

# Title VI Plan

February 2025



## Southwest Washington Regional Transportation Council

1300 Franklin Street, Vancouver WA 98660  
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[www.rtc.wa.gov](http://www.rtc.wa.gov)



## **Title VI Nondiscrimination Notice**

RTC operates its programs without regard to race, color, and national origin in accordance with applicable laws, including Title VI of the Civil Rights Act of 1964 and related statutes. To request additional information on RTC's Title VI nondiscrimination requirements, or if any person believes they have been aggrieved by an unlawful discriminatory practice under Title VI or other applicable law and would like to file a complaint, contact RTC at 564-397-6067 (TTY 711) or e-mail [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Persons who do not speak or read English well may request at no cost, language assistance, oral interpretation and/or written translation. Contact RTC at 564-397-6067 (TTY 711) or e-mail [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

## **American with Disabilities Act (ADA) Notice**

RTC will ensure that no qualified disabled individual shall, solely on the basis of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any of its programs, services, or activities as provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

Individuals requiring reasonable accommodations may request written materials at no cost, in alternate formats, sign language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting RTC at 564-397-6067 (TTY 711) or e-mail [info@rtc.wa.gov](mailto:info@rtc.wa.gov), with two days advance notice.

## **Aviso de no discriminación del Título VI**

RTC opera sus programas sin considerar raza, color y origen nacional, de acuerdo con las leyes aplicables, incluyendo el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos relacionados. Para solicitar información adicional de los requisitos de no discriminación de RTC Título VI, o si cualquier persona cree que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI u otra ley aplicable y desearía presentar una reclamación, comuníquese con RTC al 564-397-6067 (TTY 711) o por correo electrónico a [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Las personas que no hablan o leen inglés bien pueden solicitar asistencia con el idioma, interpretación oral y/o traducción escrita, sin costo alguno. Comuníquese con RTC al 564-397-6067 (TTY 711) o por correo electrónico a [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

## **Aviso de la Ley de Estadounidenses con Discapacidades (ADA)**

RTC se asegurará de que ninguna persona discapacitada calificada, únicamente por su discapacidad, sea excluida de la participación, se le nieguen los beneficios o sea sometida a discriminación en cualquiera de sus programas, servicios o actividades según lo dispuesto por la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Estadounidenses con Discapacidades de 1990 (ADA).

Las personas que requieran adaptaciones razonables pueden solicitar materiales escritos sin costo, en formatos alternativos, intérpretes de lenguaje de señas, adaptaciones de accesibilidad física u otras adaptaciones razonables comunicándose con RTC al 564-397-6067 (TTY 711) o enviando un correo electrónico a [info@rtc.wa.gov](mailto:info@rtc.wa.gov), con dos días de antelación.

## Раздел VI Уведомление о недискриминации

RTC предоставляет участие в своих программах независимо от расы, цвета кожи и национального происхождения, в соответствии с применимыми законами, включая раздел VI Закона о гражданских правах 1964 года и связанные с ним законодательные акты. Чтобы запросить дополнительную информацию о требованиях RTC по разделу VI о запрете дискриминации, или подать жалобу, если какое-либо лицо считает, что оно пострадало от незаконной дискриминационной практики, запрещённой разделом VI или другим применимым законодательством, свяжитесь с RTC по телефону 564-397-6067 (TTY 711) или электронной почте [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Лица, которые плохо говорят или читают по-английски, могут бесплатно запросить помощь устного и письменного переводчика. Позвоните в RTC 564-397-6067 (TTY 711) или отправьте сообщение по эл. почте на адрес [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

## Уведомление о Законе об американцах-инвалидах (ADA)

RTC будет гарантировать, что ни один квалифицированный инвалид не будет исключен из участия, лишен льгот или подвергнут дискриминации в рамках любой из его программ, услуг или мероприятий, как это предусмотрено, исключительно на основании его или ее инвалидности. разделом 504 Закона о реабилитации 1973 года и Законом об американцах-инвалидах 1990 года (ADA).

Лица, которым требуются разумные приспособления, могут бесплатно запросить письменные материалы в альтернативных форматах, услуги сурдопереводчиков, приспособления для физической доступности или другие разумные приспособления, связавшись с RTC по телефону 564-397-6067 (TTY 711) или по электронной почте [info@rtc.wa.gov](mailto:info@rtc.wa.gov), с предварительным уведомлением за два дня.

## 第六章 非歧视通知

根据适用法律（包括 1964 年《民权法案》第六章和相关法规），RTC 不以种族、肤色和国籍为由拒绝您参加其运营的项目。如需索取有关 RTC 第六章非歧视要求的进一步信息，或者如果任何人认为其因第六章或其他适用法律下的非法歧视行为而受到侵害并希望提交申诉，请致电 RTC 564-397-6067（文字电话 711）联系我们或发送电子邮件至 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)。

英语不佳人士可以免费请求语言帮助、口译和/或书面翻译。请致电 564-397-606 (文字电话 711) 或发送电子邮件至 [info@rtc.wa.gov](mailto:info@rtc.wa.gov) 联系 RTC。

### **美國殘疾人法案 (ADA) 通知**

RTC 将确保任何合格的残疾人不得仅因其残疾而被排除在其提供的任何计划、服务或活动之外、被剥夺其福利或受到歧视 1973 年康复法案第 504 条和 1990 年美国残疾人法案 (ADA)。

需要合理便利的個人可以透過致電 564-397-6067 (TTY 711) 或發送電子郵件至 [info@rtc.wa.gov](mailto:info@rtc.wa.gov) 聯繫 RTC，免費索取替代格式、手語翻譯、無障礙設施或其他合理便利的書面資料。

### **Tiêu đề VI Thông báo không phân biệt đối xử**

RTC điều hành các chương trình của mình mà không phân biệt chủng tộc, màu da và nguồn gốc quốc gia theo luật hiện hành, bao gồm cả Đề Mục VI của Đạo Luật Dân Quyền năm 1964 và các luật có liên quan. Để yêu cầu thông tin bổ sung về các quy định không phân biệt đối xử theo Đề Mục VI của RTC hoặc nếu bất kỳ người nào cho rằng mình bị ngược đãi bởi hành vi phân biệt đối xử trái pháp luật theo Đề Mục VI hoặc luật hiện hành khác và muốn nộp đơn than phiền, hãy liên hệ với RTC theo số 564-397-6067 (TTY 711) hoặc e-mail [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Những người không nói hoặc đọc Tiếng Anh trôi chảy có thể yêu cầu dịch vụ hỗ trợ ngôn ngữ, thông dịch và/hoặc biên dịch miễn phí. Hãy liên hệ với RTC theo số 564-397-6067 (TTY 711) hoặc e-mail [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

### **Thông báo về Đạo luật Người khuyết tật Hoa Kỳ (ADA)**

RTC sẽ đảm bảo rằng không có cá nhân khuyết tật đủ tiêu chuẩn nào, chỉ vì tình trạng khuyết tật của mình, sẽ bị loại khỏi việc tham gia, bị từ chối các lợi ích hoặc bị phân biệt đối xử trong bất kỳ chương trình, dịch vụ hoặc hoạt động nào của RTC như được cung cấp theo Mục 504 của Đạo luật Phục hồi chức năng năm 1973 và Đạo luật Người khuyết tật Hoa Kỳ năm 1990 (ADA).

Những cá nhân yêu cầu chỗ ở hợp lý có thể yêu cầu tài liệu bằng văn bản miễn phí, ở các định dạng thay thế, thông dịch viên ngôn ngữ ký hiệu, chỗ ở dành cho người khuyết tật hoặc chỗ ở hợp lý khác bằng cách liên hệ với RTC theo số 564-397-6067 (TTY 711) hoặc gửi e-mail tới [info@rtc.wa.gov](mailto:info@rtc.wa.gov), báo trước hai ngày.

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Action  
Agenda Item V  
Resolution 09-24-21  
09/03/2024 Board Meeting

**RESOLUTION 09-24-21  
of the BOARD OF DIRECTORS of the  
SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL**

**Title VI Plan**

**WHEREAS**, the Southwest Washington Regional Transportation Council (RTC) Board of Directors serves as the Metropolitan Planning Organization (MPO) for Clark County and as the Regional Transportation Planning Organization (RTPO) for Clark, Skamania and Klickitat Counties; and

**WHEREAS**, RTC is required to operate its programs without regard to race, color, or national origin in accordance with applicable laws, including Title VI of the Civil Rights Act of 1964 and RCW 49.60; and

**WHEREAS**, Title VI compliance is a condition of receipt of federal funds; and

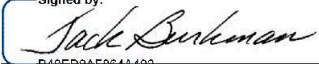
**WHEREAS**, Metropolitan Planning Organizations (MPOs) who receive funds from the Federal Transit Administration must update their Title VI plans every three years; and

**WHEREAS**, RTC publishes a Title VI Plan that informs the public and recipients of a standard process for reviewing programs, projects, and recipients to ensure RTC's compliance with Title VI of the Civil Rights Act.


**NOW, THEREFORE BE IT RESOLVED**, the RTC Board of Directors of the Southwest Washington Regional Transportation Council does hereby accept the Title VI Plan.

ADOPTED: September 3, 2024

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

Signed by:  
  
B46EB9AF664A482...  
Jack Burkman  
Chair of the Board

ATTEST:

DocuSigned by:  
  
1093CE9760334E4...  
Matt Ransom  
Executive Director

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**Southwest Washington Regional Transportation Council**

1300 Franklin Street, Floor 1 P.O. Box 1366 Vancouver, Washington 98666-1366 564-397-6067 fax: 564-397-6132 <https://www.rtc.wa.gov>

## I. Title VI Policy Statement

It is the policy of the Southwest Washington Regional Transportation Council that no person shall on the grounds of race, color, and national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Southwest Washington Regional Transportation Council as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of Southwest Washington Regional Transportation Council, including its contractors and anyone who acts on behalf of Southwest Washington Regional Transportation Council. This policy also applies to the operations of any department or agency to which Southwest Washington Regional Transportation Council extends federal financial assistance. Federal financial assistance includes grants, training, equipment usage, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, or national origin include denial to an individual any service, financial aid, or other benefit; distinctions in the quality, quantity, or manner in which a benefit is provided; segregation or separate treatment; restriction in the enjoyment of any advantages, privileges, or other benefits provided; discrimination in any activities related to highway and infrastructure or facility built or repaired; and discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 USC § 2000d and related statutes, 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3 and 49 CFR part 21.



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Matt Ransom  
Executive Director

05/21/2024

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Date



## II. Authorities

Title VI of the Civil Rights Act of 1964 (Title VI) compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 USC § 2000d and related statutes, 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3 and 49 CFR Part 21.

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall on the grounds of race, color, or 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 (please refer to 23 CFR 200.9 and 49 CFR 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the term "programs or activities" to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether or not such programs and activities are federally assisted (Public Law 100-259 [S. 557] March 22, 1988).

Additional authorities and citations include:

- Federal-aid Highway Act of 1973 (23 USC 324) – prohibiting discrimination on the basis of sex
- Section 504 of the Rehabilitation Act of 1973 (23 USC 794, as amended) – prohibiting discrimination on the basis of disability; 49 CFR Part 27, 49 CFR Part 28, and 49 CFR Part 37
- Americans with Disabilities Act of 1990 (42 USC 12101) – prohibits discrimination on the basis of disability; 28 CFR Part 35
- Department of Justice Guidelines for Enforcement of Title VI (28 CFR Part 50.3)
- Federal Transit Administration Circular C4702.1B, Title VI Requirements and Guidelines for FTA Recipients/Subrecipients (August 28, 2012)
- USDOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (January 22, 2001 Federal Register 66 FR 6733)
- USDOT Order 5610.2(a) – May 2, 2012 – Update of 1997 Order "Department of Transportation Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"

- FHWA Order 6640.23A – June 14, 2012 – “FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations”
- Joint FTA-FHWA Planning Regulations, 23 CFR Part 450

### III. Organization and Staffing

RTC is designated under federal law as the Metropolitan Planning Organization (MPO) for Clark County and under state law as the Regional Transportation Planning Organization (RTPO) for Clark, Skamania and Klickitat counties. Under state and federal mandates and an interlocal agreement signed by all its members, RTC conducts and supports numerous state and federal planning, compliance, and certification programs that enable members and other jurisdictions and entities in the region to obtain state and federal funding.

RTC is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that nondiscrimination is required of all Local Public Agency (LPA) employees, contractors, and agents pursuant to 49 CFR Part 21. RTC’s Principal Planner performs the duties of the Title VI Coordinator and ensures implementation of the Title VI program. The Principal Planner has other duties and responsibilities in addition to Title VI.

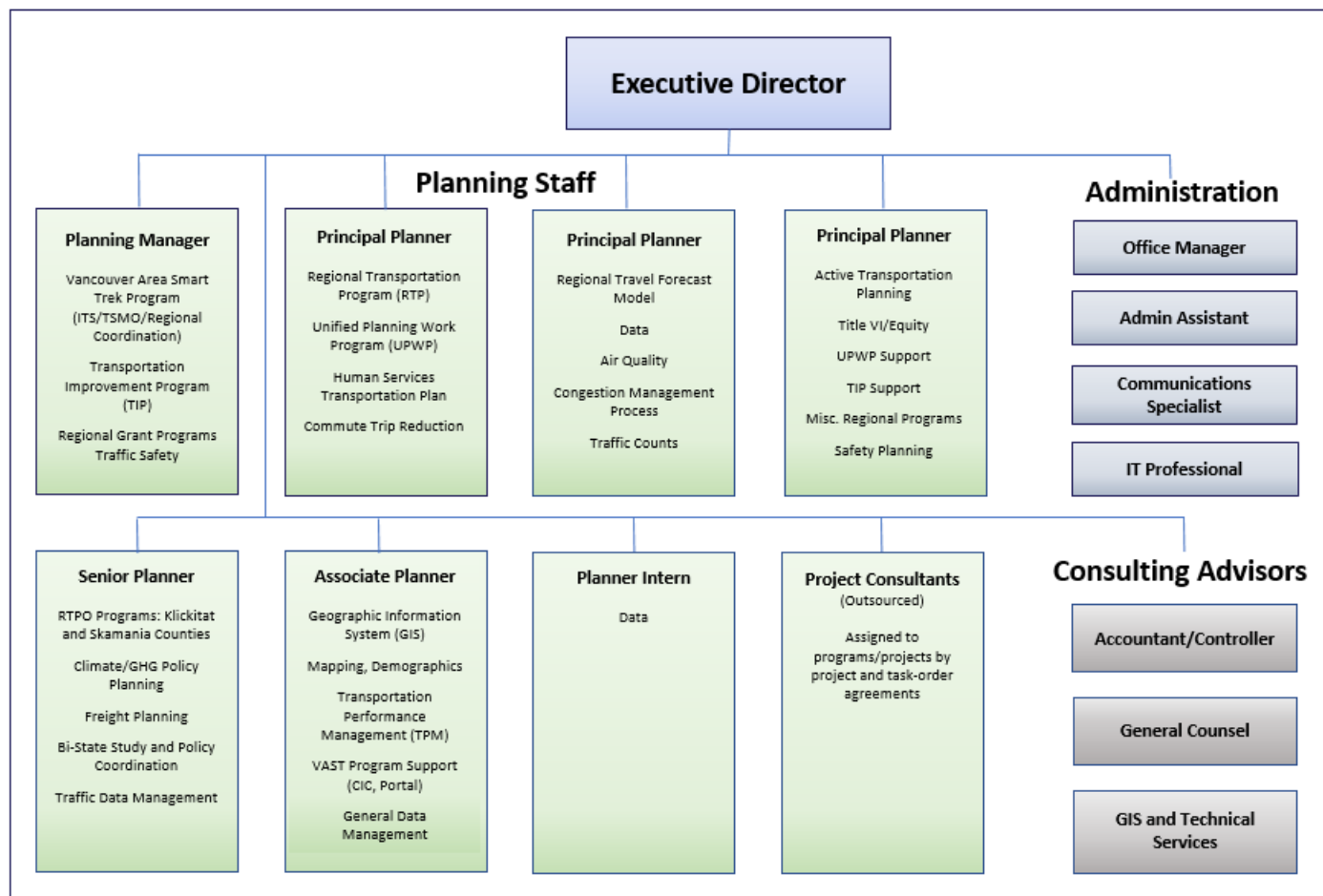
The Title VI Coordinator, under the supervision of the RTC Executive Director, is responsible for the day-to-day administration of the Title VI program and for carrying out the “Program Area responsibilities” for each Title VI Program Area identified in this Plan.

