



Title VI Complaint Form

Any person who believes that he or she, as a member of any specific class, or in conjunction with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973, and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the RTPO. All complaints will be referred to the RTPO's Title VI Coordinator for review and action. The Palouse RTPO's Title VI Coordinator shall be the Executive Director of the Palouse RTPO.

If you would like to submit a Title VI complaint to the Palouse Regional Transportation Planning Organization (PRTPO), please fill out this form and mail it to: Palouse RTPO, Attn: Title VI Coordinator, 845 Port Way, Clarkston, WA 99403.

This form can also be filed with the agencies that appear on the last page. If you have questions about this complaint form or compliant procedures, please contact PRTPO at (509) 751-9144

1. Complainant's Name (please Print):

2. Phone number:

3. Home address (street #, city, state, zip code):

4. Discrimination is alleged because of:

- | | | | |
|---|------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Race/ethnicity | <input type="checkbox"/> Sex | <input type="checkbox"/> National origin | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Creed/religion | <input type="checkbox"/> Age | <input type="checkbox"/> Disability | <input type="checkbox"/> Other |

5. Please explain as clearly as possible what happened and why you believe you were discriminated against. Include the name of the person who allegedly discriminated against you, if anyone in particular, and any written materials pertaining to your allegation as well.

6. Why do you believe these events occurred?

7. Is there other information relevant to the investigation?

8. How can this issue be resolved to your satisfaction?

9. Please identify any person(s) that we may contact to support or clarify your complaint (please include name, job title if any, home address, phone number):

Complainant's Signature

Date

Complaint Procedures

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by PRTPO as to sub-recipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution.

RTPO will not investigate a discrimination complaint against itself. Any complaint alleging discrimination by PRTPO, which is received by PRTPO, will be forwarded to the WSDOT Office of Equal Opportunity.

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with PRTPO's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against a sub-recipient of federal highway funds, PRTPO will assume jurisdiction and will investigate and adjudicate the case.
3. Once PRTPO decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five (5) business days. The complaint will receive a case number and will then be logged in PRTPO's records identifying its basis and the race, color, national origin, and gender of the complainant.
4. In cases where PRTPO assumes the investigation of the complaint, PRTPO will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 business days to furnish PRTPO his/her response to the allegations.
5. Within 60 calendar days of receipt of the complaint, PRTPO's investigator will prepare an investigative report for the Executive Director's review. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This can be a Title VI Specialist, PRTPO's Title VI Coordinator, or other person designated by the Coordinator.
6. The investigative report and its findings will be sent to PRTPO's legal counsel for review.
7. Any comment(s) or recommendations from PRTPO's legal counsel will be reviewed by PRTPO's investigator. The Investigator will discuss the report and recommendations with the Executive Director. The report will be modified as needed and made final for its release.
8. Once PRTPO's investigative report becomes final, the parties will be properly notified of the outcome and appeal rights.
9. PRTPO's investigative report and a copy of the complaint will be forwarded to WSDOT's Office of Equal Opportunity with 60 calendar days of the receipt of the complaint. The Office of Equal Opportunity will share the report with FHWA, Washington Division Office, as part of its Annual Title VI Update and Accomplishment Report.

10. If the complainant is not satisfied with the results of the investigation, s/he shall be advised of their rights to appeal PRTPO's determination to the WSDOT Office of Equal Opportunity. If a complaint is still not satisfied, the next appeal is to FHWA, Washington Division Office; United States Department of Transportation (USDOT); or the United States Department of Justice (USDOJ). Appeals must be filed within 180 calendar days after PRTPO's final resolution. Unless new facts not previously considered come to light, reconsideration of PRTPO's determination will not be available.

11. PRTPO will serve as appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by a sub-recipient. PRTPO will analyze the facts of the case and will issue its conclusion to the appellant within 60 calendar days of the receipt of the appeal.

12. An annual log of complaints will be maintained by PRTPO and will contain the following information for each complaint filed:

- The name and address of the person filing the complaint
- The date of the complaint
- The basis of the complaint
- The disposition of the complaint
- The status of the complaint

A Title VI complaint may be filed with any of the following offices:

Palouse RTPO

Attn: Title VI Coordinator
845 Port Way
Clarkston, Washington 99403
Phone: (509) 751-9144

**Federal Highway Administration
Washington State Division Office**

711 Capitol Way South,
Suite 501 Olympia,
WA 98501
Phone: (360) 534-9325

**Washington State
Department of Transportation
Public Transportation Division**

Attn: Title VI Coordinator
PO Box 47387 Olympia,
WA 98504

**Federal Transit Administration
Office of Civil Rights**

Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave.,
SE Washington,
DC 20590

**Washington State
Department of Transportation
Office of Equal Opportunity,**

Title VI Program
PO Box 47314 Olympia,
WA 98504 (360) 705-7082

**United States Department of Justice
Civil Rights Division Coordination
and Review Section - NWB**

950 Pennsylvania Avenue NW
Washington DC, 20530