



CITY OF MOUNT VERNON TITLE VI COMPLAINT PROCEDURES

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 or under any related statutes and regulations relating to any program or activity administered by the City of Mount Vernon or its sub-recipients, consultants, and/or contractors. The City of Mount Vernon is responsible for ensuring that all Title VI discrimination complaints occurring within the Federal-aid transportation program are investigated. If a complaint is against the City of Mount Vernon, the Washington Department of Transportation (WSDOT) Office of Equal Opportunity (OEO) will investigate the complaint.

Intimidation or retaliation of any kind is prohibited by law.

INSTRUCTIONS TO CLAIMANTS:

1. Please submit your complaint within 180 calendar days of the alleged occurrence or from when the alleged discrimination became known to you.
2. Please use the City of Mount Vernon Title VI Complaint Form and submit to:
City of Mount Vernon
ATTN: Title VI Coordinator
1024 Cleveland Avenue
Mount Vernon, Washington 98273

PROCESSING OF COMPLAINTS:

1. Upon receipt of the complaint, the Title VI Coordinator will determine whether the City of Mount Vernon has jurisdiction over the complaint, the acceptability of the complaint, whether additional information is needed and the Title VI Coordinator may determine the merit of the complaint.
2. The Title VI Coordinator will send the Complainant a written notice of receipt of the complaint within five (5) working days from receipt of the complaint and will forward a copy of the complaint to the Human Resources Department, if the complaint involves a City employee.
3. A complaint may be dismissed for the following reasons:
 - a. The Complainant requests withdrawal of the complaint.
 - b. The Complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The Complainant cannot be located after reasonable attempts.
4. If the complaint is against the City of Mount Vernon Public Works Department, the complaint will be forwarded and referred to the WSDOT Office of Equal Opportunity (OEO) for proper disposition pursuant to its Title VI complaint procedures.
5. Once WSDOT's OEO issues its final decision, the Department of Public Works will notify all parties involved of such determination.
6. Appeals. Contact WSDOT's OEO at 360-705-7090 for information on their most current appeal procedures and anytime limits for bringing an appeal.

The procedures do not deny the right of the complainant to file formal complaints with other local, state or federal agencies, or to seek legal counsel for complaints alleging discrimination.