The Title VI Coordinator is responsible for:

- submitting a Title VI plan and annual reports on the agency’s behalf;
- developing procedures for the prompt processing and disposition of complaints;
- investigating complaints, compiling a complaint log, and reporting to WSDOT;
- developing procedures for the collection and analysis of statistical data;
- developing a program to conduct Title VI reviews of program areas;
- conducting annual Title VI assessments of pertinent program areas;
- developing Title VI information for dissemination;

- meeting with appropriate RTC staff to monitor and discuss progress, implementation, and compliance issues related to the RTC Title VI Plan;
- ensuring that consultants, contractors, and subrecipients are aware of and compliant with Title VI requirements;
- coordinating with appropriate federal, state, and regional entities to periodically provide RTC staff with training opportunities regarding Title VI and related statutes; and
- ensuring all communications and public involvement efforts comply with Title VI.

Other staff members are assigned to assist the coordinator or are consulted and involved as needed. RTC's organizational chart is provided on the following page.



**RTC**  
 Southwest  
 Washington  
 Regional  
 Transportation  
 Council

**ORGANIZATIONAL  
 CHART  
 2024**

## IV. Program Area Responsibilities

All of RTC’s work activities have been classified into the following four Title VI Program Areas: (1) Communications & Public Involvement, (2) Planning & Programming, (3) Consultant Contracts, and (4) Education & Training. The agency’s Title VI-related responsibilities fall into two main categories: “general responsibilities,” applicable to all four Title VI Program Areas, and “Program Area responsibilities,” which are specific to each Title VI Program Area.

<b>Program Area</b>	<b>General Description</b>	<b>Title VI/Non-Discrimination Responsibilities and Review</b>
Communications and Public Involvement	RTC utilizes a broad range of public information and participation opportunities, including dissemination of proposals and alternatives, process for written comments, public meetings after effective notice, settings for open discussion, communication programs, information services, and consideration of and response to public comments.	Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs.
Planning & Programming	RTC conducts and supports numerous state and federal planning, compliance, and certification programs that enable counties, cities, transit agencies, and WSDOT to obtain state and federal funding.	Prepare and update a demographic profile of the region, using the most current and appropriate statistical information available on race, income, and other pertinent data.
Consultant Contracts	RTC is responsible for selection, negotiation, and administration of its consultant contracts. RTC operates	Include Title VI language in contracts and Requests for Proposals (RFP) as

	under its internal contract procedures and all relevant federal and state laws.	described below and review consultants for compliance with Title VI laws and regulations.
Education & Training	RTC employees are encouraged to participate in continued professional development and training, which includes federally funded training, such as courses provided by the National Highway Institute (NHI) and the National Transit Institute (NTI).	Assist WSDOT in the distribution of information to RTC staff on training programs regarding Title VI and related statutes and track staff participation in Title VI, NHI, or NTI courses.

## V. Title VI Plan Periodic Reviews

RTC submits its Title VI Annual Report in November of each year, to WSDOT’s Office of Equal Opportunity. The report covers the time period between July 1<sup>st</sup> to the following June 30<sup>th</sup> and provides any updates to the Title VI Plan, changes to organization and/or staff, complaints received, updated demographic information, overview of planning and programming processes, current contracts, and other Title VI program changes. The preparation of the annual report provides RTC’s Title VI Coordinator the opportunity to complete a full Title VI program evaluation to ensure adherence to Title VI regulations.

This compliance review by the Title VI Coordinator will include a review of the agency operational guidelines and publications, including those for contractors, to ensure that Title VI language and provisions are incorporated, as appropriate. Any identified updates or changes to RTC’s Title VI program will be made during this time period and be reflected in the Title VI Annual Report. This does not preclude other changes to the program that may need to be made prior to the annual report submission time window.

## VI. Subrecipient Review Procedures

RTC will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with this Title VI program, both within RTC and with

RTC's subrecipients when applicable. Currently RTC does not pass through any FTA funds to local agencies or subcontractors. If RTC passes through FTA funds to a local agency or contractor in the future, the following procedures will be followed to ensure Title VI compliance.

RTC will work to ensure all operational guidelines provided to consultants, contractors, and subrecipients, including Title VI language provisions and related requirements where applicable, are understood and followed. Periodic Title VI compliance reviews of select recipients of federal funds will be completed by RTC's Title VI Coordinator. For subrecipients of federal funds, RTC will annually collect and retain a current copy of the subrecipient's Title VI Plan. RTC will also conduct periodic post-grant reviews of select recipients of federal funds to ensure adherence to Title VI requirements.

Appropriate staff will periodically confirm the operational guidelines provided to consultants, contractors, and subrecipients, including Title VI language provisions and related requirements where applicable, are understood and followed. When irregularities occur in the administration of federal programs at either the RTC or subrecipient levels, corrective action will be taken to resolve any identified Title VI issues. RTC will seek the cooperation of the consultant, contractor, or other subrecipient in correcting deficiencies found during periodic reviews. RTC will provide technical assistance and guidance, upon request, to support voluntary compliance by the subrecipient.

When conducting Title VI compliance reviews, RTC will reduce to writing any recommended remedial action agreed upon by RTC and subrecipient and provide a copy of a letter to the subrecipient within 45 days. Subrecipients placed in a deficiency status will be given a reasonable time, not to exceed 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies.

When a subrecipient fails or refuses to voluntarily comply with requirements within the allotted time frame, RTC will submit to the appropriate oversight agency copies of the case file and a recommendation that the subrecipient be found in noncompliance. A follow-up review will be conducted within 180 days of the initial review to ascertain if the subrecipient has complied with the Title VI Plan requirements in correcting deficiencies previously identified. If the subrecipient refuses to comply, RTC and the appropriate oversight agency may, with WSDOT's concurrence, initiate sanctions per 49 CFR 21.

## VII. Data Collection/Reporting/Analysis

RTC compiles key demographic data on minority populations and people with lower incomes populations in the Clark County region, as well as other populations of interest, for environmental justice consideration in conducting regional transportation planning and program activities and public outreach. This information is used to identify the locations of communities within the region with significant minority populations and people with lower incomes populations in order to facilitate and enhance environmental justice analyses and activities.

The sources of the data RTC uses for demographic analysis include the US Census, American Community Survey, and Washington Office of Financial Management (OFM). The American Community Survey data can be one-year results or five-year results and is noted as such in the corresponding data.

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis
Communications & Public Involvement	<ul style="list-style-type: none"> <li>• Non-English language spoken at home from 2020 Census Data</li> </ul>	<ul style="list-style-type: none"> <li>• Determination of what other languages outreach materials needed to be translated to</li> </ul>
Planning & Programming	<ul style="list-style-type: none"> <li>• Non-English language spoken at home from 2020 Census Data</li> <li>• People with lower incomes and minority populations</li> </ul>	<ul style="list-style-type: none"> <li>• Determination of what other languages outreach materials needed to be translated to</li> <li>• Assessment of the distributional effects of transportation investments in the region</li> </ul>

RTC’s most recent analysis showed that approximately 6.1% of Clark County’s, 4.9% of Klickitat County’s, and 1% of Skamania County’s population are Limited English Proficiency (LEP) persons. At every RTC public meeting, RTC provides Title VI self-discourse forms and a Title VI statement published in Spanish, Russian, Vietnamese, and Chinese. On RTC’s home webpage there are links in Spanish, Russian, Vietnamese, and Chinese with information about Title VI, interpretation and translation services, and complaint forms and procedures. A Title VI statement in Spanish, Russian, Vietnamese, and Chinese is also included in all print materials.



For all Limited English Proficiency persons, information is provided on how they may request language assistance, oral interpretation, and/or written translation.

## VIII. Title VI Training

The Title VI Coordinator is responsible for overall Title VI-related training and staff development for Title VI Specialists and other employees and will be required to complete the National Transit Institute's Title VI and Public Transit course. The Coordinator will ensure that new staff review FTA's Title VI Overview and/or WSDOT's Title VI Basics for LPAs training. Staff will then be required to review a Title VI training every four years. The Coordinator will work to periodically organize Title VI training opportunities for subrecipients, consultants, contractors, and subcontractors. WSDOT's Office of Equity and Civil Rights may be asked to provide applicable training.

## IX. FHWA Title VI Discrimination Complaint Procedures

Federal law prohibits discrimination on the basis of race, color, or national origin in any RTC program, service, or activity. This prohibition applies to all branches of RTC, its contractors, consultants, and anyone else who acts on behalf of RTC.

Complaints related to any federal-aid programs that are not related to the Human Services Transportation Plan may be filed with RTC and will be forwarded to the Washington State Department of Transportation (WSDOT) Office of Equity and Civil Rights. For complaints related to the Human Services Transportation Plan, please use the FTA form and process outlined in the next section. If you need assistance to file your complaint or need interpretation services, please contact the RTC Title VI Coordinator at [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) or 564-397-6067.

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any RTC program, service, or activity because of their race, color, or national origin may file a complaint.

Discrimination includes lack of access, harassment, retaliation, and disparate impacts from a program or activity. *Harassment* includes a wide range of abusive and humiliating verbal or physical behaviors. *Retaliation* includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

These procedures cover any complaints filed under Title VI of the Civil Rights Act of 1964 as amended and the Civil Rights Restoration Act of 1987 relating to any program or activity administered by RTC, as well as by subrecipients, consultants, and contractors.

## Federal Highway Administration (FHWA) Procedures

If a complaint is received by RTC that relates to FHWA programs and activities, the following steps will be taken. These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact the RTC Title VI Coordinator at [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) or 564-397-6067.

1. Any person or group who believes they were discriminated against based on race, color, or national origin in programs, services, or activities where there is federal assistance may file a Title VI complaint. A formal complaint must be filed within 180 calendar days of the alleged occurrence and be signed by the complainant. Contact RTC's Title VI Coordinator if you believe your complaint may fall outside this deadline.
2. Complaints should be in writing, signed, and may be filed by mail, fax, in person, or by e-mail. If a complainant phones RTC with allegations, the allegations of the complaint will be transcribed as provided by phone and then the written complaint will be sent to the complainant for correction and signature. Complaints may be submitted to:

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666-1366  
E-mail [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)

3. All complaints must contain the following information:
  - The complainant's contact information, including full name, mailing address, phone number (and best time to call), and e-mail address (if available)
  - The basis of the complaint (e.g., race, color, national origin)
  - The names of person(s) and/or agency/organization alleged to have discriminated

- A description of the alleged discriminatory actions
  - The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing
4. RTC logs all Title VI complaints that are received. The complaint log and documentation are destroyed four years after the end of the fiscal year in which the case is closed. All Title VI complaints are logged. The complaint log contains the following information for each complaint filed:
- the name and address of the person filing the complaint
  - the date of the complaint
  - the basis of the complaint
  - the disposition of the complaint
  - the status of the complaint
5. Upon receipt of a verbal complaint, an RTC representative will notify the party or parties of the RTC Title VI Plan, direct them to the RTC web page for the Plan and Complaint Form, and/or provide the complainant with a hard copy of either as requested. The representative shall notify the Title VI Coordinator and Executive Director as soon as possible of the verbal complaint and action(s) taken to ensure policy compliance. The verbal complaint will be logged as such pending a formal and required written complaint.
6. Upon receipt of a written complaint, RTC will then forward the complaint to the WSDOT Office of Equity and Civil Rights for processing by FHWA. WSDOT investigates complaints only if delegated by FHWA after acceptance of a complaint. FHWA is responsible for all determinations regarding whether to accept, dismiss, or transfer the complaint and finding no violation or failure to comply.

Complainants have the right to file a complaint directly with the federal funding agency. The following address is where Title VI complaints may be filed directly with FHWA:

Federal Highway Administration  
U.S. Department of Transportation Office of Civil Rights  
8th Floor E81-105  
1200 New Jersey Avenue, SE  
Washington, DC 20590

[CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

7. When a complaint is forwarded to FHWA, the complainant will be provided the name and contact information of the employee handling the complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

8. FHWA will render final decisions in all cases, including those investigated by WSDOT. There are no administrative appeal forums in Title VI complaints. Once FHWA issues its final agency decision, a complaint is closed.
9. The RTC Title VI Coordinator will update the Title VI complaint log actions relating to the Title VI complaint throughout any complaint process and, as required, include the information in the Title VI Annual Accomplishments and Goals Report.

There is no prohibition against a complainant filing a Title VI complaint simultaneously with a local agency, WSDOT, and FHWA.

## X. FHWA Title VI Discrimination Complaint Form

If you believe that you have been discriminated against because of your race, color, or national origin you may submit a Title VI complaint to the Southwest Washington Regional Transportation Council. If your complaint is not related to the Human Services Transportation Plan, please fill out the form below. The form can be sent to: Southwest Washington Regional Transportation Council, Attn: Title VI Coordinator, PO Box 1366, Vancouver, WA 98666-1366.

For discrimination complaints related to the Human Services Transportation Plan or process please fill out the form under the FTA complaint procedure. For translation or other assistance, please contact the Title VI Coordinator at 564-397-6067 or [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov). For a copy of RTC’s full Title VI Plan, see [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) or contact [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Section 1: Contact Information		
Name:		
Street address:		
City:	State:	Zip code:

Phone number (home):		Phone number (mobile):	
Best time of day to contact you:			
Email:			
<b>Section 2: Discrimination Complaint Background</b>			
Basis of discrimination complaint:			
Race: <input type="checkbox"/>	Color: <input type="checkbox"/>	National Origin: <input type="checkbox"/>	
Please explain:			
Date of alleged incident:			
Who discriminated against you:			
Name:		Organization:	
Street address:			
City:		State:	Zip code:
Phone number (home):		Phone number (mobile):	

Explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. If you have any other information about what happened, please attach supporting documentation to the form.

**Section 3: Remedy for Discrimination Complaint**

What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.

List any other persons that we should contact for additional information in support of your complaint. Please list their names, phone numbers, address, email address below.

Name:

Street address:

City:

State:

Zip code:

Name:

Street Address:		
City:	State:	Zip code:
<b>Section 4: Past Discriminatio Complaints</b>		
Have you filed your complaint, grievance, or lawsuit with any other agency or court?		
Who:	When:	
Status:	Result if known:	
Complaint number:	Do you have an attorney?	
<b>Section 5: Signature</b>		
Name (please print):		
Signature:		
Date:		
Did you file this complaint on your own behalf?		
If no, please provide the contact information and relationship of the person who is filing the complaint:		
Name:		
Street address:		
City:	State:	Zip code:
Phone number (home):	Phone number (mobile):	

## XI. FTA Title VI Discrimination Complaint Procedures

Federal law prohibits discrimination on the basis of race, color, or national origin in any RTC program, service, or activity. This prohibition applies to all branches of RTC, its contractors, consultants, and anyone else who acts on behalf of RTC.

