested businesses, vendors, contractors or subcontractors may obtain copies of relevant City policies by contacting the City Purchasing Department at (509) 625-6411.

D. Other Resources and Web Links

WA Dept. of Transportation, Office of Equal Opportunity  http://www.wsdot.wa.gov/oeo/
WA State Dept. of Social & Health Services 1-800-521-8060
US Dept. of Justice, Community Relations Service, Region X  www.usdoj.gov/crs/crs.htm
National Association for the Advancement of Colored People  http://www.naacp.org/