



Palouse Regional Transportation Planning Organization

Serving Asotin, Columbia, Garfield, and Whitman Counties

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Palouse RTPO Discrimination Complaint Procedure

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.

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

- The date of the alleged act of discrimination; or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the RTPO or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall be set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the RTPO, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator, or his/her designee, will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the RTPO's investigative procedures.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of the action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as WSDOT or USDOT.

The Palouse RTPO will advise WSDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to WSDOT:

- Name, address, and phone number of the complainant.
- Name(s) and address(es) of alleged discriminating official(s);
- Basis of complaint (i.e., race, color, national origin, or sex);
- Date of alleged discriminatory act(s);
- A statement of the complaint.

- Other agencies (state, local, federal) where the complaint has been filed.
- An explanation of the actions the recipient has taken or proposes to resolve the issue raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the President of the Policy Board of the RTPO. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 60 days of receipt of the complaint, the President of the Policy Board of the RTPO will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with WSDOT, or USDOT, if they are dissatisfied with the final decision rendered by the Palouse RTPO.

The Title VI Coordinator will also provide WSDOT with a copy of this decision and summary of findings upon completion of the investigation.