Complaints related to the Human Services Transportation Plan or process may be filed with RTC and will be forwarded to Washington State Department of Transportation (WSDOT) Office of Equity and Civil Rights. If you need assistance to file your complaint or need interpretation services, please contact the RTC Title VI Coordinator at [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) or 564-397-6067.

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any RTC program, service, or activity because of their race, color, or national origin may file a complaint.

These procedures cover any complaints filed under Title VI of the Civil Rights Act of 1964 as amended and the Civil Rights Restoration Act of 1987 relating to any program or activity administered by the RTC, as well as subrecipients, consultants, and contractors.

## **Federal Transit Administration (FTA) and Other Federal Agency Procedures**

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints informally at the RTC and subrecipient level. The option of informal mediation meetings(s) between the affected parties and the RTC Title VI Coordinator or a designated mediator may be utilized for resolution.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact the RTC Title VI Coordinator at [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) or 564-397-6067.

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by nondiscrimination requirements may file a written complaint with RTC's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence and be signed by the complainant. RTC will not officially act upon or respond to complaints received verbally. Written complaints will be received by mail or e-mail.

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666-1366  
E-mail: [TitleVI@RTC.org](mailto:TitleVI@RTC.org)



All complaints must contain the following information:

- the complainant's contact information, including full name, mailing address, phone number (and best time to call), and e-mail address (if available)
  - the basis of the complaint (e.g., race, color, national origin)
  - the names of person(s) and/or agency/organization alleged to have discriminated
  - a description of the alleged discriminatory actions
  - the date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing
2. Upon receipt of a verbal complaint, an RTC representative will notify the party or parties of the RTC Title VI Plan, direct them to the RTC web page for the Plan and Complaint Form, and/or provide the complainant with a hard copy of either as requested. The representative shall notify the Title VI Coordinator and Executive Director as soon as possible of the verbal complaint and action(s) taken to ensure policy compliance. The verbal complaint will be logged as such pending a formal and required written complaint.
  3. Upon receipt of the written complaint, RTC will determine its jurisdiction, acceptability, the need for additional information, and the investigative merit of the complaint. In some situations, such as a conflict-of-interest determination, RTC may request their cognizant agency, WSDOT Office of Equity and Civil Rights, or the appropriate state/federal agency to conduct the investigation. In the event an outside agency handles the investigation, they will follow their adopted procedures for investigating discrimination complaints, per their current Title VI Plan.

Only qualified, well-trained investigators should conduct these investigations. No agency is allowed to investigate a complaint against itself.

4. If the complaint is against a subrecipient, consultant, or contractor under contract with RTC, the appropriate division and/or agency shall be notified of the complaint within 15 days.
5. Once RTC decides the course of action, the complainant and the respondent will be notified in writing of such determination within five (5) calendar days. The complaint

will be logged into RTC's Title VI records by the Title VI Coordinator, along with the basis for the allegation.

6. In cases where RTC assumes the investigation of the complaint, RTC will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days upon receipt to furnish RTC with her/his response to the allegations.
7. Within 60 days of receipt of the complaint, the Title VI Coordinator or outside agency investigator will prepare a written investigative report for RTC's Executive Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
8. The recommendation shall be reviewed by RTC's legal counsel, who may discuss the report and recommendations with the Title VI Coordinator and other appropriate staff. The report may be reviewed further and modified as needed, then approved by RTC's Executive Director, and made final for its release to the parties. In some cases, an outside party will approve the final report.
9. Once the investigative report becomes final, briefings will be scheduled with each party within 15 calendar days. Both the complainant and the respondent shall receive a copy of the investigative report during the briefings and will be notified of their respective appeal rights.
10. A copy of the complaint and RTC's investigative report will be forwarded to the WSDOT Office of Equity and Civil Rights or the appropriate oversight agency within 60 calendar days of the receipt of the complaint.
11. The Title VI Coordinator will update the complaint log actions relating to the Title VI complaint throughout any complaint process and, as required, include the information in the Title VI Annual Accomplishments and Goals Report.

If the complainant or respondent is not satisfied with the results of the investigation of the alleged discriminatory practice(s), she/he shall be advised of their rights to appeal RTC's determination to the cognizant agency, Washington State Department of Transportation, U.S. Department of Transportation, other federal agency providing the program funding, or the U.S. Department of Justice. The complainant has 180 calendar days after the appropriate agency's final resolution to appeal to the appropriate agency. Unless new facts not previously considered come to light, reconsideration of the final determination by the investigating agency will not be available.

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

- Washington State Department of Transportation Office of Equity and Civil Rights, P.O. Box 47314, 310 Maple Park, Olympia, WA 98504-7314
- Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE Washington, DC 20590
- United States Department of Justice Civil Rights Division Coordination and Review Section – NWB, 950 Pennsylvania Avenue NW, Washington, DC 20530

There is no prohibition against a complainant filing a Title VI complaint simultaneously with a local public agency (LPA), WSDOT, and FTA.

## XII. FTA Title VI Discrimination Complaint Form

If you believe that you have been discriminated against because of your race, color, or national origin you may submit a Title VI complaint to the Southwest Washington Regional Transportation Council. If your complaint is related to the Human Services Transportation Plan, please fill out the form below. The form can be sent to: Southwest Washington Regional Transportation Council, Attn: Title VI Coordinator, PO Box 1366, Vancouver, WA 98666-1366.

For discrimination complaints not related to the Human Services Transportation Plan or process please fill out the form under the FHWA complaint procedure. For translation or other assistance, please contact the Title VI Coordinator at 564-397-6067 or [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov). For a copy of RTC’s full Title VI Plan, see [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) or contact [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

<b>Section 1: Contact Information</b>		
Name:		
Street address:		
City:	State:	Zip code:
Phone number (home):	Phone number (mobile):	
Best time of day to contact you:		

Email:		
<b>Section 2: Discrimination Complaint Background</b>		
Basis of discrimination complaint:		
Race: <input type="checkbox"/>	Color: <input type="checkbox"/>	National Origin: <input type="checkbox"/>
Please explain:		
Date of alleged incident:		
Who discriminated against you:		
Name:	Organization:	
Street address:		
City:	State:	Zip code:
Phone number (home):	Phone number (mobile):	

Explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. If you have any other information about what happened, please attach supporting documentation to the form.

**Section 3: Remedy for Discrimination Complaint**

What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.

List any other persons that we should contact for additional information in support of your complaint. Please list their names, phone numbers, address, email address below.

Name:

Street address:

City:

State:

Zip code:

Name:

Street Address:		
City:	State:	Zip code:
<b>Section 4: Past Discrimination Complaints</b>		
Have you filed your complaint, grievance, or lawsuit with any other agency or court?		
Who:	When:	
Status:	Result if known:	
Complaint number:	Do you have an attorney?	
<b>Section 5: Signature</b>		
Name (please print):		
Signature:		
Date:		
Did you file this complaint on your own behalf?		
If no, please provide the contact information and relationship of the person who is filing the complaint:		
Name:		
Street address:		
City:	State:	Zip code:
Phone number (home):	Phone number (mobile):	

### XIII. Title VI Complaint Log

RTC maintains a Title VI complaint log that tracks any public transportation related Title VI investigations, complaints, or lawsuits that have been filed with RTC. The complaint log contains the following information:

- Date filed

- the name and address of the person filing the complaint
- summary of the allegation(s)
- status of the investigation, lawsuit, or complaint
- whether all appropriate forms were filed
- actions taken by RTC in response or final findings related to the investigation, lawsuit, or complaint

The complaint log and documentation are retained in accordance with the Washington Secretary of State Local Government Common Records Retention Schedule and WSDOT's Consolidated Grant Guidebook requirement of retaining working files for each complaint a minimum of six (6) years beyond the end of the project.

RTC has not received any Title VI investigations, complaints, or lawsuits during the period since the last Title VI Plan was updated in November of 2016 and the approval of this Title VI Plan.

## **XIV. Public Participation**

RTC does not provide any direct projects or services to the population of the Southwest Washington region. However, RTC does distribute funds through several transportation programs, including funds for those with special transportation needs, who may include Limited English Proficiency (LEP) persons. All funds RTC distributes are to eligible recipients and must be consistent with adopted regional plans, the approval and adoption process of which are guided by RTC's Public Participation Plan, and all other applicable laws and regulations.

RTC encourages public input and involvement from all residents or their representatives. RTC posts agendas for all meetings that are open to the public on the RTC website. RTC staff is available to address community organizations as requested. RTC staff fields inquiries from the public regarding transportation projects, other planning activities, and aging services. RTC frequently updates its website to allow residents to learn about and follow RTC activities.

Consistent with federal requirements associated with the transportation planning process, RTC is committed to nondiscrimination in all of its programs and activities. RTC strives to ensure fair treatment and meaningful involvement of all of the region's residents, regardless of race, color, and national origin. RTC employs specific strategies for reaching out to persons who are traditionally underserved by transportation projects, such as people with lower incomes and

minority households. In addition to ensuring that community members are involved, our transportation investments should not adversely impact these populations; and improvements are to be equitably distributed.

The major elements of RTC's public participation process are:

- Maintain a proactive public participation process
- Support early and continuous participation of the public in developing Regional Transportation Plans and Transportation Improvement Programs
- Provide timely information about transportation issues and processes to citizens, affected public agencies, and system users
- Provide adequate public notice of public participation opportunities
- Provide adequate time for public review and comment at key decision points in the development and approval of plans and programs
- Provide reasonable public access to information about transportation issues and processes, including issues relating to development of transportation plans and programs
- Make information on the transportation planning process, including plan and program development and meeting information, available on the World Wide Web
- Visualization techniques such as maps and graphics can be used to simplify and make transportation plans and programs easier to understand
- Hold public meetings at convenient times and locations that are accessible by public transportation
- Consider, document, and use public suggestions and recommendations received during the planning and development processes
- Identify and address the transportation needs of the traditionally underserved—including people with lower incomes, minority populations, and populations with special transportation needs (populations covered by the Americans with Disabilities Act)—and identify the effects of transportation policies, plans, and projects on these populations

At every RTC public meeting, RTC provides Title VI self-disclosure forms and a civil rights flyer published in Spanish, Russian, Vietnamese, and Chinese. On RTC's home webpage there are



four links in Spanish, Russian, Vietnamese, and Chinese to information about Title VI, interpretation and translation services, and complaint forms in Spanish, Russian, Vietnamese, and Chinese. A Title VI statement in Spanish, Russian, Vietnamese, and Chinese is also included in all print materials.

The following is a summary of RTC's public outreach accomplishments since 2016:

#### Regional Transportation Plan for Clark, Klickitat, and Skamania counties (2018)

- Communicated with community members through e-mail and telephone
- Distributed information through press releases, partner e-mails, and contact lists
- Community open house was held in collaboration with the Washington State Transportation Commission (WSTC) as part of the Washington Transportation Plan
- Provided briefings to the RTC Board of Directors at monthly meetings, which are broadcast to a wider audience on cable television, and meeting recordings are available online
- Information was distributed through Clark County and Vancouver agency neighborhood programs
- Provided briefings to partner agencies and the public at monthly RTAC and RTPO meetings
- RTC's Executive Director moderated an expert panel convened by the League of Women Voters for a transportation workshop that provided information on the RTP update
- Provided a public feedback form and information on RTC's website

#### Human Services Transportation Plan for Clark, Klickitat, and Skamania counties (2018)

- Communicated with community members through e-mail and telephone
- Distributed information through press releases, partner e-mail and social media outlets, and contact lists
- Cohosted Accessible Transportation Coalition Initiative (ATCI) stakeholder meetings, working in close collaboration with Community in Motion and C-TRAN to convene these regular meetings
- Made presentations at meetings where special needs clients meet, such as the Clark County Commission on Aging, C-TRAN's Citizens Advisory Committee, and the Developmental Disabilities Advisory Board
- Held an open house at C-TRAN's Fisher's Landing Transit Center and a special meeting in partnership with the Area Agency on Aging & Disabilities of Southwest Washington, which was broadcast on cable television and recorded for later viewing

- Presented information at RTAC and RTPO meetings
- Provided briefings to the RTC Board at monthly meetings, which are broadcast to a wider audience on cable television, and meeting recordings are available online
- Provided a public feedback form and information on RTC's website

#### Regional Active Transportation Plan (2021)

- Communicated with community members through e-mail and telephone
- Distributed information through press releases, partner e-mail and social media outlets, and contact lists
- Presented information to project stakeholder groups, including the Clark Communities Bicycle and Pedestrian Advisory Committee, the Accessible Transportation Coalition Initiative (ATCI), and the Clark County Health Equity + Active Transportation Network
- Presented information at RTAC meetings
- Provided briefings to the RTC Board of Directors at monthly meetings, which are broadcast to a wider audience on cable television, and meeting recordings are available online
- Provided a public feedback form and information on RTC's website

#### Human Services Transportation Plan for Clark, Klickitat, and Skamania counties (2022)

- Communicated with community members through e-mail and telephone
- Distributed information through press releases, partner e-mail and social media outlets, and contact lists
- Cohosted Accessible Transportation Coalition Initiative (ATCI) stakeholder meetings, working in close collaboration with Community in Motion and C-TRAN
- Held community open houses in Klickitat and Skamania counties
- Developed a transportation needs survey in English and Spanish that was available online, as well as in hard copy for distribution
- Made presentations on the Human Services Transportation Plan update at meetings where special needs clients meet, such as the Clark County Commission on Aging and C-TRAN's Citizens Advisory Committee
- Presented information at RTAC and RTPO meetings
- Provided briefings to the RTC Board of Directors at monthly meetings, which are broadcast to a wider audience on cable television, and meeting recordings are available online
- Provided a public feedback form and information on RTC's website

### Regional Transportation Plan for Clark, Klickitat, and Skamania counties (2023)

- Communicated with community members through e-mail and telephone
- Distributed information through press releases, partner e-mail and social media outlets, and contact lists
- Developed an online project StoryMap for RTC’s website
- Held a joint special workshop with RTAC, RTPOs, and the RTC Board of Directors to review the draft RTP
- Provided regular updates to the Local Partners in Action group (Klickitat and Skamania counties)
- Provided briefings to the RTC Board of Directors at monthly meetings, which are broadcast to a wider audience on cable television, and meeting recordings are available online
- Provided briefings to partner agencies and the public at monthly RTAC and RTPO meetings
- A public feedback form and information was provided and continually updated on RTC’s website

## XV. Demographic Profile

Drawing from the U.S. Census data, RTC compiled data tables of key demographic statistics on the region’s minority populations and people with lower incomes and other populations and characteristics of interest for environmental justice consideration. The data tables report statistics for the counties of Clark, Klickitat, and Skamania, Washington, the RTPO boundary.

### Observations

Tables 1 and 2 provide essential statistics on the region’s minority populations and people with lower incomes. Minority—or non-White persons, including White persons of Hispanic/Latino origin—comprised 18.1% of the region’s total population in 2020. Blacks/African Americans constitute 2.3% of the region’s total population; American Indians/Alaskan Natives, 1.0%; Asians/Pacific Islanders, 5.9%; and Hispanics/Latinos, 11.7%.

