

## **TITLE VI PROGRAM & EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT FORM**

- A. City of Spokane Policy of Non-discrimination**
- B. How to File a Discrimination Complaint**
- C. Title VI Compliance and the City's Transportation Program**
- D. Other Resources and Web Links**

### **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.

The City's practices of non-discrimination are consistent with: Titles VI of the Civil Rights Act of 1964, Title VII of the 1964 Civil Right Act as amended; Executive Orders 11246, 11375, 12898 and 13166; Sections 503 and 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Acts of 1967 and 1975; the 1974 Vietnam Era Veteran Readjustment Assistance Act; Americans with Disabilities Act of 1990; Federal-Aid Highway Act of 1973; Washington State Law Against Discrimination, RCW 49.60; and State Executive Orders 89-01, 93-03 and 93-07.

### ***City Contacts:***

Attn: Title VI Coordinator Sally Stopher  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3327  
509-625-6032 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:**

**Grants and Contracts Office  
ATTN: Title VI Coordinator Sally Stopher  
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**

US Commission on Civil Rights <http://www.usccr.gov/index.html>

US Office of Civil Rights, Region X <http://www.hhs.gov/region10/ocr/>

Washington State Human Rights Commission 1-800-233-3247 <http://www.hum.wa.gov/>

WA Office of Women and Minority Owned Business Enterprises <http://www.omwbe.wa.gov/>

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

FHWA Environmental Justice

<http://wwwcf.fhwa.dot.gov/environment/ejustice/facts/index.htm>

US Dept. of Justice, Community Relations Service, Region X [www.usdoj.gov/crs/crs.htm](http://www.usdoj.gov/crs/crs.htm)

National Association for the Advancement of Colored People <http://www.naacp.org/>