



**Federally Funded
Transportation
Program**

**US CIVIL RIGHTS ACT of 1964
Title VI Complaint Form**

TITLE VI COMPLAINT FORM

To submit a Title VI complaint to the Skagit Council of Governments, fill out this form and mail it to:

- Skagit Council of Governments
Attn: Title VI Coordinator
315 South Third Street, Suite 100
Mount Vernon, WA 98273

Alternatively, this form can be emailed to jillb@scog.net. This form can also be filed with the agencies that appear on the last page.

If you have questions about this complaint form or compliant procedures, need Title VI translation services, or other assistance related to a Title VI compliant contact Jill Boudreau at (360) 416-7871 or jillb@scog.net.

COMPLAINT INFORMATION

1. Complainant Name (*please print*):
2. Phone number:
3. Email:
4. Best time of day to contact you about this complaint:
5. Home address (*address number, street, city, state, zip code*):
6. Discrimination alleged because of: Race Color National origin
7. Date of alleged incident:
8. Who discriminated against you?

Name:

Name of Organization:

Address:

Phone number:

Email:

9. Explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. If you have any other information about what happened, please attach supporting documentation to the form. (Attach additional pages if more space is needed.)

10. What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.

11. List any other persons that we should contact for additional information in support of your complaint. Please list their names, phone numbers, addresses and email addresses below.

12. Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Which agency or court:

Filing date:

Status (pending, resolved, etc.):

Result, if known:

Complaint number, if known:

Do you have an attorney in this matter?

Complainant Signature

Date

COMPLAINT PROCEDURES

Federal law prohibits discrimination on the basis of race, color or national origin in any Skagit Council of Governments program, service or activity. This prohibition applies to SCOG contractors, consultants and anyone else who acts on behalf of SCOG.

Complaints related to federal-aid programs may be filed with SCOG and will be forwarded to the Washington State Department of Transportation – Office of Equity and Civil Rights. If you need assistance to file your complaint or need interpretation services, contact Jill Boudreau at (360) 416-7871 or jillb@scog.net.

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Skagit Council of Governments program, service or activity because of their race, color or national origin may file a complaint.

Discrimination includes lack of access, harassment and retaliation. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

How do you file a complaint?

Complaints must be filed no later than 180 days from the last date of the alleged discrimination. Contact Jill Boudreau at (360) 416-7871 or jillb@scog.net, if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact Jill Boudreau at (360) 416-7871 or jillb@scog.net.

Complaints should be in writing, signed, and may be filed by mail, in person or email. If a complainant phones SCOG with allegations, the allegations of the complaint will be transcribed as provided by phone and then the written complaint will be sent to the complainant for correction and signature to the mailing address and/or email address provided to SCOG.

A complaint should contain the following information:

- The complainant's contact information, including, if available: full name, mailing address, phone number (and best time to call), and email address (if available);
- The basis of the complaint (e.g., race, color, national origin);

- The names of specific person(s) and/or agencies/organizations alleged to have discriminated;
- A description of the alleged discriminatory actions, meaning sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.

All Title VI complaints are logged. The Complaint log must 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; and
- The status of the complaint.

The Complaint Log and associated complaint documentation will be retained by SCOG for a minimum of six years after the end of the calendar year in which the case is closed.

What happens after a complaint is filed?

If your complaint is forwarded to another agency by SCOG, you will be provided the name and contact information of the employee handling your complaint at the other agency.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

Federal agencies will render final decisions in all cases, including those investigated by the Washington State Department of Transportation (WSDOT). There are no administrative appeal forums in Title VI complaints. Once a federal agency issues its final agency decision, a complaint is closed.

There is no prohibition against a complainant filing a Title VI complaint simultaneously with SCOG, WSDOT, the Federal Highway Administration, the Federal Transit Administration and US. Department of Justice.

SCOG will not investigate a discrimination complaint against itself. Any complaint alleging discrimination by SCOG, which is received by SCOG, will be forwarded to the WSDOT Office of Equity and Civil Rights within 10 calendar days of receipt of allegation. SCOG will forward the complaint to:

- Washington State Department of Transportation
Office of Equity and Civil Rights
PO Box 47314
Olympia, WA 98504-7314
Email: TitleVI@wsdot.wa.gov

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. A Title VI complaint may be filed with any of the following offices:

- Skagit Council of Governments
Attn: Title VI Coordinator
315 South Third Street, Suite 100
Mount Vernon, Washington 98273
Email: jillb@scog.net
Phone: (360) 416-7871
- Washington State Department of Transportation
Office of Equity and Civil Rights
PO Box 47314
Olympia, WA 98504-7314
Email: TitleVI@wsdot.wa.gov
Phone: (360) 705-7090
- Federal Highway Administration
Office of Civil Rights
8th Floor E81-105
1200 New Jersey Avenue, SE
Washington, DC 20590
Email: CivilRights.FHWA@dot.gov
- Federal Transit Administration
Office of Civil Rights
Attn: Complaint Team
East Building, 5th Floor - TCR
1200 New Jersey Avenue, SE
Washington, DC 20590
Email: FTACivilRightsCommunications@dot.gov
- United States Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, NW
Washington DC, 20530-0001
Phone: (888) 848-5306