In 2022 the regionwide *people with lower incomes* rate was 8.9% for Clark County, 13.8% for Klickitat County, and 8.6% for Skamania County. Table 2 also reports statistics for the percentage of the region’s population below 150% and 200% of the federal poverty level in 2022. These statistics indicate that there are substantial numbers of families and individuals in

the region whose incomes are above the federal poverty level but within a range that may still be considered lower income, particularly when considering the cost of living in the region.

**Table 1: Population by Race and Ethnicity, 2020**

Race/Ethnicity	Clark	Klickitat	Skamania
<b>Non-Hispanic, White Alone</b>	72.9%	78%	83.6%
<b>Black or African American</b>	2.3s%	0.3%	0.6%
<b>American Indian/Alaska Native</b>	1.0%	2.4%	1.6%
<b>Asian/Pacific Islander</b>	5.9%	0.8%	1.3%
<b>Other race or two or more races</b>	15.4%	16.1%	10.9%
<b>Hispanic or Latino (of any race)</b>	11.7%	12.8%	6.4%
<b>Total Minority</b>	27.1%	22%	16.4%

Source: 2020 Decennial Census

**Table 2: People with Lower Incomes, 2022**

Poverty Level	Clark	Klickitat	Skamania
<b>Below 100% Poverty Level</b>	44,315	3,132	1,036
	8.9%	13.8%	8.6%
<b>Below 150% Poverty Level</b>	72,508	5,414	2,002
	14.5%	23.8%	16.7%
<b>Below 200% Poverty Level</b>	108,803	7,024	2,747
	21.8%	30.9%	22.9%

Source: 2018-2022 American Community Survey 5-year Estimates – Table C17002

Tables 3 and 4 illustrate the relationship between minority populations and people with lower incomes for Clark, Klickitat, and Skamania counties. Population of people with lower incomes are higher and median household incomes are lower for minority populations compared to the White population or total population overall for all three counties.

Tables 5 and 6 present demographic statistics, including people with lower incomes, for the region's elderly and people with disabilities. People with disabilities are shown to have significantly higher rates of people with lower incomes than the total population overall, whereas people with lower incomes for the elderly population are lower.

**Table 3: People with Lower Incomes by Race and Ethnicity, 2022**

Race and Hispanic/Latino Origin	Clark	Klickitat	Skamania
White	8.0%	14.2%	8.1%
Black or African American	16.9%	16.7%	62.5%
American Indian and Alaska Native	9.5%	54.5%	34.9%
Asian	8.0%	14.7%	2.4%
Native Hawaiian and other Pacific Islander	29.2%	-	40.0%
Some Other Race	15.2%	5.2%	3.4%
Two or More Races	11.6%	7.5%	10.0%
White Alone, not Hispanic or Latino	7.6%	15.0%	8.6%
Hispanic or Latino (of any race)	14.5%	3.6%	2.8%

Source: 2018-2022 American Community Survey 5-year Estimates – Table S1703

**Table 4: Median Household Income by Race and Ethnicity, 2022**

Race and Hispanic/Latino Origin	Clark	Klickitat	Skamania
White	\$91,160	\$65,944	\$85,279
Black or African American	\$54,471	-	-
American Indian and Alaska Native	\$96,250	\$48,603	\$15,189
Asian	\$111,662	-	135,787
Native Hawaiian/Pacific Islander	\$81,207	-	-
Some Other Race	\$62,206	\$74,464	\$71,583
Two or More Races	\$82,332	\$79,500	\$77,750
White Alone, not Hispanic or Latino	\$92,048	\$65,990	\$84,395
Hispanic or Latino (of any race)	\$70,191	\$73,798	\$113,984
All Households	\$90,115	\$66,581	\$84,500

Source: 2018-2022 American Community Survey 5-year Estimates – Table S1903

**Table 5: Population Age 65 and Over, 2022**

Age and Income Status	Clark	Klickitat	Skamania
Age 65 and Over	81,124	5,558	2,613
	16.1%	24.4%	21.6%
Lower Income Status	5,423	519	183
	6.7%	9.3%	7.0%

Source: 2018-2022 American Community Survey 5-year Estimates – Table S0101 and B17001

**Table 6: People with Disabilities, 2022**

Disability and Income Status	Clark	Klickitat	Skamania
<b>People with Disabilities</b>	63,000	3,655	1,548
	12.6%	16.1%	12.8%
<b>People with Disabilities Below Poverty Level</b>	9,910	707	224
	2.0%	3.1%	1.9%

Source: 2018-2022 American Community Survey 5-year Estimates – Tables S1810 and C18130

In addition to compiling the regional profile data tables described above, RTC utilized its geographic information systems (GIS) applications to map the distributions of minority populations and people with lower incomes across the region to identify geographic areas and communities with substantial minority populations, people with lower incomes, and people with Limited English Proficiency in Clark County (Figure 1-3), Klickitat County (Figure 4-6), and Skamania County (Figure 7-9).

