

2019 City of Tukwila Title VI Program

Introduction

The City of Tukwila (City) is a Federal Transit Administration sub-grantee to King County. King County Metro contracts with the City to fund commuter incentives, employer programs, and other transportation demand management efforts. The City does not directly provide any transit service.

To meet certain Title VI program requirements, the City has its own procedures such as a complaint process and public participation. The City will rely upon the analysis and overall program efforts conducted by King County Metro to meet requirements, e.g. Limited English Proficiency.

Since the City does not operate any transit service, this plan only addresses the General Reporting Requirements.

General Reporting Requirements

A. Title VI Notice to the Public

The City of Tukwila notifies the public that it complies with the requirements of Title VI and related statutes and regulations. Notices are posted in City Hall and on the program website. The wording of the notice follows:

The City of Tukwila hereby gives public notice that it is the policy of the City to assure full compliance with Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987, Executive Order (E.O.) 12898, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the ground of race, color, national origin, or sex be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the City receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Tukwila. Any such complaint must be in writing and filed with the office of the City Clerk within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

B. Title VI Complaint Procedures and Form

A Title VI complaint form and instructions for filling out a Title VI complaint can be obtained from City Clerk's Office. A copy of the complaint form is in Appendix A along with the instructions for completing the form.

C. Title VI Investigations, Complaints, and Lawsuits

The City of Tukwila has had no Title VI complaints related to transit during the past three years.

D. Public Participation Plan

The City of Tukwila fully encourages public involvement and participation in decision-making processes. As part of the King County Department of Transportation work plan for public transit projects, the City adopts the public participation plan of King County Metro Title VI Program Report and will coordinate with King County Metro in public participation efforts related to transit projects being managed by the City of Tukwila.

E. Language Assistance Plan

The City relies upon the limited English proficiency analysis conducted by King County. Additional limited English proficiency compliance research conducted by the City of Tukwila indicates that the most prevalent non-English languages spoken in Tukwila are Spanish, Vietnamese and Somali.

The City contracts with Language Line Solutions to provide interpretations free of charge for customers/residents in need of services. Language Line translates more than 240 languages 24 hours a day, 7 days a week.

F. Monitoring Sub-recipients

The City has no sub-recipients. It will cooperate with King County Metro in providing information and attending meetings as required by King County Metro in its monitoring procedures of our efforts.

G. Review of Facilities Constructed

The City did not build any storage facilities, maintenance facilities or operations centers and did not modify any facilities that require a Title VI analysis.

H. Documentation of Governing Body Review and Approval of the Title VI Program.

On December 2, 2019, the City Council adopted this Title VI program. The documentation of approval is found in Appendix B.

Appendix A

TITLE COMPLAINT PROCESS AND FORM COMPLAINT OF TITLE VI DISCRIMINATION AGAINST THE CITY OF TUKWILA, WASHINGTON

Who can file a Title VI complaint?

- A person who believes he or she has experienced discrimination based on race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987.
- Someone may file on behalf of classes of individuals.

How do I file a complaint?

- Fill out this form completely to help us process your complaint. Submit the completed form to the City Clerk within 180 calendar days of the alleged discriminatory act.

What happens when I file a complaint?

- The City will send you a written receipt of your complaint and will forward a copy of your completed complaint form to the City department named as Respondent. The City will designate a person to facilitate and coordinate responses to your Title VI complaint, and this person will contact you.

The duties of this individual include but are not limited to:

- technical assistance to the department on requirements and regulations
- coordination of meetings between the parties, if needed
- monitoring completion of any future activities included in a complaint response
- other services as requested or deemed appropriate

Following an investigation of the complaint, the City will send you a letter of resolution.

What if I don't agree with the department's letter of resolution?

A complainant who does not agree with the letter of resolution may submit a written request for a different resolution to the City Clerk within 30 days of the date the complainant receives the City's response.

Do I need an attorney to file or handle complaint?

No. However, you may wish to seek legal advice regarding your rights under the law.

Return this form to:

City of Tukwila
City Clerk's Office
P.O. Box 97010
Tukwila WA 98073-9710
Telephone: 425-556-2190
Email: CityClerk@Tukwila.gov

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

Complainant Contact Information

Name

Street address/City/State/Zip code

Work phone #/Home phone #/Mobile phone #

Email address

Additional mailing address

If you are an inmate at a county correctional facility, include your BA number here

Aggrieved party contact information (if different from complainant):

Name

Street address/City/State/Zip code

Work phone #/Home phone #/Mobile phone #

Email address

Name of respondent – City of Tukwila, Washington

Department or agency (if known)

Address/location (if known)

Date of Incident

Statement of Complaint – Include all facts upon which the complaint is based. Attach additional sheets if needed.

I believe the above actions were taken because of my:

Race National Origin Religion
 Color Sex Other _____

Name, position, and department of City employees you have contacted regarding the incident(s).

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

If you have filed a grievance, complaint or lawsuit regarding this matter anywhere else, give name and address of each place where you have filed. Attach additional sheets if needed.

In the complainant’s view, what would be the best way to resolve the grievance?

I affirm that the foregoing information is true to the best of my knowledge and belief. I understand that all the information becomes a matter of public record after the filing of this complaint.

Complainant

Date

Aggrieved Party

Date

Appendix B

City Approval of Title VI Program