



Title VI: File a Grievance  
Updated: 12/10/18

## **Policy Statement**

The City of Kenmore assures that no person shall on the grounds of race, color, national origin, or gender, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, regardless of whether or not they are federally funded.

Furthermore, the City of Kenmore assures that no person shall, on the grounds of age, ethnicity, disability, sexual orientation, income or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. For questions regarding the City's Title VI Program please contact the Title VI Coordinator at 425-398-8900.

## **Filing a Grievance**

Any person who believes his or her Title VI protection has been violated may file a complaint with the City of Kenmore by contacting the Title VI Coordinator.

If you are unable to provide a written statement, a verbal complaint may be made to the Title VI Coordinator, who will interview you to prepare a written version of the complaint, then submit to you for signature. The complaint must be filed with 180 days of the date of the alleged violation, and a form must be completely filled out to enable the Title VI Coordinator to assist you properly. If the form is deemed incomplete, the Title VI Coordinator will request additional information.

When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the complainant within ten (10) days, inform the complainant of action taken or proposed action to process the complaint, and advise the complainant of other avenues of redress available via state and federal agencies. The Title VI Coordinator will also notify the Washington State Department of Transportation within ten (10) days of receipt of the complaint.