



# City of Renton Discrimination Complaint Form and Procedures

City of Renton Use Only	
Received	___/___/___
Response	___/___/___
Report	___/___/___
Briefing	___/___/___

## Overview

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 Executive Order 12898 on Environmental Justice, or under any related statutes and regulations, relating to any program or activity administered by the City of Renton Department of Public Works or its subrecipients, consultants, and/or contractors.

Federal law prohibits discrimination on the basis of race, color, or national origin in any City of Renton Public Works program, service, or activity. This prohibition applies to all divisions of the City of Renton Public Works, its contractors, consultants, and anyone else who acts on behalf of the City of Renton Public Works.

Any person who believes they have been discriminated against based on race, color, or national origin by the City of Renton (including its contractors or employees) have discriminated against you with respect to a City transportation program or activity because of your race, color, national origin, disability, sex, or age, you have the right to file a formal complaint with the City of Renton within 180 calendar days of the alleged discrimination.

## Title VI Complaints Related to the Federal-Aid Highway Program:

The City of Renton will review complaints that must contain the following information:

- The complainant's contact information, including: full name, mailing address, phone number (and best time to call), email address (if available);
- The basis of the complaint (e.g., race, color, national origin);
- The names of person(s) and/or agency/organization alleged to have discriminated;
- A description of the alleged discriminatory actions (include 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.

## City of Renton Discrimination Complaint Procedures

### HOW TO FILE A COMPLAINT

1. Within 180 calendar days of the alleged discrimination, complete the Discrimination Complaint Form below. You must answer every question.
2. The form should be sent to: City of Renton, Attention Ellen Bradley-Mak, Human Resources & Risk Management Administrator, 1055 S. Grady Way, Renton, WA 98057.
3. Submit the complaint as directed on the form. The City will not act on or respond to a complaint made by telephone or in person.

### WHAT HAPPENS NEXT

1. The City will receive and log the complaint form and then forward the complaint to the Washington State Department of Transportation (WSDOT)-Office of Equal Opportunity for processing by the Federal Highway Administration (FHWA).

WSDOT investigates complaints only if delegated by FHWA after acceptance of a complaint. FHWA is responsible for all determinations regarding whether to accept, dismiss, or transfer the complaint and finding no violation or failure to comply.

Complainants have the right to file a complaint directly with the federal funding agency. The following address is where Title VI complaints may be filed directly with FHWA:

Federal Highway Administration  
U.S. Department of Transportation  
Office of Civil Rights 1200 New Jersey Avenue, SE  
8th Floor E81-105 Washington, DC 20590  
[CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

Or

Washington State Department of Transportation  
Office of Equal Opportunity, Title VI  
Box 47314 Olympia, WA 98466

2. If your complaint is forwarded to another agency, you will be provided the name and contact information of the employee handling your complaint.
3. FHWA will render final decisions in all cases including those investigated by WSDOT. There are no administrative appeal forums in Title VI complaints. Once FHWA issues its final agency decision, a complaint is closed.

These procedures do not deny you the right to file a formal complaint with other state or Federal agencies or seek private counsel for complaints alleging discrimination. Intimidation or retaliation against you of any kind is prohibited by law.

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, and the Civil Rights Restoration Act of 1987, relating to any transportation program or activity administered by the City of Renton, as well as its sub-recipients, consultants, and contractors. If the factual allegations in your complaint are not covered by these laws, the above procedures may not apply.

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