Figure 1: Minority Populations, Clark County, 2020

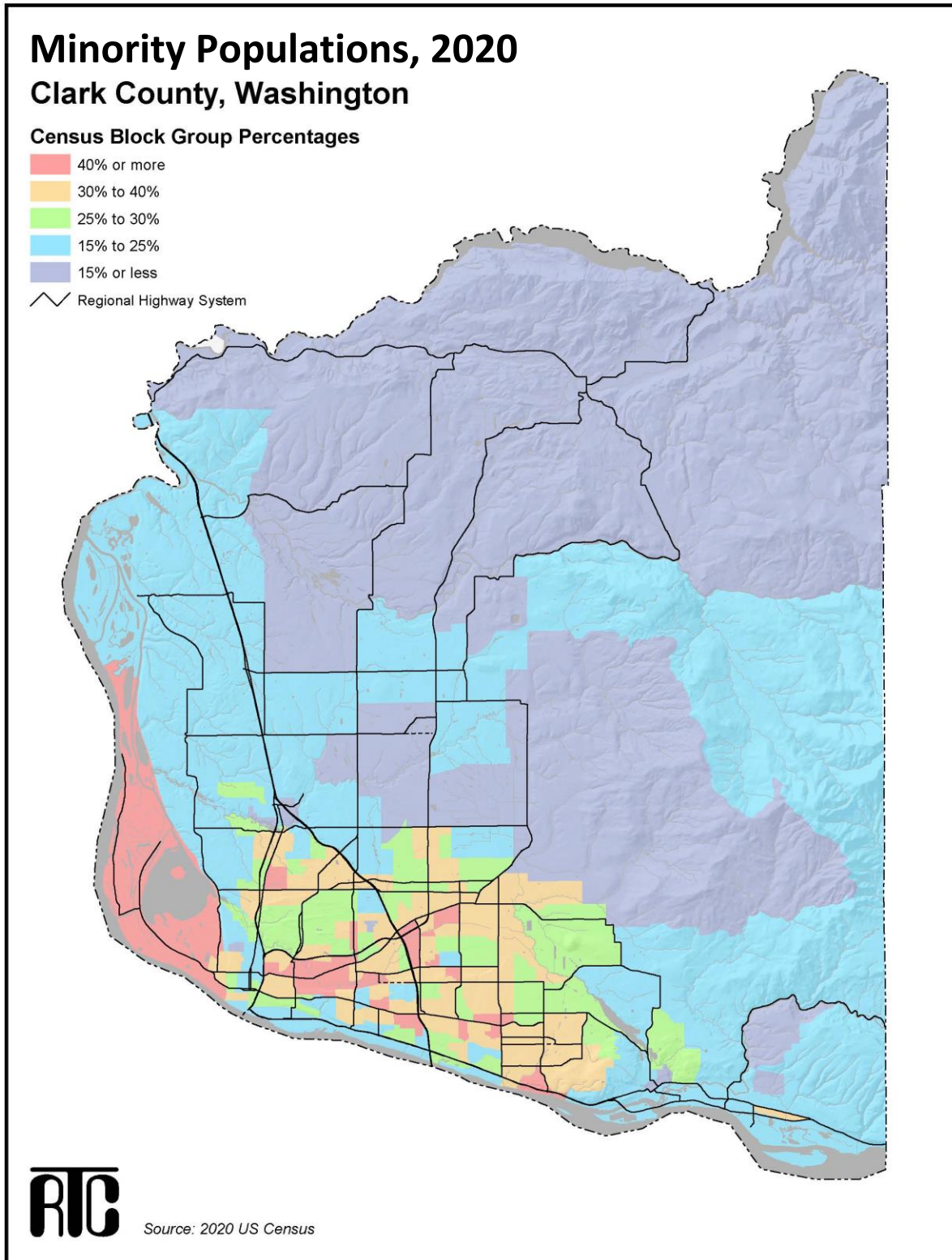


Figure 2: Residents with Lower Incomes, Clark County, 2022

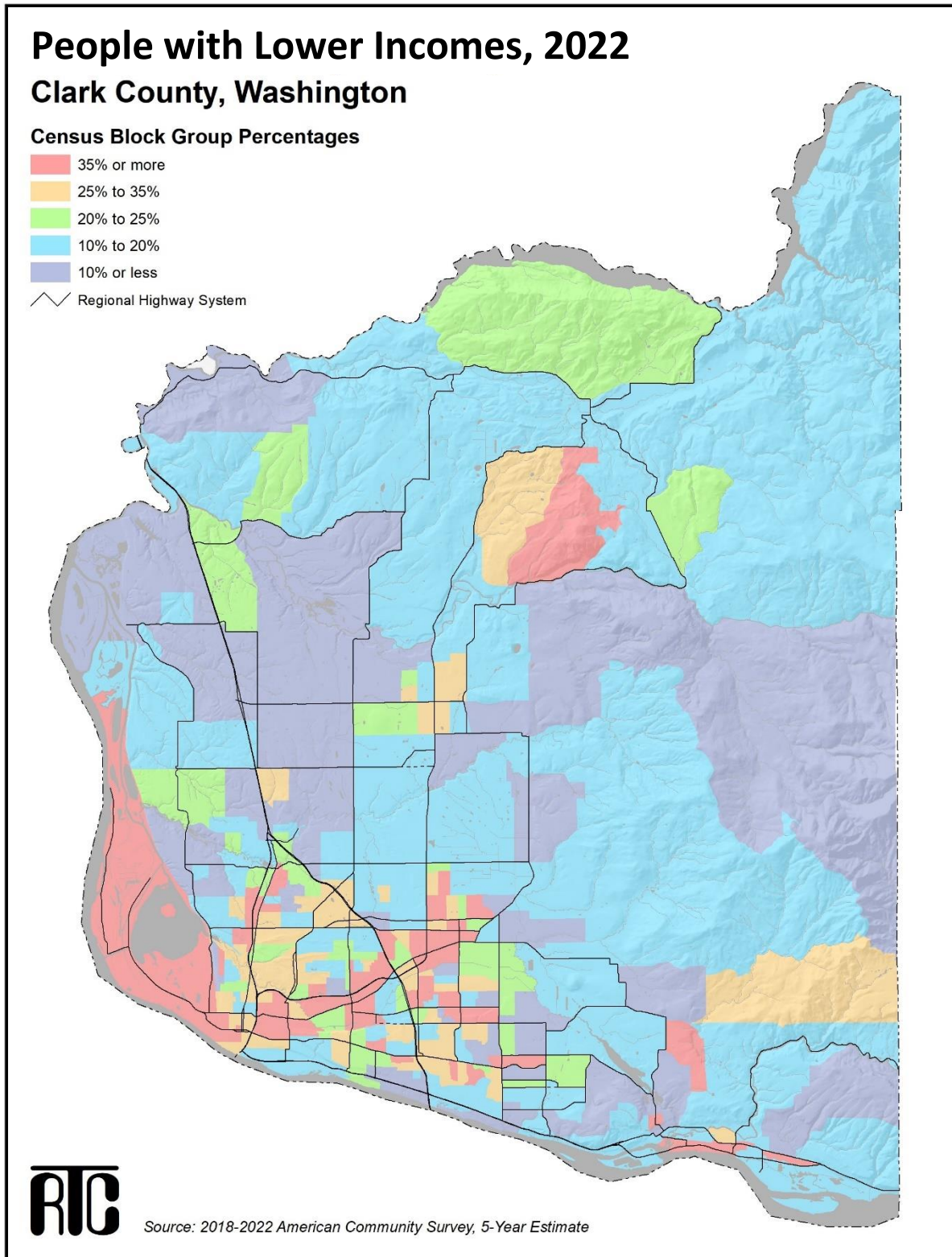




Figure 3: Limited English Proficiency Population, Clark County, 2022

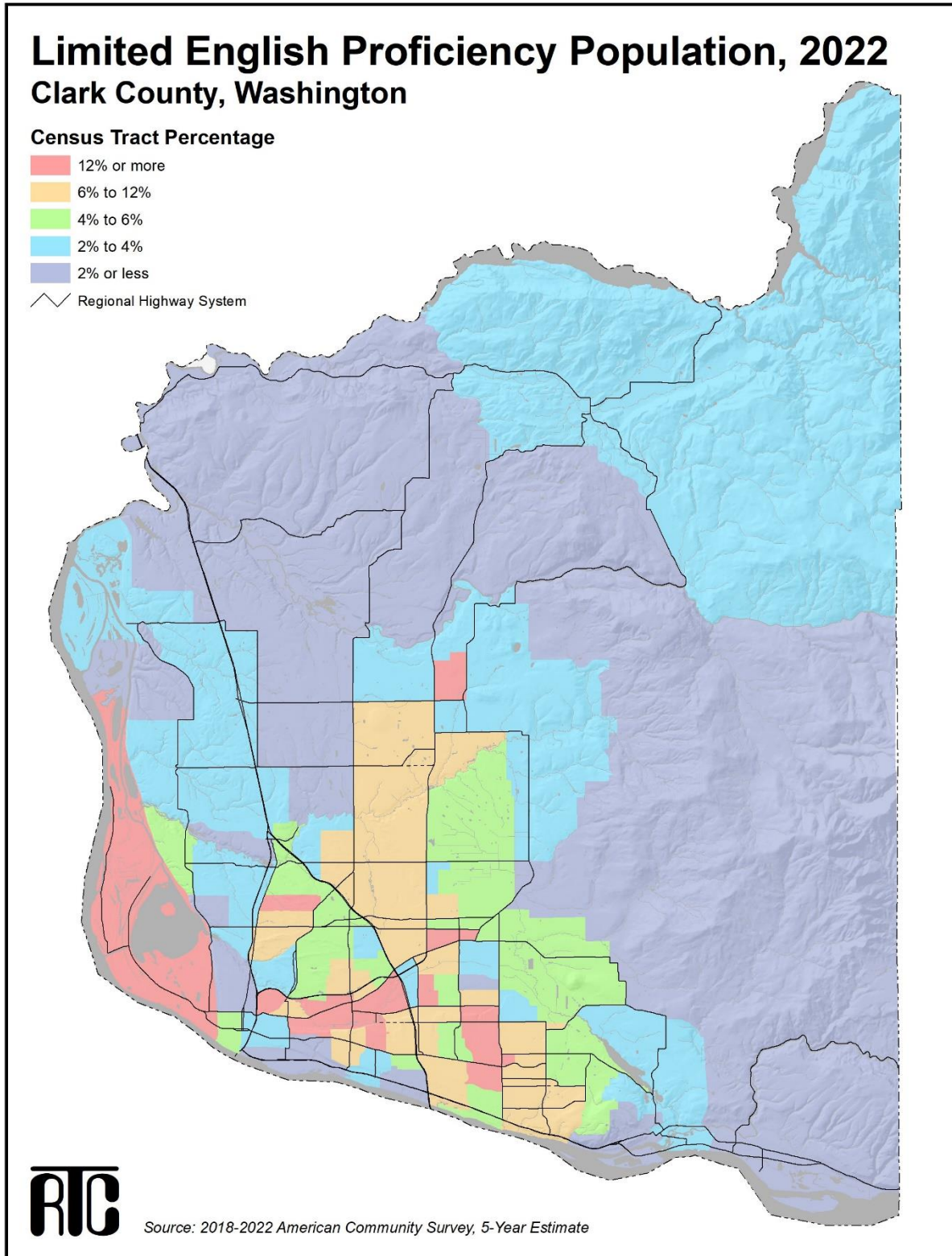


Figure 4: Minority Populations, Klickitat County, 2020

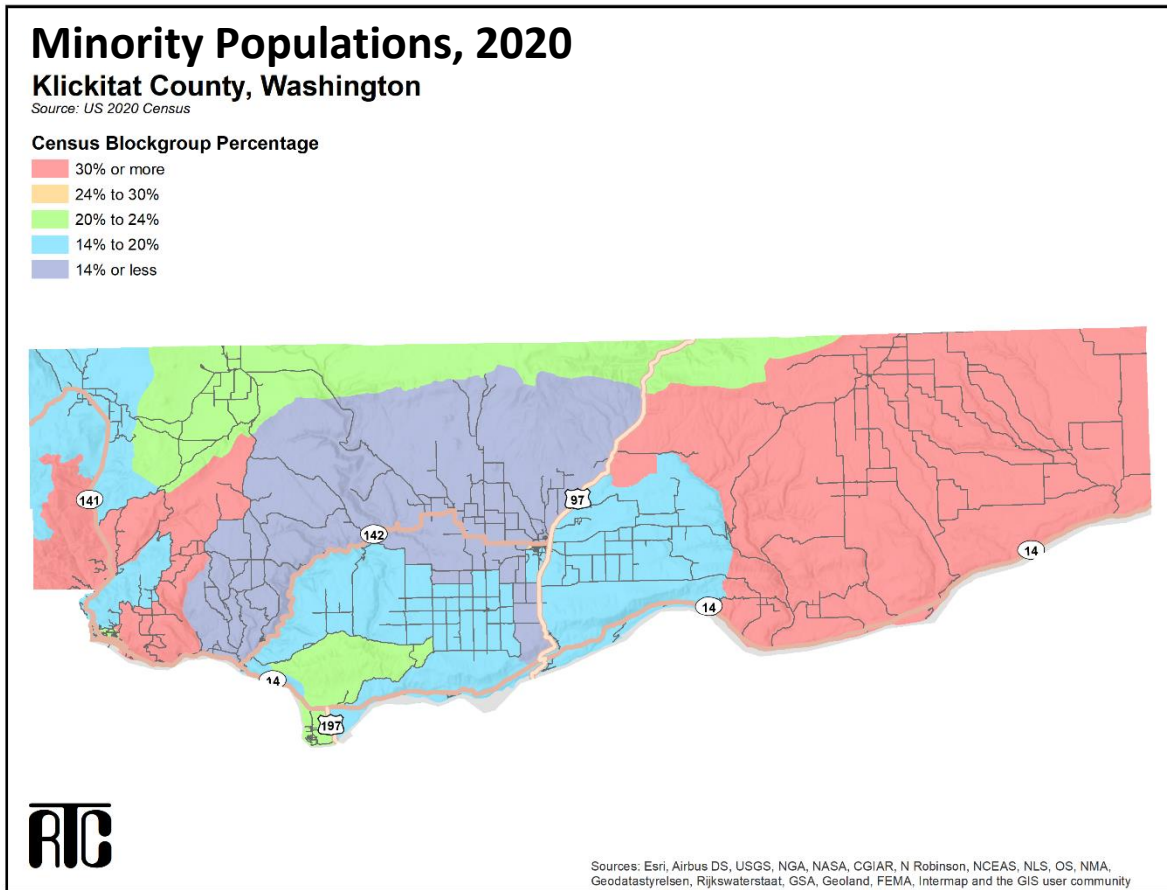


Figure 5: Residents with Lower Incomes, Klickitat County, 2022

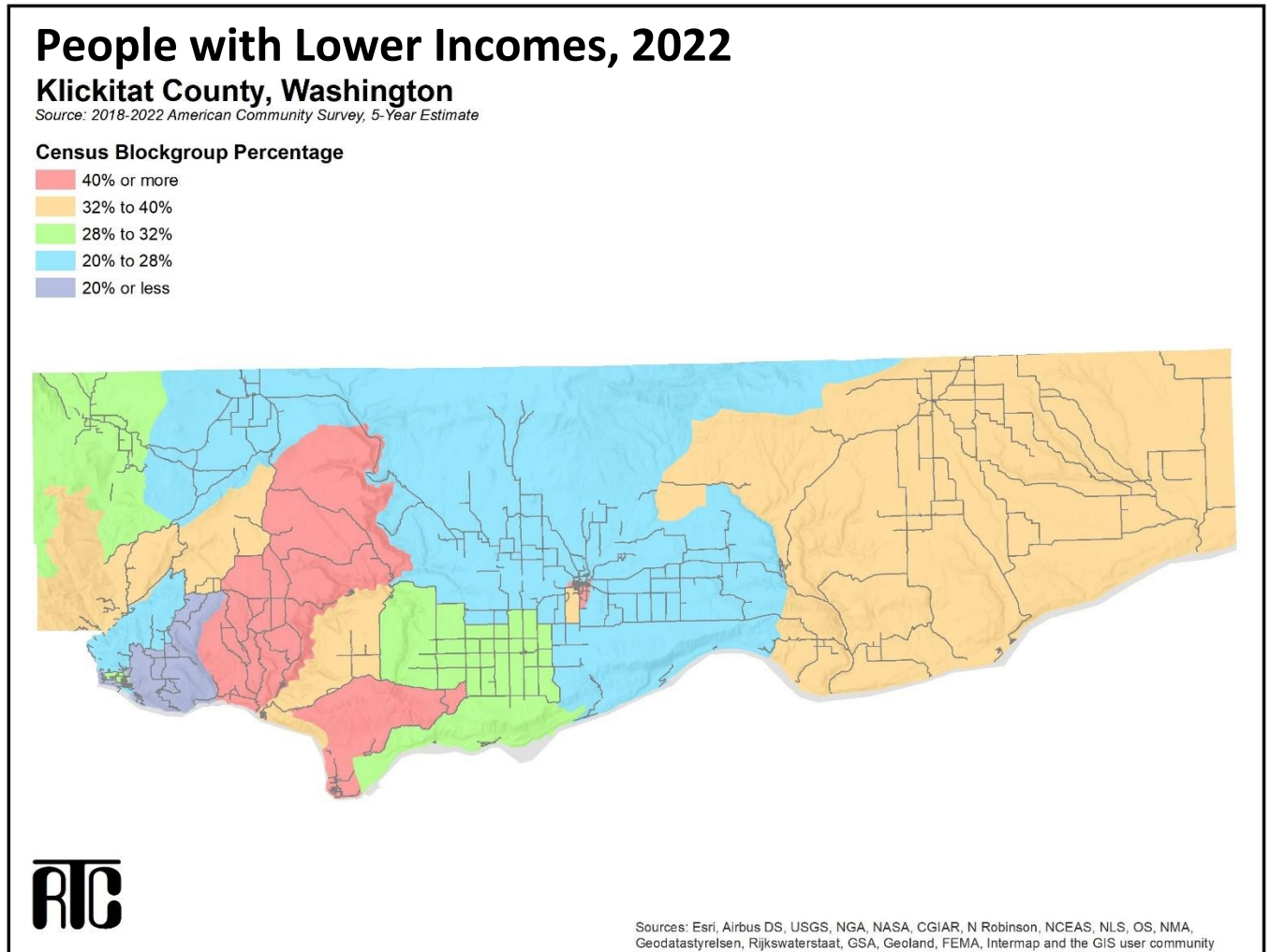


Figure 6: Limited English Proficiency, Klickitat County, 2022

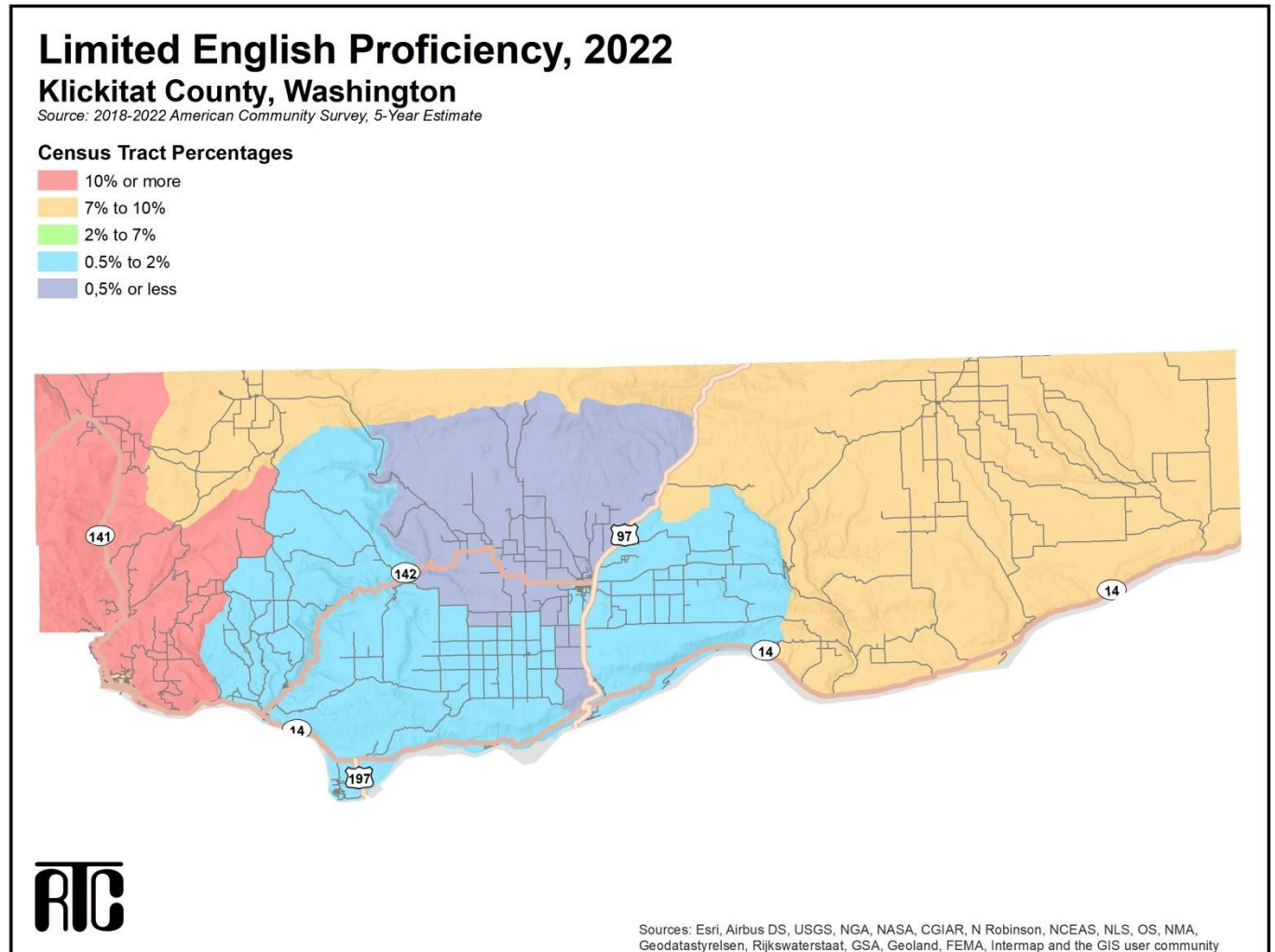


Figure 7: Minority Populations, Skamania County, 2020

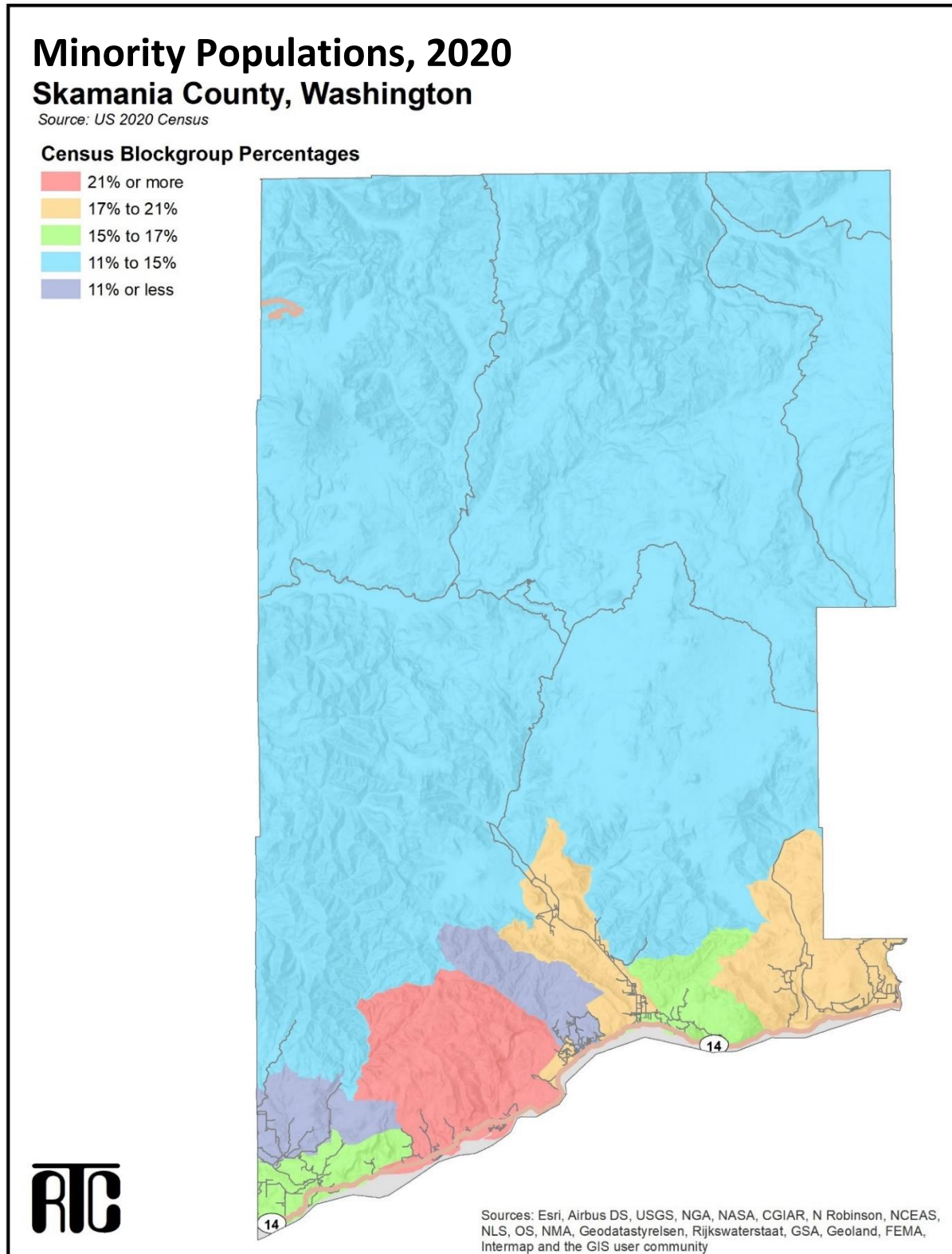


Figure 8: People with Lower Incomess, Skamania County, 2022

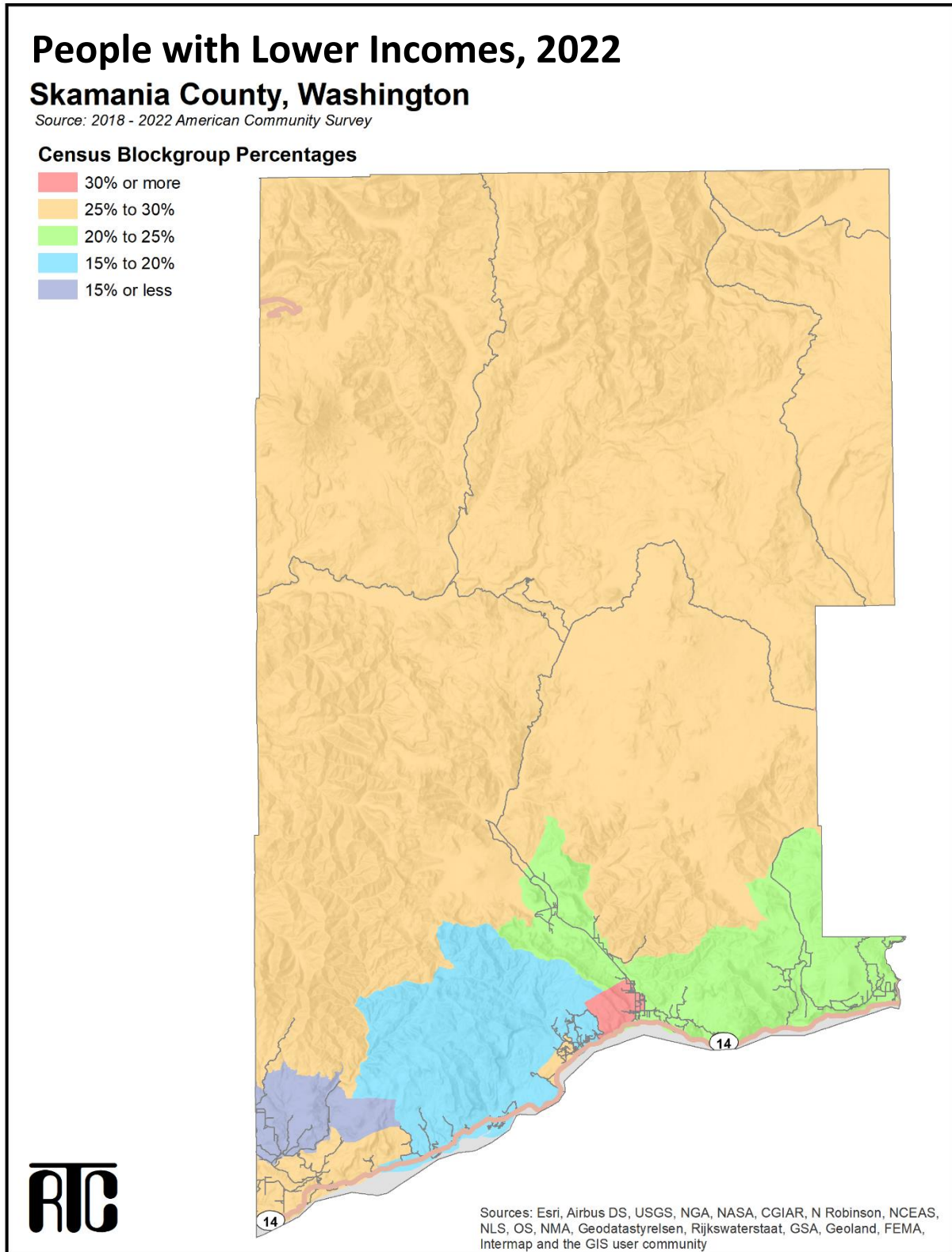
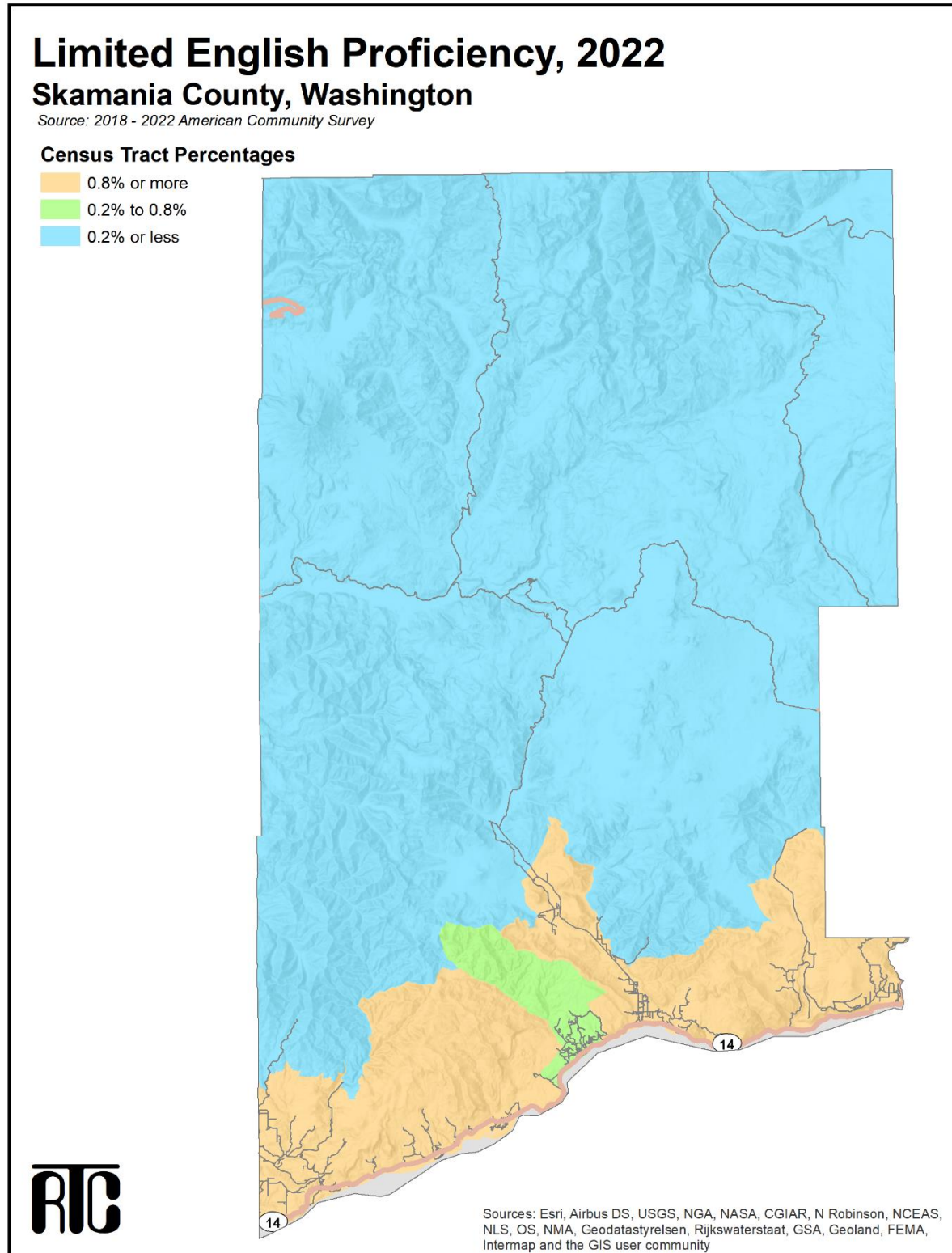


Figure 9: Limited English Proficiency, Skamania County, 2022



## XVI. Funding Distribution

Utilizing United States Census data and the federal funding amounts that RTC has distributed since 2016 in Clark, Klickitat, and Skamania counties, RTC completed an analysis for identifying minority populations and the amount of federal funding distributed to those areas. Funding programs included the Surface Transportation Block Grant (STBG) Program, Congestion Mitigation and Air Quality (CMAQ) Improvement Program, Transportation Alternatives (TA) Program, and the Carbon Reduction (CRP) Program. RTC is responsible for the distribution of STBG, CMAQ, TA, and CRP funds for Clark County and TA funds for Klickitat, and Skamania counties.

Table 7 shows the amount of federal funding distributed to minority populations for the RTC RTPO area that includes Clark, Klickitat, and Skamania counties. Projects that covered multiple census tracts, entire counties, or the whole three-county region were included in the highest percent minority populations that they impacted.

**Table 7: Federal Funding Distributed by Minority Populations – RTPO Area**

Minority Population	Total Federal Funding	% of Total Federal Funding
<b>5% to 10%</b>	\$332,800	0.4%
<b>10% to 25%</b>	\$20,210,600	24.5%
<b>25% to 50%</b>	\$50,428,670	61.2%
<b>Greater than 50%</b>	\$11,429,400	13.9%
<b>Total</b>	<b>\$82,401,470</b>	<b>100.0%</b>

Source: RTC Funding Distribution for Federal Programs Since 2016

Table 8 shows the amount of federal funding distributed to minority populations for the Clark County MPO area. Projects that covered multiple census tracts, entire counties, or the whole three-county region were included in the highest percent of minority populations that they impacted.

**Table 8: Federal Funding Distributed by Minority Populations – MPO Area**

Minority Population	Total Federal Funding	% of Total Federal Funding
<b>5% to 10%</b>	-	0.0%
<b>10% to 25%</b>	\$20,210,600	24.7%
<b>25% to 50%</b>	\$50,254,500	61.4%
<b>Greater than 50%</b>	\$11,429,400	14.0%
<b>Total</b>	<b>\$81,894,500</b>	<b>100.0%</b>

Source: RTC Funding Distribution for Federal Programs Since 2016



Table 9 shows the amount of federal funding distributed to minority populations for the Klickitat and Skamania counties. Projects that covered multiple census tracts, entire counties, or the whole three-county region were included in the highest percent of minority populations that they impacted.

**Table 9: Federal Funding Distributed by Minority Populations – Klickitat and Skamania Counties**

Minority Population	Total Federal Funding	% of Total Federal Funding
5% to 10%	\$332,800	65.6%
10% to 25%	-	0.0%
25% to 50%	\$174,170	34.4%
Greater than 50%	-	0.0%
<b>Total</b>	<b>\$506,970</b>	<b>100.0%</b>

*Source: RTC Funding Distribution for Federal Programs Since 2016*

Analysis of the distribution of RTC funding shows that for the RTPO area that includes Clark, Klickitat, and Skamania counties, 99.6% of the funding since 2016 went to areas with 10% or more of minority populations. In areas where 25% or more of the population are minority, the percentage was 75.1%.

For Clark County the percentage was 100% for areas with 10% or more of minority populations and 75.4% for areas with 25% or more of populations that are minority. For Klickitat and Skamania counties, it was 34.4% with populations of at least 25% or more of minority populations and 65.6% in areas with 5% to 10% of minority populations.

Examination of the funding distribution since 2016 to areas of minority populations shows no net disproportionate impact and no clear pattern of denying benefits of transportation planning and programming to these populations. RTC will continue to track how funds are distributed to areas of minority populations to avoid disparate impacts to these populations.

