

**TITLE VI PROGRAM
& EQUAL EMPLOYMENT OPPORTUNITY
COMPLAINT FORM**

Table of Contents

City of Castle Rock Policy of Non-discrimination 1
 City Contact..... 1
Title VI Compliance and the City's Transportation Program 2
 Fair Contracting Practices..... 2
How to File a Discrimination Complaint 3
Other Resources and Web Links..... 4

City of Castle Rock Policy of Non-discrimination

The City of Castle Rock is an equal opportunity employer and is committed to providing equal opportunity in access to and the provision of all City services. The City is a recipient of Federal financial assistance from the Federal Highway Administration (FHWA) through the Washington State Department of Transportation. This commitment applies regardless of several protected groups identified by the City and FHWA. The following are identified as protected groups:

- Race, color, religion, national origin, sex (including pregnancy), sexual orientation or gender identity, marital status, age (40 or over), familial status, disability or genetic information or veteran/military status.

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall on the grounds of race, color, national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The City’s practices of non–discrimination are consistent with: Titles VI of the Civil Rights Act of 1964, Title VII of the 1964 Civil Right Act as amended; Executive Orders 11246, 11375, 12898 and 13166; Sections 503 and 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Acts of 1967 and 1975; the 1974 Vietnam Era Veteran Readjustment Assistance Act; Americans with Disabilities Act of 1990; Federal-Aid Highway Act of 1973; Washington State Law Against Discrimination, RCW 49.60; and State Executive Orders 89-01, 93-03 and 93-07.

City Contact

Title VI Coordinator
Carie Cuttonaro
141 A Street SW / PO Box 370
Castle Rock, WA 98611
360.274.8181
ccuttonaro@ci.castle-rock.wa.us

Title VI Compliance and the City's Transportation Program

Title VI compliance is a condition of receipt for federal funds. Assurance of compliance falls under the authority of the Office of the Mayor pursuant to its budgetary authority and responsibility. The Title VI Coordinator is authorized to ensure compliance with provisions of the requirements of 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21.

The City of Castle Rock 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, the Federal-Aid Highway Act of 1973, 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 county sponsored transportation program or activity. The City further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event the City distributes federal aid funds to another entity, the City will include Title VI language in all written agreements and will monitor for compliance.

Fair Contracting Practices

Federal and state grants require that the City, its contractors, subcontractors and other sub-recipients who receive federal funds actively ensure nondiscrimination in all of their programs and activities. These obligations apply even if those other programs and activities are not federally funded. It is City policy to afford all bidders an equal opportunity to quote and compete on equal terms. Disadvantaged Business Enterprises (DBE) are encouraged to respond to every applicable contracting opportunity. Please note that DBE requirements do not pertain to funding opportunities through the Federal Motor Carrier Safety Administration. The City will ensure all businesses a realistic opportunity to participate in the City's purchasing processes, fairly and competitively. Interested businesses, vendors, contractors or subcontractors may obtain copies of relevant City policies by contacting the City Finance Department at 360.274.8181.

How to File a Discrimination Complaint

If you believe a City employee, or a contractor, subcontractor, licensee, certified entity, or grantee under any City of Castle Rock program has discriminated against you or you have been excluded from participation in City provided activities or services on the basis of one or more of the following protected groups, you are encouraged to contact the City of Castle Rock Human Resources Department:

- Race, color, religion, national origin, sex, sexual orientation or gender identity, marital status, age, familial status, disability or genetic information or veteran/military status.

If you choose to file a complaint, you are asked to provide the following information to the Human Resources Department:

Your Name:		
Daytime Phone:	Email:	
Address:		
City:	State:	Zip:
Name of alleged discriminator:		
City Department or City Grantee:		
Description of incident (attach additional pages if needed):		

Basis:

- Race/color
 Disability/genetic information
 Marital status
 Veteran/military status
 Age
 National origin
 Sexual orientation/gender identity
 Sex
 Religion
 Familial status

Signature _____ Date _____

Please be aware there is a time limit for filing a complaint. A written complaint of alleged discrimination must be filed within 180 days of the occurrence and returned to:

City of Castle Rock
Title VI Coordinator
Carie Cuttonaro
141 A Street SW / PO Box 370
Castle Rock, WA 98611

Other Resources and Web Links

US Commission on Civil Rights	https://www.usccr.gov/
US Office of Civil Rights, Region X	https://www.hhs.gov/ocr/index.html
Washington State Human Rights Commission	1.800.233.3247 https://www.hum.wa.gov/
WA Office of Women and Minority Owned Business Enterprises	https://omwbe.wa.gov/
WA Dept. of Transportation Office of Equal Opportunity	https://wsdot.wa.gov/business-wsdot/equal-opportunity-contracting/diverse-business-programs
WA State Dept. of Social & Health Services	1.800.521.8060
FHWA Environmental Justice	http://www.fhwa.dot.gov/environment/environmental_justice/faq/
US Dept. of Justice Community Relations Service	https://www.justice.gov/crs
National Association for the Advancement of Colored People	https://naacp.org/