

Complaint Procedures – Allegations of Discrimination in Federally Assisted Programs or Activities



City of Renton Title VI Notice to the Public

The City of Renton hereby gives public notice that it is the City's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which the City of Renton receives Federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Renton. Any such complaint must be in writing and filed with the City of Renton Human Resources within one hundred, eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the City's website (www.rentonwa.gov) or from the Human Resources office at no cost to the complainant by calling (425) 430-7655.

A. Overview

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, 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 the City of Renton Transportation Division, as well as to sub-recipients, consultants, and contractors. These procedures apply to complaints filed against a program and/or activity funded by the Federal Highway Administration (FHWA).

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.

These procedures are part of an administrative process, which do not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to resolve complaints informally at the City and sub-recipient level. The option of informal mediation meeting(s) between the affected parties and a designated mediator may be utilized for resolution.

B. Procedures

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 Kim Gilman, Human Resources Manager at the City of Renton. A formal complaint must be filed within 180 calendar days of the alleged occurrence. Complaint forms are available through the City's website or by contacting the Title VI Coordinator. The City will not officially act or respond to complaints made verbally.

Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to Renton for processing.

1. In order to be accepted, a complaint must meet the following criteria:
 - The allegation(s) must involve a covered basis such as race, color, national origin, gender, disability, or retaliation.
 - The allegation(s) must involve a program or activity of a Federal-aid recipient, sub-recipient, or contractor, or, in the case of ADA allegations, an entity open to the public.
 - The complaint must include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the latest instance of the conduct).
 - The complaint must present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
 - The complainant(s) must accept reasonable resolution based on the City of Renton's administrative authority (reasonability to be determined by the City of Renton).
2. Upon receiving the written complaint, the Human Resources Manager in consultation with the Title VI Coordinator will determine its jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint.
3. If the complaint is against the City, the City will request the Washington State Department of Transportation (WSDOT) Office of Equal Opportunity to conduct the investigation. In the event WSDOT handles the investigation, they will follow their adopted procedures for investigating discrimination complaints, per their current State Title VI Plan.
4. If a complaint is against a sub-recipient, consultant, or contractor, under contract with the City, the appropriate Department and/or Division shall be notified of the complaint within 15 calendar days. The City will determine whether it will investigate the complaint or request WSDOT to conduct the investigation.
5. Once the City or WSDOT decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five (5) calendar days. The complaint will be logged into the records of the Title VI Coordinator, and the basis for the allegation identified including race, color, national origin, handicap/disability, age or sex.
6. In cases where the City of Renton assumes investigation of the complaint, the City will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days upon receipt, to furnish the City with his/her response to the allegations.
7. Within 40 calendar days of acceptance of the complaint, the City of Renton or WSDOT investigator will prepare a written investigative report for the Public Works Administrator and Mayor. This preliminary investigative report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition.
8. The investigator will discuss the report and recommendations with the Public Works Administrator and Mayor. There will be a period of 10 calendar days to discuss the report and any recommendations. The report will be modified as needed and made final for its release to the parties.

9. Once the investigative report becomes final, briefings will be scheduled with each party within 15 days. Both the complainant and the respondent shall receive a copy of the investigative report during the briefings and will be notified of their respective appeal rights.
10. A copy of the complaint and City or WSDOT investigative report will be issued to WSDOT's External Civil Rights Branch (or the appropriate oversight agency) within 60 calendar days of the acceptance of the complaint.
11. If the complainant or respondent is not satisfied with the results of the investigation of the alleged discriminatory practice(s) he or she shall be advised of their rights to appeal the decision to WSDOT, U.S. Department of Transportation or U.S. Department of Justice. The complainant has 180 calendar days after the appropriate agency's final resolution to appeal to USDOT. Unless new facts not previously considered come to light, reconsideration of the final determination by the investigating agency will not be available.
12. The Title VI Coordinator will maintain an annual Log Of Complaints, which 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

Only qualified, well-trained investigators should conduct these investigations. No agency is allowed to investigate a complaint against itself.

13. A complaint may be dismissed for the following reasons:
 - The complainant requests the withdrawal of the complaint.
 - The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - The complainant cannot be located after reasonable attempts.