

Title VI Policy and Complaint Process

Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. Section 2000d).

Cowlitz Tribe Department of Transportation is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by the Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

This plan was developed to guide the Cowlitz Indian Tribe Department of Transportation in its administration and management of Title VI- related activities.

To receive additional information on its discrimination obligations including its complaint procedures, please contact

Becky Morton-Transit Operations Manager
Cowlitz Tribe Transit Service
360-636-4523
bmorton@cowlitz.org

Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in the Cowlitz Tribe Dept. of Transportation facility and available on our revenue vehicles by comment/complaint cards. Additional information relating to nondiscrimination obligation can be obtained from the Cowlitz Indian Tribe Dept. of Transportation Director.

Title VI information shall be made available by posters/copy of policy to the Cowlitz Indian Tribe Dept. of Transportation employees for a reminder of Title VI responsibilities in their daily work and duties. New employees shall be informed of the provisions of Title VI, and the Cowlitz Indian Tribe Dept. of Transportation expectations to perform their duties accordingly. All employees shall be provided a copy of the Title VI policy and are required to sign the acknowledgement of receipt.

Subcontracts and vendors

All subcontractors and vendors who receive payments from Cowlitz Indian Tribe Dept. of Transportation where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the Cowlitz Indian Tribe Dept. of Transportation Title VI policy, copies of the Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

- Title VI Complaint procedure
- How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to one hundred eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)

How, when, where, and why you believe you were discriminated against. Include the location, names and contact information of witnesses.

Other information that deems significant.

The Cowlitz Indian Tribe Dept. of Transportation Title VI complaint form can be found at the end of this policy. Cowlitz Indian Tribe Dept. of Transportation encourages individuals to submit Title VI complaints in writing using this form and mailing to:

Cowlitz Tribe Transit Service

865 Douglas Street

PO Box 2547

Longview, WA. 98632

In a case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Cowlitz Indian Tribe Dept. Transit Operations Manager. Under such circumstances, the complainant will be interviewed, and the Cowlitz Indian Tribe Dept. of Transportation Transit Operations Manager will assist the complainant in completing a written statement.

When a complaint is received, the Cowlitz Indian Tribe Dept. of Transportation Transit Operations Manager will provide written acknowledgment to the complainant, within (10) business days by mail.

If a complaint is deemed incomplete, additional information will be requested, and the complainant will be provided sixty (60) business days to submit the required information. Failure to do so may be considered good cause for determination of no investigative merit.

Within fifteen (15) business days from receipt of a complete complaint, the Cowlitz Indian Tribe Dept. of Transportation Transit Operations Manager will determine its jurisdiction in pursuing the matter and whether the complaint is sufficient merit to warrant investigation. Within five (5) business days of this decision, the Cowlitz Indian Tribe Dept. of Transportation Director or his/her authorized designee will notify the complainant and respondent, by mail, informing them of the decision.

If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.

If the complaint is to be investigated, the notification shall state the grounds of the authority's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.

When the Cowlitz Indian Tribe Dept. of Transportation Transit Operations Manager does not have sufficient jurisdiction then his/her designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.

If the complaint has investigative merit, the Cowlitz Indian Tribe Dept. of Transportation Director will instruct the Cowlitz Indian Tribe Dept. of Transportation Transit Operations Manager to fully investigate the complaint. A complete investigation will be conducted, and an investigative report will be submitted to the Cowlitz Indian Tribe Director of Transportation within sixty (60) days from receipt of the complaint. The report will include a description of the incident, summaries of all persons interviewed, and a finding with recommendations and proposed resolution where appropriate. If the investigation is delayed for any reason, the Cowlitz Indian Tribe Dept. of Transportation Transit Operations Manager will notify the appropriate authorities, and an extension will be requested.

The Cowlitz Indian Tribe Dept. of Transportation Transit Operations Manager or the Cowlitz Indian Tribe Department of Transportation Director will issue letters of finding to the complainant and respondent within ninety (90) days from receipt of the complaint.

If the complainant is dissatisfied with the Cowlitz Indian Tribe Dept. of Transportation Transit Operations Manager resolution of the complaint, he/she has the right to file a complaint with one of the following organizations.

Federal Transit Administration
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave, SE
Washington, DC 20590

Washington State Dept. of Transportation
Public Transportation Division
Attn: Title VI Coordinator
P.O Box 47387
Olympia, WA. 98504-47387

U.S. Department of Justice
Civil Rights Division
Coordination and Review
Section-NWB
950 Pennsylvania Avenue, NW
Washington, DC 20530

Title VI Complaint Form

Please fill out the form below and send it to: Cowlitz Indian Tribe Dept. of Transportation
Director Attn: Kim Stube, P.O Box 2547 Longview, Wa. 98632.

If you have question or would like to receive a copy of the Cowlitz Indian Tribe Dept. of
Transportation Title VI Policy please call 360-232-

Name (Complained):		
Phone:	Home addresses (street no., city, state, zip):	
If applicable, name of person(s) who allegedly discriminated against you:		
Location and position of person if known:	Date of incident:	
Discrimination because of:		
Race/Color	Sex(includes sexual harassment)	Vietnam Era Veteran
National Origin	Sexual Orientation	Disabled Veteran
Creed/Religion	Marital Status	Retaliation
Disability	Age	
<p>Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.</p>		

Why do you believe these events occurred?

What other information do you think is relevant to the investigation?

How can this/these issue(s) be resolved to your satisfaction?

Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses):

Name:

Address:

Phone Number:

Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

Yes **No**

If yes, check all that apply:

Federal Agency

Federal Court

State Court

Local Agency

State agency

If filed at an agency and/or court, please provide information about a contact person at the agency/court where the complaint was filed.

Agency /Court:

Contact's Name:

Address:

Phone number:

Signature (complainant):

Date of filing: