

**TITLE VI ANNUAL ACCOMPLISHMENT AND UPDATE REPORT
FOR
OFFICE OF THE SPOKANE COUNTY ENGINEER
FFY 2005/2006**

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1.0 OVERVIEW

Chapter 28, *Title VI Program*, of the Local Agency Guidelines manual was issued by the Washington State Department of Transportation in May of 2005. The Chapter requires that local agencies serving a population of 100,000 or more develop a "Title VI Plan," which is to be submitted to the WSDOT Office of Equal Opportunity for review and approval. [LAG Ch. 28.1] It also calls for an "Annual Title VI Update and Accomplishment Report," to be submitted by all agencies with approved Title VI Plans. The Annual Report is to record the agency's Title VI Program implementation and compliance activities during the previous federal fiscal year (FFY) that ended September 30, and to set forth the goals for the forthcoming Federal Fiscal Year.

This Report is for FFY 2005/2006, and gives an overview of current policies, procedures, and practices of the Office of the Spokane County Engineer to ensure nondiscrimination in all of the agency's programs and activities.

2.0 TITLE VI ACCOMPLISHMENTS [Ref. 23 CFR 200.9(a)(10)]

COMPLAINT FORM: The Office makes available a **Discrimination Complaint Form**, a copy of which is included here as Attachment A. This form was made available for both internal and public access on the County Engineer website during FFY 2005/2006, and may be accessed at: www.spokanecounty.org/engineer/titlevi.asp.

PUBLIC INVOLVEMENT FORM: A “Voluntary Title VI Public Involvement” form and Title VI Compliance Statement has been adapted from the LAG for Spokane County use in public meetings/hearings to gather statistical data on participants and beneficiaries of the agency’s federal-aid highway programs and activities. This form is used at public meetings to collect information on race, color, national origin, and sex of attendees to ensure the inclusion of all segments of the population affected by a proposed project. A copy of the Form is included here as Attachment B.

POLICY STATEMENT AND ASSURANCES: The Spokane County Engineer has issued a policy statement and assurances to reflect the agency’s commitment to Title VI compliance, and compliance with all civil rights laws and regulations, as follows:

TITLE VI RELATED STATUTES NONDISCRIMINATION STATEMENT AND ASSURANCES

It is the policy of the Office of the Spokane County Engineer to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; and related statutes and regulations. [Ref.: 23 CFR 200.7]

Every application for Federal financial assistance to be administered by the Office of the Spokane County Engineer shall include the Standard Department of Transportation Title VI Assurances required by DOT Order 1050.2. [Ref. 49 CFR 21.7; and DOT Order 1000.12.1.3.b(1)(b)]

This Nondiscrimination Statement and Assurances was posted on the County Engineer’s website during FFY 2005/2006, and may be viewed at www.spokanecounty.org/engineer/titlevi.asp. The web posting provides broad dissemination, both internally and externally – to staff, contractors, and the public at large – of the Office’s nondiscrimination policy and assurances. The Program implemented under this policy uses an interdisciplinary approach to ensure compliance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

3.0 DATA COLLECTION [Ref. DOJ's Title VI Coordinating Regulations, 28 CFR 42.401 – 42.415 (Subpart F), Sec. 42.406 Data and information collection]

CONTRACTOR PARTICIPATION: DOT Order 1000.12, *IMPLEMENTATION OF THE DEPARTMENT OF TRANSPORTATION TITLE VI PROGRAM*, provides at DOT 1000.12.II.1.a that “Each operating element shall require every applicant for Federal financial assistance in which there will be contracts awarded to include information sufficient to make a determination as to **minority contractor participation:**”

Pursuant to LAG Chapter 26.2.C.I, The Office of the Spokane County Engineer routinely gathers data on Disadvantaged Business Enterprise contractor participation. During FFY 2005/2006, \$431,465.17 of DBE participation was reported for Spokane County highway projects, all of which was paid to North Star Enterprises, Inc., a DBE.

23 CFR 200.(a)(4) requires that State Highway Agencies, such as WSDOT: **“Develop procedures for the collection of statistical data (race, color, religion, sex, and national origin) of participants in, and beneficiaries of State highway programs, i.e., relocatees, impacted citizens and affected communities.”**

LAG Chapter 28, in turn, requests that Local Agencies, as sub-recipients, submit data on sex; and on race, color and national origin. (Data on religion is not called for by the LAG.) [LAG 28.73; 28.74; and 28.75]

49 CFR 21, NONDISCRIMINATION IN FEDERALLY-ASSISTED PROGRAMS OF THE DEPARTMENT OF TRANSPORTATION – EFFECTUATION OF TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, applies to any program for which Federal financial assistance is authorized under the law and administered by DOT. It provides at Part 21.9(b), *Compliance reports*, that “In the case in which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part. In general recipients should have available for the Secretary racial and ethnic data showing the extent to which members of minority groups are beneficiaries of programs receiving Federal financial assistance.”

MINORITY CLASSES:

The population of Spokane County, based on year 2004 estimates from the Office of Financial Management, is 432,000. Of the total County population, fifty-eight percent (250,028) are **members of disadvantaged minority classes**, distributed as follows:

MINORITY CLASSES IN SPOKANE COUNTY

CLASS	%	POPULATION
White Female	81.2%	203,076
Hispanic	5.3%	13,181
Asian/Pacific Islander (API)	3.9%	9,703
Black	3.0%	7,377
Indian/Alaskan Native	2.6%	6,422
Two or more	4.1%	10,269
Total:	100%	250,028

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin. The Office of Management and Budget (OMB) issued Policy Directive 15, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, in 1997, establishing five minimum categories for data on race. Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice address persons belonging to any of the following five racial groups:

Black - a person having origins in any of the black racial groups of Africa.

Hispanic - a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

American Indian and Alaskan Native - a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. [An Overview of Transportation and Environmental Justice, FHWA, May 2000]

CONTRACTOR EMPLOYMENT DATA:

During FFY 2005/2006 the Office of the Spokane County Engineer submitted its annual *Summary of Employment Data* report (FHWA-1392), which provides data for contractors with Spokane County that performed work on Federal-aid projects during the month ending July 31st, 2006. The summary totals were as follows:

Total Employees: 68
 Total Males: 57
 Total Females: 11
 Total Minorities: 4 (Hispanic)

These data reveal that the nationwide goal 6.9% for female utilization, as established in the Required Contract Provisions for Federal-aid Construction Contracts, was exceeded in Spokane County, where there was over 16% female utilization.

Hispanic is the only racial minority exceeding 5% of the population in Spokane County, constituting approximately 5.3% of the population. The Hispanic utilization in Spokane County in 2006 was 5.9%. The 5.9% racial minority

utilization also exceeds the overall minority utilization goal of 2.8% set for the Spokane County Standard Metropolitan Statistical Area.

COMPLAINTS:

Complaints of Discrimination received in 2005/2006 FFY: **0**

Complaints of Discrimination processed in 2005/2006 FFY: **0**

RELOCATEES, IMPACTED CITIZENS AND AFFECTED COMMUNITIES:

Please see the data in the section below on Environmental Justice.

NATIONAL HIGHWAY INSTITUTE (NHI) TRAINING, BY SEX AND RACIAL CLASSES: [Ref. 23 CFR 260]

There was no participation by Office of the County Engineer employees in FHWA fellowship and scholarship programs administered by the NHI during FFY 2005/2006.

PUBLIC INVOLVEMENT:

[Ref.: DOJ Regulation 28 CFR 42.405, Public Dissemination of Title VI Information]

The Office of the County Engineer actively encourages public involvement from all segments of the community in its transportation planning in order to integrate ideas from all classes of the public into transportation decisions, and seeks to gather data on those who participate.

In FFY 2005/2006 three public meetings/hearings were held for the County's planned Bigelow Gulch road projects. Notification of the meetings was widely circulated to all income levels and to all affected races, sexes and nationalities. A website for the projects is available to the public at:

<http://www.spokanecounty.org/engineer/bigelowgulchforkerconnector.asp>.

Public Involvement Information forms (see the Voluntary Title VI Public Involvement form at Attachment B), and Complaint Forms (see Attachment A) were distributed at the sign-in desk to the several hundred participants (158 at the February 15, 2006 meeting; 172 at the February 16th meeting; and 148 at the March 22, 2006, hearing), inviting participants to complete and return the Involvement form. None of the Complaint and Public Involvement forms that were disseminated at the meetings were returned by participants.

4.0 ORGANIZATION, STAFFING, STRUCTURE

The County Engineer is responsible for administration of the County's public highways, and coordinates compliance with Title VI and related Federal, State, and County laws and regulations governing the administration of grants for the County's highway projects. [RCW 36.80; RCW 36.75.020 and 36.75.070]

The Title VI policies and procedures developed by the County Engineer for implementation of the Office's Title VI Program are intended to provide a systematic, interdisciplinary approach to preventing discrimination that relies on existing staff resources. In conformance with the policies and procedures, staff throughout the various organizational elements of the Office participate in ensuring compliance with Title VI.

An organization chart is provided at Attachment C.

5.0 Title VI Self Monitoring and Review

As a part of its mandate to collect and analyze data, and to take affirmative action to ensure nondiscrimination in the use of federal-aid highway funds, the Spokane County Office of the County Engineer has undertaken a study of its contracting processes. Included in the study are reviews of the Office's administrative records and data gathered on contractors in order to obtain empirical evidence of the Office's performance in achieving compliance with Title VI.

6.0 ENVIRONMENTAL JUSTICE AND LIMITED ENGLISH PROFICIENCY [LAG 28.6]

The Bigelow Gulch road construction project constitutes the major activity scheduled under the current six-year plan for the Office of the County Engineer. The following Environmental Assessment was conducted for this project. Public meetings for the project occurred in FFY 2005/2006. A key element of the assessment was consideration of the possible adverse effects of the project on minority and low-income populations. The following excerpt from the Environmental Assessment report describes the Environmental Justice review process that was undertaken, and reports the findings:

4.8 Environmental Justice

Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," requires all federal agencies to administer and implement its programs, policies, and activities that affect human health or the environment in a manner that avoids disproportionately high

and adverse effects on minority and low-income populations. This section of the EA satisfies the requirements of Executive Order 12898.

4.8.1 Affected Environment

U.S. Census Bureau data (2000) was evaluated at the block and block group levels to assess the potential for disproportionate impacts on minority and low-income populations within the study area. Block-level census data on race and ethnicity was collected, mapped, and analyzed for the blocks located adjacent to the urban connector alignment and the three western alignment options. The urban connector alignment and western alignment Option 1 together represent the Preferred Alignment for this analysis of environmental justice. Please note that data on low-income populations was available only at the block-group level, and therefore the data on low-income populations applies to a larger geographic area than the data on race and ethnicity.

Minority Populations

Table 4-8 shows the percentage of minority populations within the 20 census blocks located adjacent to the urban connector alignment and the three western alignment options (see also Figure 14). The eight census blocks with the highest concentrations of minority populations are shown in Table 4-9. Census block 4015 located at the western end of the proposed alignment had the highest concentration of minority population at 26.92 percent.

Table 4-8. Percentage of minority populations within the study area

Census Tract Block Population			
White Alone,			
Non-Hispanic Percent Minority			
010100	4000	1276	1209 5.25%
010100	4008	48	44 8.33%
010202	3065	81	78 3.70%
010202	3066	34	29 14.71%
010202	3067	3	3 0.00%
010202	3068	27	27 0.00%
011202	4004	70	70 0.00%
011202	4011	78	66 15.38%
011202	4012	37	35 5.41%
011202	4013	2	2 0.00%
011202	4014	55	55 0.00%

Census Tract Block Population			
White Alone,			
Non-Hispanic Percent Minority			
011202	4015	52	38 26.92%
011300	3000	21	21 0.00%
011300	3001	159	147 7.55%
011300	3005	2	2 0.00%
011300	3008	24	20 16.67%
011300	3009	32	30 6.25%
011400	2000	171	170 0.58%
011400	2001	57	56 1.75%
011400	2012	333	304 8.71%

Total 2562 2406
Source: 2000 U.S. Census.

Table 4-9. Census blocks with the highest concentrations of minority populations
Census Block Minority Population Percentage

4015 26.92
3008 16.67
4011 15.38
3066 14.71
2012 8.71
4008 8.33
3001 7.55
3009 6.25

Source: 2000 U.S. Census.

Low Income Populations

Table 4-10 shows the percentage of low-income populations within five census block groups located adjacent to the urban connector alignment and the three western alignment options (Figure 15). Block Group 4 of Census Tract 11202 had the highest concentration of low-income population in the study area.

Table 4-10. Percentage of low-income populations within the study area
Census Tract Block Group Population

Below Poverty

Level

Percent Below

Poverty Level

010100 4 1,843 43 2.33%
010202 3 2,032 44 2.17%
011202 4 769 112 14.56%
011300 3 2,495 73 2.93%
011400 2 1,428 55 3.85%

Total 8,567 327

Source: 2000 U.S. Census

Community Character

The large lot residential development pattern within the Bigelow Gulch Road corridor gives the project area a distinctive rural identity. The existing roadway functions as a physical barrier between residents living to the north and south of the roadway, but it also provides residents with convenient access to downtown Spokane. The residential areas east of North Havana and Bigelow Gulch Road that would be impacted by western alignment Options 1, 2, and 3 consist of isolated large lot residential development and suburban farms. The central portion of the urban connector alignment from approximately Argonne Road to North Forker Road predominately comprises large lot farms and ranches. The eastern end of the urban connector alignment passes through the Trentwood area, which is generally composed of medium- to high-density residential subdivisions. Two local churches (Slavic Baptist Church and Latter Day Saints Church) and two schools (East Valley Middle School and East Valley High School) are also located in this area.

4.8.2 Impacts and Mitigation Measures

The primary types of impacts that would be experienced by minority and low-income populations living and working near the proposed project include the following:

- Property acquisition,
- Physical encroachment into private property,
- Visual impacts, and
- Traffic and Construction Noise.

For most of the length of the project, from approximately Thierman Road on the west to Wellesley Avenue on the east, potential impacts on minority and low-income populations would be the same, because all alignment options have this portion of the alignment in common. The major differences in project impacts are related to the three western alignment options in the portion of the project area between Havana Street on the west and Thierman Road on the east. It is in this portion of the project area where differences between alignment options can be identified. These differences are described below.

Minority Populations

The census data suggests that western alignment Option 1 has a greater potential to effect minority populations than western alignment Options 2 and 3. Western alignment Option 1 would affect properties in two census blocks (Census Blocks 4011 and 4015) not affected by western alignment options 2 and 3 (Figure 14). According to the census data, seven times as many minorities live in the two census blocks affected by Option 1, as compared to the number of minorities living in the census blocks affected by western alignment Options 2 and 3 (Census Blocks 3009, 4012, 4013, and 4014). However, when residential displacements are considered, the potential for western alignment Option 1 to have a greater effect on minority populations than the other two options appears to be much lower. For example, all three of the western alignment options would displace one or more homes, and no two alignment options would displace the same exact homes (Table 4-11). Western alignment Option 1 would displace four homes, only one of which is located in a census block with a high concentration of minority populations (Census Block 4011). Western alignment Option 2 would displace one home, and that home is not located in a census block with a high concentration of minority populations. Western alignment Option 3 would displace three homes, only one of which is located in a census block with a high concentration of minority populations.

Table 4-11. Residential displacements by census block between Havana Street and Thierman Road

Residence Displaced?

Census Block

Parcel

Number

Option

1

Option

2

Option

3

4011 36264.0406 Yes No No
 4012 36252.0119 Yes No No
 4012 36253.9023 Yes No No
 4004 46302.9009 Yes No No
 4012 36253.9023 No Yes No
 4013 36254.9146 No No Yes
 3009 36254.9071 No No Yes
 4004 46302.9009 No No Yes

Census Blocks in **bold type** have a high concentration of minority populations according to the 2000 U.S. Census.

Considering only residential displacements, the data suggest that western alignment Options 1 and 3 have about the same potential for disproportionate impacts to minority populations, because both Option 1 and Option 2 would displace one residence in a census block with a high concentration of minority population. Western alignment Option 2 would have the lowest potential for disproportionate impacts, because none of the three residences displaced by that option are located in a census block with a high concentration of minority population.

Low Income Populations

Census data indicates that the largest concentration of low-income population in the project area is found in Census Tract 011202, Group 4, located near the western end of the project area. In 2000, approximately 14.56 percent of the residents in Census Block Group 4 were living below the federal poverty level. Because approximately equal lengths of western alignment Options 1, 2, and 3 would cross Block Group 4, it is reasonable to conclude that each alignment option would have about the same potential to affect low-income populations (Figure 15). However, when residential displacements are considered, differences appear. For example, western alignment Option 1 would displace four homes, all of which are located in Tract 11202, Group 4. In comparison, western alignment Option 2 would displace only one home located in Tract 11202, Group 4. The third alignment, western alignment Option 3, would displace three homes, two of which are located in Tract 11202, Group 4. See Table 4-12 below.

Table 4-12. Residential displacements by block group between Havana Street and Thierman Road

Parcel Number Census Block Group Option 1 Option 2 Option 3

36264.0406 Tract 11202, Group 4 Yes No No
 36252.0119 Tract 11202, Group 4 Yes No No
 36253.9023 Tract 11202, Group 4 Yes No No
 46302.9009 Tract 11202, Group 4 Yes No No
 36253.9023 Tract 11202, Group 4 No Yes No
 36254.9146 Tract 11202, Group 4 No No Yes
 36254.9071 Tract 11300, Group 3 No No Yes
 46302.9009 Tract 11202, Group 4 No No Yes

Census Block Groups in **bold type** have higher than average concentration of low-income populations according to the 2000 U.S. Census.

Considering only residential displacements, the data appears to suggest that western alignment Option 1 has the greatest potential for disproportionate impacts on low-income populations, because all four residential displacements associated with that alignment option would occur in Tract 11202, Group 4. In comparison, western alignment Option 3 would displace three homes in Tract 11202, Group 4; and alignment Option 1 would displace only one home in the same census block group.

Community Impacts

Alignment Option 1 is unlikely to have an adverse effect on existing connections between neighborhoods because most of the proposed improvements (i.e., additional travel lanes) would occur along the existing roadway alignment. In locations where the proposed improvements would be made on completely new right-of-way (such as along western alignment Options 2 and 3), the project could physically separate a few residences from each other in that low-density residential area and possibly negatively affect community cohesion.

Another area potentially affected by the project includes the area between the East Valley Middle School and East Valley High School at the eastern terminus of the proposed roadway. The existing two-lane road along this segment would be upgraded to a four-lane urban connector. Adding two more lanes in this area would increase the barrier effect of the existing roadway and would create a new barrier between East Valley Middle School and the residents living north of the Middle School campus. The increase in the number of vehicles traveling through this area could also pose an increased safety risk for pedestrians. This concern will be mitigated by constructing a below-grade pedestrian tunnel across the new roadway connecting East Valley Middle School and East Valley High School.

The proposed urban connector would not displace any church or other place of worship. There are two churches at the eastern terminus of the corridor. One church (Slavic Baptist Church) located on Forker Road would experience some degree of property loss; but church functions, access, and parking would not be substantially or permanently impacted by the project. The project would also not impact any known tribal or community customs or religious practices in the immediate vicinity. Overall, the project would improve safety along the entire corridor for both vehicles and pedestrians, thereby improving connections between communities within the corridor.

No Action Alternative

The No Action Alternative would not require any new right-of-way, would not displace any homes or businesses, and would have no disproportionate impacts on minority or low-income populations.

4.8.3 Environmental Justice Determination

Based on analysis of U.S. Census Bureau data (2000), western alignment Options 1 and 3 appear to have about the same potential for disproportionate impacts to minority populations. This is because both Option 1 and Option 2 would displace one residence in a census block that has a high concentration of minority population. Western alignment Option 2 appears to have the lowest potential for disproportionate impacts, because none of the three residences displaced by that option is located in a census block with a high concentration of minority population.

U.S. Census Bureau data (2000) also indicates that western alignment Option 1 has the greatest potential for disproportionate impacts on low-income populations because all four residential displacements associated with that alignment option would occur in Tract 11202, Group 4, which is a census block group with a high concentration of low-income population. In comparison, western alignment Option 3 would displace three homes in Tract 11202, Group 4; and alignment Option 1 would displace only one home in the same census block group.

The potential for disproportionately high and adverse impacts on minority and low income populations will be investigated further during the right-of-way acquisition process. If disproportionate impacts on minority and/or low-income populations were expected, the project would be carried out only if the following criteria are met:

1. A substantial need for the project exists, based on the overall public interest; and
2. Alternatives that would have less adverse effects on protected populations have either:
 - a. Adverse social, economic, environmental, or human health impacts that are more severe; or
 - b. Would involve increased costs of an extraordinary magnitude.

7.0 GOALS FOR THE NEXT YEAR [Ref. 23 CFR 200.9(a)(10)]

PROCEDURES DEVELOPMENT: In 2007, the Office of the Spokane County Engineer plans to continue refining and expanding its policies and procedures to form a systematic, interdisciplinary approach to preventing discrimination, in accordance with the requirements of Title VI and related civil rights laws and regulations.

RESEARCH: The County Engineer has initiated a study of the Office's contracting processes as they pertain to the objectives of Title VI. Spokane County presents an excellent microcosm for performing research on the successes and failings of Title VI implementation programs and activities. Such a study conducted at the local agency level is likely to have more validity and applicability than State and Federally conducted studies because of the proximity to the source data and the opportunities for verification that are most difficult to

obtain from studies conducted by State and Federal agencies. Studies of the impact of civil rights activities at the local agency level are rare. In our review of existing public highways contracting data, we have not found any valid anecdotal research or Local Agency studies in Washington pertaining to government agency performance under Title VI and related programs.

The study under progress, which we anticipate will be completed in 2007, is to include assessment of Title VI data collection systems, and aid in the analysis of historical and present disparate impacts on protected groups.

LIMITED ENGLISH PROFICIENCY PROGRAM ENHANCEMENT: In FFY 2006/2007 the Office will be enhancing its LEP procedures to assure that people who are not proficient in English can effectively participate in, and have meaningful access to the programs and activities administered by the County Engineer.

ATTACHMENT A

DISCRIMINATION COMPLAINT FORM
CIVIL RIGHTS UNIT
OFFICE OF THE SPOKANE COUNTY ENGINEER

The purpose of this form is to assist you in filing a complaint with the Spokane County Engineer. You are not required to use this form; a letter with the same information is sufficient. However, the information requested in the items marked with a star (*) must be provided, whether or not the form is used.

1.* State your name and address.

Name: _____

Address: _____

_____ Zip _____

Telephone No:

Home: (____) _____ Work: (____) _____

2.* Person(s) discriminated against, if different from above:

Name: _____

Address: _____

_____ Zip _____

Telephone No:

Home: (____) _____ Work: (____) _____

Please explain your relationship to this person(s).

3.* Agency and department or program that discriminated:

Name: _____

Any individual if known: _____

Address: _____

_____ Zip _____

Telephone No: (____) _____

Form No. : 02-2006

4A.* Non-employment: Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the department or agency in its treatment of you or others? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "Sex: Female").

____ Race/Color: _____

____ National origin: _____

____ Sex: _____

____ Religion: _____

____ Age: _____

____ Disability: _____

4B.* Employment: Does your complaint concern discrimination in employment by the department or agency? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "Sex: Female").

____ Race/Color: _____

____ National origin: _____

____ Sex: _____

____ Religion: _____

____ Age: _____

____ Disability: _____

5. What is the most convenient time and place for us to contact you about this complaint?

6. If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and/or provide information about your complaint:

Name: _____

Telephone No: (____) _____

7. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name: _____

Address: _____

_____ Zip _____

Telephone No: (____) _____

8.* To your best recollection, on what date(s) did the alleged discrimination take place?

Earliest date of discrimination: _____

Most recent date of discrimination: _____

9. Complaints of discrimination must generally be filed within 180 days of the alleged discrimination. If the most recent date of discrimination, listed above, is more than 180 days ago, you may request a waiver of the filing requirement. If you wish to request a waiver, please explain why you waited until now to file your complaint.

15. Have you (or the person discriminated against) filed the same or any other complaints?

Yes ____ No ____

If so, do you remember the Complaint Number?

Against what agency and department or program was it filed?

Address: _____

_____ Zip _____

Telephone No: (____) _____

Date of Filing: _____ DOJ Agency: _____

Briefly, what was the complaint about?

What was the result?

16. Have you filed or do you intend to file a charge or complaint concerning the matters raised in this complaint with any of the following?

_____ U.S. Equal Employment Opportunity Commission

_____ Federal or State Court

_____ Your State or local Human Relations/Rights Commission

_____ Grievance or complaint office

17. If you have already filed a charge or complaint with an agency indicated in #16, above, please provide the following information (attach additional pages if necessary):

Agency: _____

Date filed: _____

Case or Docket Number: _____

Date of Trial/Hearing: _____

Location of Agency/Court: _____

Name of Investigator: _____

Status of Case: _____

Comments: _____

18. While it is not necessary for you to know about aid that the agency or institution you are filing against receives from the Federal government, if you know of any U.S. Department of Transportation funds or assistance received by the program or department in which the alleged discrimination occurred, please provide that information below.

19.* We cannot accept a complaint if it has not been signed. Please sign and date this complaint form below.

(Signature)

(Date)

Please feel free to add additional sheets to explain the present situation to us.

Please make a copy for your records, and then mail the completed, signed Discrimination Complaint Form to:

Spokane County Engineer
Civil Rights Unit
1026 West Broadway Avenue
Spokane, Washington 99260-0170

Phone: (509) 477-3600

20. How did you learn that you could file this complaint?

21. If your complaint has already been assigned a complaint number, please list it here: _____

ATTACHMENT B

Form – Title VI Compliance Statement for use in public meetings/hearings

Voluntary Title VI Public Involvement

As an obligation for receiving federal highway funds, the Washington State Department of Transportation requires the Spokane County Engineer to gather statistical data on participants and beneficiaries of the agency’s federal-aid highway programs and activities. Accordingly, Spokane County collects information on race, color, national origin, and sex of the attendees of this public meeting to ensure the inclusion of all segments of the population affected by a proposed project. (Ref. P.28-66 of *Local Agency Guidelines* manual)

Spokane County wishes to clarify that this information gathering process is **completely voluntary** and that you are not required to disclose the statistical data requested in order to participate in this meeting. This form is a public document.

The completed forms will be held on file in the Office of the Spokane County Engineer. For further information regarding this process, please contact the Civil Rights Unit, Office of Spokane County Engineer at:

Spokane County Engineer
Civil Rights Unit
1026 W. Broadway Avenue
Spokane, WA 99260-0170

Phone: 509-477-3600

Project Name:	Date:
Meeting location:	

Name (please print):	Sex:
	_____ Male
	_____ Female

General ethnic identification categories (check one):

_____ Caucasian _____ Hispanic American _____ American Indian/
Alaskan Native

_____ African American _____ Asian/Pacific Islander Other _____

After you complete this form, please fold it and place it on the registration table.