



# City of Chehalis

## CIVIL RIGHTS AND TITLE VI COMPLAINT PROCEDURES

1. 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 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 Chehalis. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the City's Title VI Coordinator (City Clerk) for review and action.

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

a. The date of alleged act of discrimination; or

b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the City may extend the time for filing or waive the time limit in interest of justice, specifying in writing the reason for so doing.

Complaints must be filed with:

City of Chehalis

Title VI Coordinator (City Clerk)

350 N. Market Boulevard | Chehalis, WA 98532

cityclerk@ci.chehalis.wa.us

Office: 360-345-1042 | Fax: 360-748-0651 | Website: [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us)

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. If a person makes a verbal complaint of discrimination to an officer or employee of the City, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator 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 City's investigative procedures.

4. Within 10 days, the Title VI Coordinator 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 or redress, such as WSDOT and USDOT.

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

- a. Name, address, and phone number of the complainant.
- b. Name(s) and address(es) of alleged discriminating official(s).
- c. Basis of complaint (i.e., race, color, national origin, or sex)
- d. Date of alleged discriminatory act(s).
- e. Date of complaint received by the City.
- f. A statement of the complaint.
- g. Other agencies (state, local, or federal) where the complaint has been filed.
- h. An explanation of the actions the City has taken or proposed to resolve the issue raised in the complaint.

6. 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 City Manager. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

7. Within 90 days of receipt of the complaint, the City Manager 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 City. The Title VI Coordinator will also provide WSDOT with a copy of the decision and summary of findings upon completion of the investigation.

8. Contacts for the different Title VI administrative jurisdictions:

Washington State Department of Transportation  
Office of Equal Opportunity, Title VI Program  
PO Box 47314  
Olympia, WA 98466  
360-705-7098

Federal Highway Administration  
Washington Division Office  
711 Capitol Way South, Suite 501  
Olympia, WA 98501  
360-534-9325

***Si necesita que esta información se traduzca a un idioma alternativo, póngase en contacto con el Coordinador del Título VI en [cityclerk@ci.chehalis.wa.us](mailto:cityclerk@ci.chehalis.wa.us). Por favor, espere dos semanas para el procesamiento.***