## **XVII. Limited English Proficiency**

RTC is committed to engaging and involving all residents of Southwest Washington, including those with Limited English Proficiency (LEP), in its activities. Therefore, in accordance with the best practice standards for public involvement, together with assistance from the Washington State Department of Transportation (WSDOT) and other federal agencies, RTC has developed a Language Assistance Plan (LAP). The LAP Plan outlines how persons who may need language

assistance are identified, the ways in which assistance is provided, and how LEP persons are notified that assistance is available.

The RTC region consists of Clark, Skamania, and Klickitat counties. To understand the profile of persons that may participate in RTC activities, the most recent United States Census data was used. For the purposes of this LAP Plan, persons who identified themselves as speaking English less than “very well” are considered LEP persons. Tables 10 through 12, below, summarize the relevant information derived from the United States Census Bureau 2018-2022 American Community Survey (ACS) 5-year Estimates – Table C16001: Language Spoken at Home by Ability to Speak English for the Population 5 Years of Age and Over.

**Table 10: Clark County - Speak English Less Than “Very Well,” 2022**

Language Spoken at Home Clark County, WA	Total Persons	% of Total Population
Spanish or Spanish Creole	11,537	2.4%
Russian, Polish, or Other Slavic	7,510	1.6%
Vietnamese	1,929	0.4%
Chinese	1,863	0.4%
Other non-English	4,812	1.0%
Total LEP Population	28,821	6.1%
Total Population (Speak English Very Well)	446,327	93.9%

Source: 2018-2022 American Community Survey 5-year Estimates – Table C16001

In Clark County (Table 10), Spanish or Spanish Creole is the most common non-English language spoken at home, accounting for almost half of the estimated 28,821 persons that speak English less than “very well.” The estimated total LEP population of 28,821 represents about 6.1% of total 446,327 residents in Clark County.

**Table 11: Klickitat County - Speak English Less Than “Very Well,” 2022**

Language Spoken at Home Klickitat County, WA	Total Persons	% of Total Population
Spanish or Spanish Creole	1,028	4.7%
German or other West Germanic language	17	0.1%
Other LEP Population	36	0.2%
Total LEP Population	1,064	4.9%
Total Population (Speak English Very Well)	20,681	95.1%

Source: 2018-2022 American Community Survey 5-year Estimates – Table C16001

Spanish or Spanish Creole is also the most common non-English language spoken at home in Klickitat County (Table 11). The estimated 1,028 Spanish speakers who speak English less than “very well” represent over 97% of the 1,064 Klickitat residents who speak English less than “very well.” Overall, about 4.9% of Klickitat County’s 20,681 persons are LEP persons.

**Table 12: Skamania County - Speak English Less Than “Very Well,” 2022**

Language Spoken at Home Skamania County, WA	Total Persons	% of Total Population
Spanish or Spanish Creole	98	0.8%
Other Asian and Pacific Island Languages	13	0.1%
Total LEP Population	111	1.0%
Total Population (Speak English Very Well)	11,502	99.0%

Source: 2018-2022 American Community Survey 5-year Estimates – Table C16001

In Skamania County (Table 12), Spanish or Spanish Creole is the most common non-English language spoken at home, accounting for almost all of the estimated 158 persons that speak English less than “very well.” The estimated LEP population of 111 represents about 1.0% of total 11,502 persons that reside in Skamania County.

At every RTC public meeting, RTC provides Title VI self-disclosure forms and a Title VI notice published in Spanish, Russian, Vietnamese, and Chinese. On RTC’s home webpage there are four links in Spanish, Russian, Vietnamese, and Chinese to information about Title VI and interpretation and translation services. RTC’s vital documents are also provided on the website in Spanish, Russian, Vietnamese, and Chinese. A Title VI statement in Spanish, Russian, Vietnamese, and Chinese is included in all printed materials.

If a participant does not speak Spanish, Russian, Vietnamese, or Chinese, *I Speak Cards* are used to identify a person’s primary language. The cards were developed by the United States Census Bureau and bear the phrase “Mark this box if you read or speak [name of language]” translated into 38 different languages. The LEP person can then denote the language, and staff can respond as appropriate to provide or obtain assistance.

## XVIII. Environmental Justice

To help in identifying the underserved populations, RTC publishes an Environmental Justice (EJ) Demographic Profile using United States Census and American Community Survey data to identify and locate minority populations, people with lower incomes, elderly, and limited English proficient populations in the region. The profile contains data that allows for the

continual updating of information to track the performance of the regional transportation system and implemented strategies. It includes demographic information for Clark, Klickitat, and Skamania counties.

The demographic profile compiles key demographic data on minority populations and people with lower incomes, as well as other populations of interest, for environmental justice consideration in conducting regional transportation planning and program activities and public outreach. It also identifies the locations of communities within the region with significant minority populations and people with lower incomes in order to facilitate and enhance environmental justice analyses and activities.

The demographic profile provides information to help further the integration of equity into RTC's planning practices to address existing inequities and prevent the creation of new inequities. The demographic profile identifies the location of minority populations to help determine the type of public outreach and whether the effects of agency actions will disproportionately impact or benefit these populations. RTC uses the profile data as the basis for providing an analysis of the impacts of key decisions on minority populations as part of the planning process.

It allows RTC to not only identify minority populations in Clark, Klickitat, and Skamania counties but it also provides the information necessary to ensure the mobility needs of minority populations are considered in the planning process. RTC utilizes this information to ensure:

- reduction of barriers to public participation by providing access to materials through translation or other accessible formats at no additional cost;
- access to locations that RTC holds meetings that meet ADA standards and are accessible by public transportation;
- translation of RTC vital documents are made available in multiple formats and that other documents such as surveys, online open houses, and plans are translated;
- impact of proposed projects on minority populations are analyzed as part of RTC's Transportation Improvement Program;
- specific mobility needs of minority populations are integrated into the regional transportation planning process and are used to develop proposed projects, programs, and plans; and

- special studies such as safety action plans and active transportation plans analyze and implement ways to reduce impacts and improve mobility for minority populations.

RTC’s goal is to apply a wholistic equity lens to its planning practices, to address existing inequities, and to prevent the creation of new inequities. In support of this work, RTC’s equity lens is based on the identification of Equity Focus Areas (EFA) for minority populations utilizing demographic profile data. The equity focus areas were initially developed as part of the 2024 RTP 20-year project list evaluation process to ensure there were no disproportionate impacts or no clear pattern of denying benefits of transportation planning, programming, and projects to minority populations.

Equity Focus Areas are identified as census block groups or tracts with higher than the Clark County average concentrations and double the density for the following populations: minority (block group), people with lower incomes (block group), and people with limited English proficiency (tract). Most of these areas also include higher than regional average concentrations of other minority populations, including youth, older adults, and people living with disabilities. The threshold rates for each population are identified in the following table.

**Table 13: Equity Focus Area Thresholds**

Community	Definition	Geographic Threshold	Data Source
<b>Minority</b>	Persons who identify as Hispanic or Latino, Black or African American, American Indian and Alaska Native, Asian, Native Hawaiian and Other Pacific Islander, or Some Other Race	The census block groups that are above the Clark County rate (27.1%) for minority AND the census tract has twice (2x) the population density of the county (1.25 persons per acre)	2020 U.S. Census
<b>People with Lower Incomes</b>	Persons with incomes less than 200% of the Federal Poverty Level	The census block groups that are above the Clark County rate (22.9%) for people with lower incomes AND the census tract has twice (2x) the population density of the county (1.19 persons per acre)	American Community Survey, 2016-2020

<p><b>People with limited English proficiency</b></p>	<p>Persons 5 years and older who identify as unable “to speak English very well”</p>	<p>The census tracts that are above the Clark County rate (5.89%) for people with limited English proficiency (all languages combined) AND the census tract has twice (2x) the population density of the county average (1.12 person per acre).</p>	<p>American Community Survey, 2016-2020</p>
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Figures 10, 11, and 12 on the following pages illustrate the spatial distribution of equity focus areas for the regions of Clark, Klickitat, and Skamania counties.

Figure 10: Map of Equity Focus Areas, Clark County

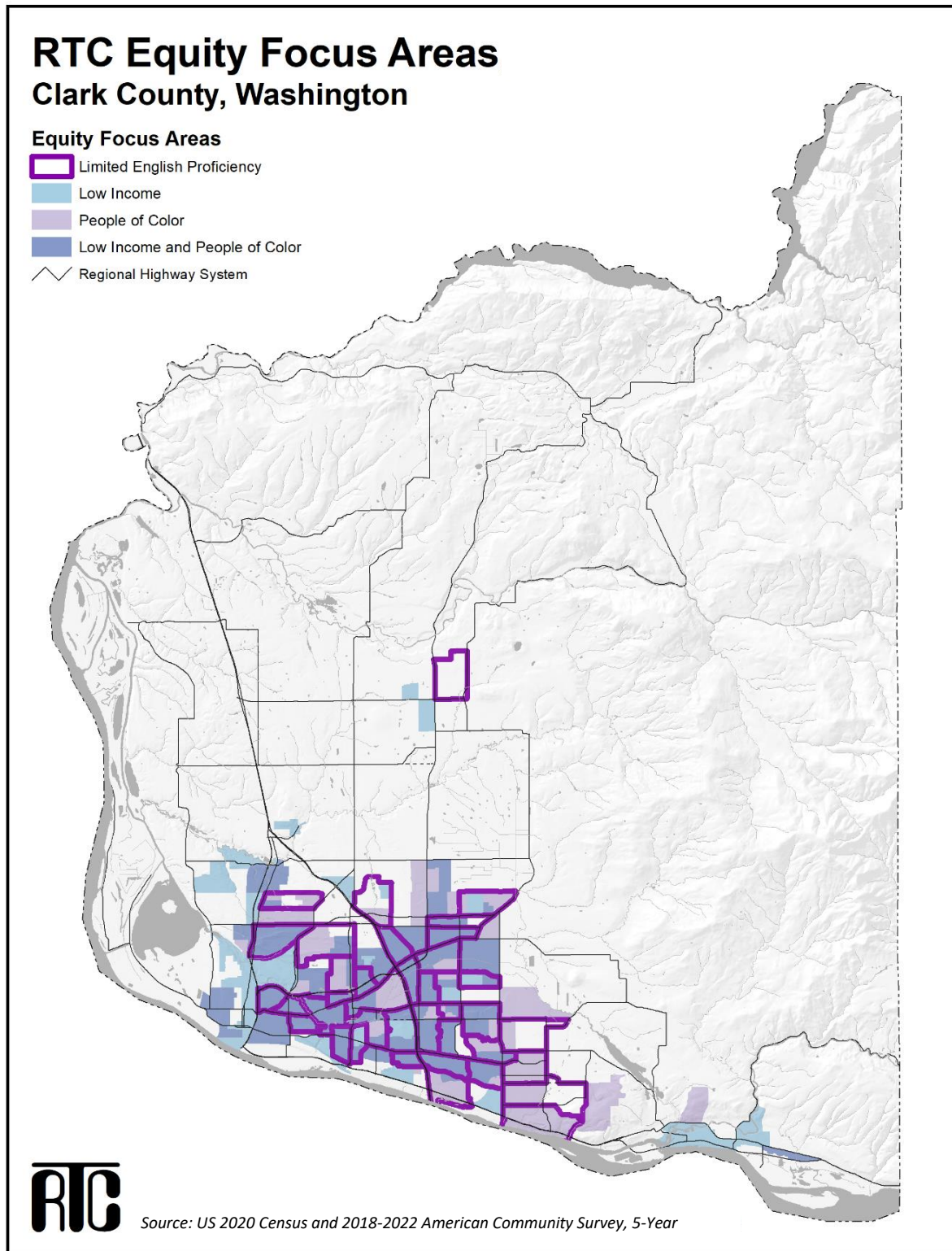


Figure 11: Map of Equity Focus Areas, Klickitat County

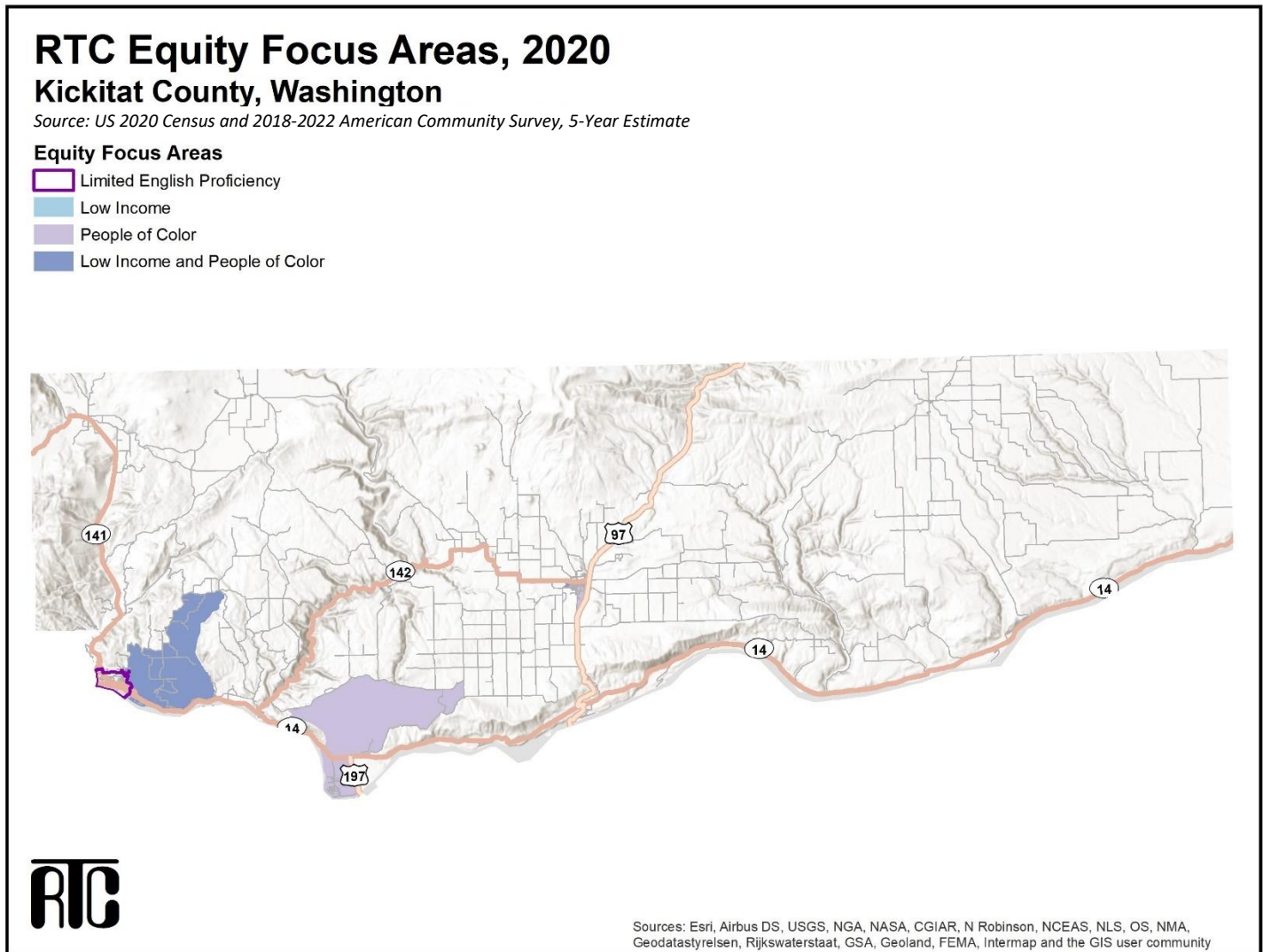
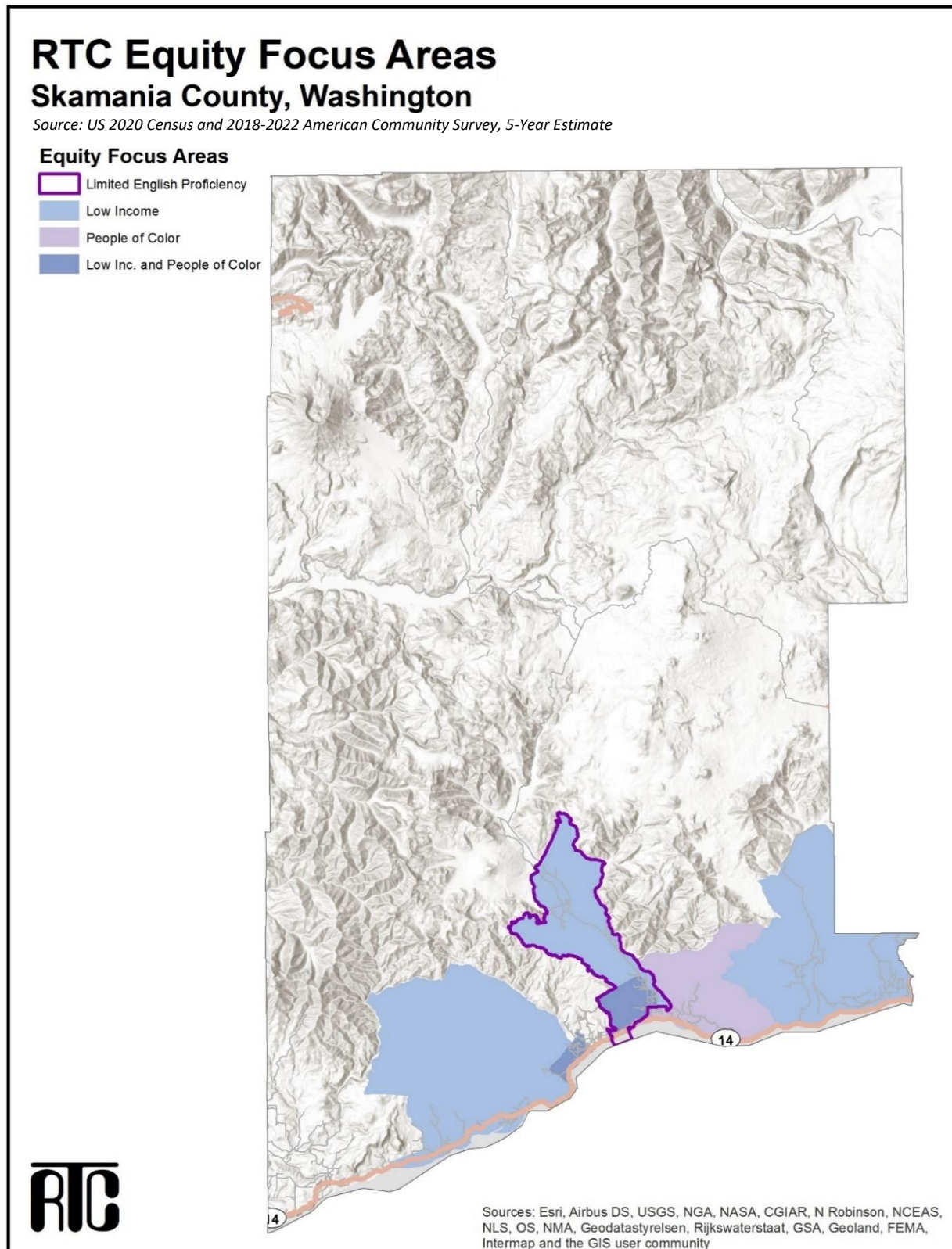




Figure 12: Map of Equity Focus Areas, Skamania County



## **XIX. Notice of Title VI Rights**

The following Title VI statement is posted on RTC's website in English, Spanish, Russian, Vietnamese, and Chinese, notifying the public of their rights under Title VI and the availability of translation services. The statement is also posted in RTC's reception hall area on the outside of the reception desk and then the entrance to any rooms or facilities that RTC utilizes for meetings.

