

**TITLE VI
NON-DISCRIMINATION AGREEMENT
Washington State Department of Transportation
and
Squaxin Island Tribe**

Policy Statement

The Squaxin Island Tribe, hereinafter referred to as the “Recipient” assures that no person shall on the grounds of 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 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.)

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient’s Administrator, Don Whitener, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation(CFR) 200 and 49 Code of Federal Regulation 21.

Don Whitener

Name of Responsible Agency Official

Tribal Administrator

Title

June 1, 2011

Date

Squaxin Island Transit

TITLE VI COMPLAINT PROCEDURES

What is Title VI of the Civil Rights Act of 1964?

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin and sex in programs and activities receiving Federal financial assistance.

Squaxin Island Transit is committed to ensuring that no person is excluded from participation in, or denied of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How to file a Title VI complaint?

You may file a signed, written complaint one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where, and why you believe you were discriminated against. Include the date of alleged discriminatory act(s), location, names, and contact information of any witnesses.
- Other information that you deem significant.

The complaint may be filed in writing with the Squaxin Island Tribe at the following address:

Squaxin Island Tribe
Attn: Administration
10 SE Squaxin Lane
Shelton WA 98584

By Phone: 360-426-9781

By Facsimile: 360-426-6577

Note: Squaxin Island Tribe encourages all complainants to certify all mail that is sent through U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Program Services Manager as soon as possible but no longer than 180 days from the alleged date of discrimination.

What happens to my complaint after it is submitted to Squaxin Island Transit?

All complaints alleging discrimination based on race, color, or national origin in a service or benefit provided by Squaxin Island Tribe will be directly addressed by Squaxin Island Tribe.

Squaxin Island Tribe shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, Squaxin Island Tribe shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, Squaxin Island Tribe will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant’s failure to provide the requested information may result in the administrative closure of the complaint.

How will I be notified of the outcome of my complaint?

Squaxin Island Tribe will send a final written response to the complaint and advise the complainant of his or her right to 1) appeal within seven (7) calendar days of receipt of the final written decision from Squaxin Island Tribe, and/or 2) file a complaint externally with the US Department of Transportation and/or the Federal Transit Administration. Squaxin Island Tribe will make every effort to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Organization Name and Address		
Washington State Dept of Transportation Public Transportation Division Attn: Title VI Coordinator PO Box 47387 Olympia, WA 98504-47387	Federal Transit Administration Attn: Title VI Program Coordinator East Building, 5 th Floor-TCR 1200 New Jersey Ave, SE Washington DC 20590	U.S. Department of Justice Civil Rights Division Coordination and Review Section- NWB 950 Pennsylvania Avenue, NW Washington DC 20530

**RECORD OF TITLE VI INVESTIGATIONS,
COMPLAINTS OR LAWSUITS**

To date, there have been no Title VI investigations, complaints or lawsuits. If Squaxin Island Tribe receives a complaint, FTA requires all complaints are tracked with the following required information:

- Type of complaint, investigation, or lawsuit
- Date of complaint, investigation, or lawsuit
- A summary of the allegation(s)
- The Status of the complaint, investigation, or lawsuit
- Actions taken in response to the complaint, investigation, or lawsuit

Information must be tracked until the complaint, investigation, or lawsuit has been closed. The records will then be stored according to state and federal record retention requirements. Tracked information will be reported to WSDOT as the grantor of the funds as required in the WSDOT “Guide to Managing your Public Transportation Grants”.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Squaxin Island Transit is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area. The tribe has the ability to provide any information needed in alternative language by calling 360 426-9781.

IMPLEMENTATION PLAN

Notifying Beneficiaries of their Rights under Title VI

In order to comply with 49 CFR 21.9(d), Squaxin Island Tribe must provide information to beneficiaries regarding their Title VI obligation and inform beneficiaries of the protections against discrimination afforded them by Title VI.

Our Title VI policy and complaint form are available at our Tribal Center located at 10 SE Squaxin Lane, Shelton WA, or by calling (360) 426-9781. You may also get a complete copy by going to our website at www.squaxinland.org under Squaxin Island Tribe Bus Schedule. Individuals who believe they have been discriminated against may request a complaint form from our Receptionist, Bus Driver or Website. Flyers are also posted onboard our transit buses with Title VI language and schedules with Title VI language and complaint forms are also available on our buses.