



Policy of Nondiscrimination

The City of Ellensburg assures that no person shall on the grounds of race, color, national origin, creed/religion, disability, sex, sexual orientation, marital status, age, Vietnam era veteran, disabled veteran, or retaliation as provided by Title VI of the Civil Rights Act of 1964, 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 program or activity. The City of Ellensburg 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 that the City of Ellensburg distributes federal aid funds to another governmental entity, the City of Ellensburg will include Title VI language in all written agreements and will monitor for compliance.

Title VI compliance is a condition of receipt for federal funds. Assurance of compliance, therefore, falls under the proper authority of the City of Ellensburg pursuant to its budgetary authority and responsibility. The City of Ellensburg's coordinator is authorized to ensure compliance with provisions of this policy and with the law, including the requirements of 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21.

Heidi Behrends Cerniwey
City Manager

Date

Authorities

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, or sex 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 (please refer to 23 CFR 200.9 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition to terms "programs or activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S.557] March 22, 1998).

Additional Authorities and Citations Include: Title VI of the Civil Rights Act of 1964, 42 United State Code 2000d to 2000-4; 42 United States Code 4601 to 4655; 23 United States Code 109(h); 23 United States Code 324; Department of Transportation Order 1050.2; Executive Order 12250; Executive Order 12898; 28 Code of Federal



TITLE VI COMPLAINT PROCESS AND FORM - WSDOT

COMPLAINT OF TITLE VI DISCRIMINATION AGAINST THE CITY OF ELLENSBURG, WASHINGTON

Who can file a Title VI complaint?

- Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination by the City of Ellensburg that is 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 City of Ellensburg.
- A complaint may also be filed by a representative on behalf of such a person.

How do I file a complaint?

Fill out this form completely to help us process your complaint. Submit the completed form to the Human Resources Director within 180 calendar days of:

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

What happens when I file a complaint?

- Within 10 days, the City will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as WSDOT and USDOT.
- Within 60 days, the City or an appropriate outside party will investigate the allegation and based on the information obtained, will render a recommendation for action in a report of findings.
- Within 90 days, the City will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter.

What if I don't agree with the decision?

The notification will advise the complainant of his/her appeal rights within WSDOT, or USDOT, if they are dissatisfied with the final decision rendered.



Title VI Complaint Form

Title VI of the Civil Rights Act of 1964 requires the City of Ellensburg to ensure protection from discrimination on the basis of race, color and national origin. This form may be used by anyone who believes he or she has experienced discrimination. To register your Title VI complaint, please complete the form below.

SECTION I
Name:
Address:
Telephone Numbers Home: Cell:
Email:

SECTION II
Are you filing this complaint on your own behalf? YES NO If you answered YES, go to Section III on the next page. If you answered NO, please indicate the name and relationship of the person for whom you are filing this complaint.
Please explain below why you have filed for a third party.
Please confirm you have obtained permission from the aggrieved party to submit this complaint. <input type="checkbox"/> YES, I have permission to file this claim. <input type="checkbox"/> NO, I don't have permission to file claim.



SECTION III

I believe the discrimination I experienced was based on (select all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Race/Color | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Creed/Religion | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Age |
| <input type="checkbox"/> Vietnam era veteran | <input type="checkbox"/> Disabled veteran |
| <input type="checkbox"/> Retaliation | |

Date of alleged discrimination (month, day, year):

Explain what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. You may attach any written materials or other information relevant to your complaint. (Attach additional sheets if needed.)

Witnesses or other involved – provide name, address, telephone number(s) and e-mail (if available). (Attach additional sheets if needed.)



SECTION IV

Have you previously filed a Title VI complaint with the City of Ellensburg?

Yes

No

Signature

Date

Return this form to the City of Ellensburg, Human Resources Director 501 N. Anderson Street,
Ellensburg, WA 98926 - Telephone: 509-962-7222.