### **Your Rights against Discrimination under Title VI of the Civil Rights Act of 1964**

The Southwest Washington Regional Transportation Council (RTC) hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all of its programs and activities. Title VI requires that no person shall on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which Agency 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 Southwest Washington Regional Transportation Council (RTC). Any such complaint filed with the Southwest Washington Regional Transportation Council (RTC) Title VI Coordinator within 180 days following the date of the alleged discriminatory occurrence. Title VI discrimination Complaint Forms may be obtained from the the Southwest Washington Regional Transportation Council (RTC) at no cost to the complainant.

To file a Title VI discrimination complaint, contact:

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666  
E-mail [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)

Washington State Department of Transportation  
Office of Equity and Civil Rights – Title VI  
PO Box 4731  
Olympia, WA 98504-7314

[TitleVI@wsdot.wa.gov](mailto:TitleVI@wsdot.wa.gov)

Phone: (360) 705-7090

The following statement will be used in RTC publications such as the Regional Transportation Plan and Transportation Improvement Program documents.

RTC operates its programs without regard to race, color, or national origin in accordance with applicable laws, including Title VI of the Civil Rights Act of 1964 and RCW 49.60. To request additional information on RTC's Title VI nondiscrimination requirements or if any person believes they have been aggrieved by an unlawful discriminatory practice under Title VI or other applicable law and would like to file a complaint, contact us at 564-397-6067 (TTY 711) or e-mail [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Persons who do not speak or read English well may request, at no cost, language assistance, oral interpretation, and/or written translation. Contact RTC at 564-397-6067 (TTY 711) or e-mail [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

For publications that have very limited space, such as classified newspaper announcements, the following statement will be used:

RTC complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information see [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI), call (360) 397-6067 (TTY) 711, or e-mail [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

RTC has translated the following vital documents in Spanish, Russian, Vietnamese, and Chinese, which are available on RTC's website:

- Title VI Notice
- Title VI Complaint Form and Procedures
- American with Disabilities Act (ADA) Policy
- American with Disabilities Act (ADA) Notice

## **XX. Appendix A: Assurances**

**The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances**  
**DOT Order No. 1050.2A**

The Southwest Washington Regional Transportation Council herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through Washington State Department of Transportation (WSDOT), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the Washington State Department of Transportation.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope

and coverage of these non discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Southwest Washington Regional Transportation Council, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Southwest Washington Regional Transportation Council also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Southwest Washington Regional Transportation Council access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Washington State Department of Transportation. You must keep records, reports, and submit the material for review upon request to the Washington State Department of Transportation, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Southwest Washington Regional Transportation Council gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration. This ASSURANCE is binding on Washington State Department of Transportation, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Southwest Washington Regional Transportation Council  
**(Name of Recipient)**

by   
**(Signature of Authorized Official)**

DATED August 5, 2024



During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agree as follows:

1. Compliance with Regulations

The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. Information and Reports

The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.

#### 5. Sanctions for Noncompliance

In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:

- withholding payments to the contractor under the contract until the contractor complies; and/or
- cancelling, terminating, or suspending a contract, in whole or in part.

#### 6. Incorporation of Provisions

The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States

## CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Southwest Washington Regional Transportation Council will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Washington State Department of Transportation, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the **(Title of Recipient)** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto Southwest Washington Regional Transportation Council and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Southwest Washington Regional Transportation Council its successors and assigns.

The Southwest Washington Regional Transportation Council, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the Southwest Washington Regional Transportation Council will use the lands and interests in lands

and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI)

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Southwest Washington Regional Transportation Council pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Southwest Washington Regional Transportation Council will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Southwest Washington Regional Transportation Council will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the (*Title of Recipient*) and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI)

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE  
ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into Southwest Washington Regional Transportation Council pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non discrimination covenants Southwest Washington Regional Transportation Council will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Southwest Washington Regional Transportation Council will there upon revert to and vest in and become the absolute property of Southwest Washington Regional Transportation Council and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI)

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



**XXI.** Appendix B: Title VI Complaint Form and Procedures in Spanish



## Formulario de queja por discriminación según el Título VI y procedimientos de la FHWA

Si cree que ha sido objeto de discriminación por su raza, color u origen nacional, puede presentar una queja en virtud del Título VI ante el Consejo de Transporte Regional del Suroeste de Washington. Si su queja no está relacionada con el Plan de Transporte de Servicios Humanos, complete el formulario a continuación. El formulario se puede enviar a: Consejo de Transporte Regional del Suroeste de Washington, Attn: Coordinador del Título VI, PO Box 1366, Vancouver, WA 98666-1366.

Para quejas por discriminación relacionadas con el Plan de Transporte de Servicios Humanos o el proceso, complete el formulario según el procedimiento de quejas de la FTA. Para obtener una traducción u otra ayuda, comuníquese con el Coordinador del Título VI al 564-397-6067 o [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov). Para obtener una copia del Plan del Título VI completo del RTC, consulte [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) o comuníquese con [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Sección 1: Información de contacto		
Nombre:		
Dirección:		
Ciudad:	Estado:	Código postal:
Teléfono (hogar):	Teléfono (móvil):	
Mejor momento del día para ponerse en contacto con usted en relación con esta reclamación:		
Correo electrónico:		
Sección 2: Antecedentes de la denuncia por discriminación		
Base de la denuncia por discriminación:		
Raza: <input type="checkbox"/>	El color: <input type="checkbox"/>	Origen nacional: <input type="checkbox"/>

Por favor explique:		
Fecha del presunto incidente:		
¿Quién le discriminó?:		
Nombre:	Organización:	
Dirección:		
Ciudad:	Estado:	Código postal:
Teléfono (hogar):	Teléfono (móvil):	
<p>Explique lo que sucedió, por qué cree que sucedió y cómo se le discriminó. Indique quién estuvo involucrado. Asegúrese de incluir cómo se trató a otras personas de forma diferente a usted. Si tiene cualquier otra información sobre lo que sucedió, adjunte la documentación de respaldo al formulario.</p>		

**Sección 3: Remedio para quejas por discriminación**

¿Qué remedio busca para la presunta discriminación? Tenga en cuenta que este proceso no resultará en el pago de daños punitivos o compensación financiera.

Enumere cualquier otra persona con la que debamos ponernos en contacto para obtener información adicional que respalde su reclamación. Enumere sus nombres, números de teléfono, dirección y dirección de correo electrónico a continuación

Nombre:

Dirección:

Ciudad:

Estado:

Código postal:

Nombre:

Dirección:

Ciudad:

Estado:

Código postal:

**Sección 4: Quejas de discriminación anteriores**

¿Ha presentado su queja, queja o demanda ante alguna otra agencia o tribunal?

Quién:

Cuándo:

Estatus:

Resultado, si se conoce:

Número de reclamación:

¿Tiene un abogado en este asunto?

**Sección 5: Firma**

Nombre (por favor imprima):

Firmado:		
Fecha:		
¿Presentó esta queja en su propio nombre?		
En caso negativo, proporcione la información de contacto y la relación de la persona que presenta la queja:		
Nombre:		
Dirección:		
Ciudad:	Estado:	Código postal:
Teléfono (hogar):	Teléfono (móvil):	

## Procedimientos de quejas por discriminación del Título VI de la FHWA

Las leyes federales prohíben la discriminación por motivos de raza, color u origen nacional en cualquier programa, servicio o actividad del Consejo Regional de Transporte del Suroeste de Washington (Regional Transportation Council, RTC). Esta prohibición se aplica a todas las sucursales del RTC, sus contratistas, consultores y cualquier otra persona que actúe en nombre del RTC.

Las quejas relacionadas con cualquier programa de ayuda federal que no esté relacionado con el Plan de Transporte de Servicios Humanos se pueden presentar ante RTC y se enviarán al Departamento de Transporte del Estado de Washington – Oficina de Equidad y Derechos Civiles. Para quejas relacionadas con el Plan de Transporte de Servicios Humanos, utilice el formulario y el proceso FTA que se describen en la siguiente sección. Si necesita ayuda para presentar su reclamación o necesita servicios de interpretación, póngase en contacto con el Coordinador del Título VI en [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) o al 564-397-6067.

Cualquier persona que crea que ha sido excluida de la participación, se le hayan negado los beneficios o haya sido sometida de otro modo a discriminación bajo cualquier programa, servicio o actividad de RTC debido a su raza, color u origen nacional puede presentar una reclamación.

La discriminación incluye falta de acceso, acoso, represalias e impactos dispares de un programa o actividad. El acoso incluye una amplia gama de comportamientos físicos o verbales abusivos y humillantes. Las represalias incluyen intimidar, amenazar, coaccionar o participar en otras conductas discriminatorias contra cualquier persona porque presentó una queja o participó de otra manera en una investigación de discriminación.

Estos procedimientos cubren cualquier reclamación presentada en virtud del Título VI de la Ley de Derechos Civiles de 1964 en su versión enmendada y la Ley de Restauración de Derechos Civiles de 1987 en relación con cualquier programa o actividad administrado por el RTC, así como subdestinatarios, consultores y contratistas.

## Procedimientos de la Administración Federal de Autopistas (Federal Highway Administration, FHWA)

Si RTC recibe una reclamación relacionada con programas y actividades de la FHWA, se tomarán las siguientes medidas. Estos procedimientos no niegan el derecho del reclamante a presentar reclamaciones formales ante otras agencias estatales o federales ni a buscar asesoramiento privado para reclamaciones que aleguen discriminación.

Se harán esfuerzos razonables para ayudar a las personas con discapacidades, que no sean angloparlantes y otras personas que no puedan presentar una reclamación por escrito. Si

necesita ayuda para presentar su reclamación, póngase en contacto con el Coordinador del Título VI en [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) o al 564-397-6067.

1. Cualquier persona o grupo que crea que fue discriminado por motivos de raza, color u origen nacional en programas, servicios o actividades donde existe asistencia federal puede presentar una queja del Título VI". Una denuncia formal debe presentarse dentro de los 180 días calendario siguientes al presunto suceso y estar firmada por el denunciante. Comuníquese con el Coordinador del Título VI de RTC si cree que su queja puede quedar fuera de este plazo.
2. Las quejas deberán presentarse por escrito, firmadas y podrán presentarse por correo, fax, personalmente o correo electrónico. Si un denunciante llama a RTC con alegaciones, las alegaciones de la denuncia se transcribirán tal como se proporcionó por teléfono y luego se enviará la queja por escrito al denunciante para que la corrija y la firme. Las quejas pueden presentarse a:

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666  
Correo electrónico [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)

3. Todas las reclamaciones deben contener la siguiente información:
  - La información de contacto del reclamante, que incluya: nombre completo, dirección postal, número de teléfono (y mejor momento para llamar) y dirección de correo electrónico (si está disponible)
  - La base de la reclamación (p. ej., raza, color, origen nacional)
  - Los nombres de persona(s) y/o agencias/organizaciones específicas que se alegue que han discriminado
  - Una descripción de las supuestas acciones discriminatorias
  - La fecha(s) del/de los supuesto(s) acto(s) discriminatorio(s) y si la presunta discriminación está en curso
4. RTC registra todas las quejas del Título VI que se reciben. El Registro de Quejas y la documentación se destruyen cuatro años después del final del año fiscal en el que se cierra el caso. Todas las quejas del Título VI se registran. El registro de quejas contiene la siguiente información para cada queja presentada:

- El nombre y dirección de la persona que presenta la queja
  - La fecha de la denuncia
  - El fundamento de la denuncia
  - La disposición de la queja
  - El estado de la queja
5. Una vez recibida una reclamación verbal, un representante de RTC notificará a la parte o partes del Plan de Título VI de RTC, los dirigirá a la página web de RTC para el Plan y el Formulario de Reclamación, y/o proporcionará al reclamante una copia impresa de cualquiera de ellos según se solicite. El representante notificará al Coordinador del Título VI y al Director Ejecutivo lo antes posible la reclamación verbal y la(s) acción(es) adoptada(s) para garantizar el cumplimiento de la política. La reclamación verbal se registrará como tal, pendiente de una reclamación formal y requerida por escrito.
6. Tras la recepción de una reclamación por escrito, RTC la remite a la Oficina de Equidad y Derechos Civiles de WSDOT para su procesamiento por parte de FHWA. WSDOT investiga las reclamaciones solo si FHWA las delega después de la aceptación de una queja. FHWA es responsable de todas las determinaciones sobre si aceptar, desestimar o transferir la reclamación y no encontrar ninguna infracción o incumplimiento.

Los reclamantes tienen derecho a presentar una reclamación directamente ante la agencia de financiamiento federal. La siguiente dirección es donde las reclamaciones del Título VI pueden presentarse directamente ante FHWA:

Federal Highway Administration  
U.S. Department of Transportation Office of Civil Rights  
8th Floor E81-105  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
CivilRights.FHWA@dot.gov

7. Cuando su reclamación se envía a FHWA, se proporcionará al reclamante el nombre y la información de contacto del empleado que maneja la reclamación.

Las leyes federales prohíben las represalias contra las personas por haber presentado una reclamación de discriminación o haber participado de otro modo en una investigación de discriminación. Cualquier presunta represalia debe notificarse por escrito al investigador.



8. FHWA tomará las decisiones finales en todos los casos, incluidas las investigadas por WSDOT. No hay foros de apelación administrativa en las reclamaciones del Título VI. Una vez que la FHWA emite su decisión final de agencia, se cierra una reclamación.
9. El Coordinador del Título VI de RTC actualizará las acciones del Registro de reclamaciones del Título VI relacionadas con la reclamación del Título VI a lo largo de cualquier proceso de reclamación y, según sea necesario, incluirá la información en el Informe anual de logros y objetivos del Título VI.

No existe ninguna prohibición contra un reclamante que presente una reclamación del Título VI simultáneamente con una agencia local, WSDOT y FHWA.



## Formulario de queja y procedimientos de discriminación según el Título VI de la FTA

Si cree que ha sido objeto de discriminación por su raza, color u origen nacional, puede presentar una queja en virtud del Título VI ante el Consejo de Transporte Regional del Suroeste de Washington. Si su queja está relacionada con el Plan de Transporte de Servicios Humanos, complete el formulario a continuación. El formulario se puede enviar a: Consejo de Transporte Regional del Suroeste de Washington, Attn: Coordinador del Título VI, PO Box 1366, Vancouver, WA 98666-1366.

Para quejas por discriminación que no estén relacionadas con el Plan de Transporte de Servicios Humanos o el proceso, complete el formulario según el procedimiento de quejas de la FHWA. Para obtener una traducción u otra ayuda, comuníquese con el Coordinador del Título VI al 564-397-6067 o [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov). Para obtener una copia del Plan del Título VI completo del RTC, consulte [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) o comuníquese con [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Sección 1: Información de contacto		
Nombre:		
Dirección:		
Ciudad:	Estado:	Código postal:
Teléfono (hogar):		Teléfono (móvil):
Mejor momento del día para ponerse en contacto con usted en relación con esta reclamación:		
Correo electrónico:		
Sección 2: Antecedentes de la denuncia por discriminación		
Base de la denuncia por discriminación:		
Raza: <input type="checkbox"/>	El color: <input type="checkbox"/>	Origen nacional: <input type="checkbox"/>

Por favor explica:		
Fecha del presunto incidente:		
¿Quién le discriminó?:		
Nombre:	Organización:	
Dirección:		
Ciudad:	Estado:	Código postal:
Teléfono (hogar):		Teléfono (móvil):
<p>Explique lo que sucedió, por qué cree que sucedió y cómo se le discriminó. Indique quién estuvo involucrado. Asegúrese de incluir cómo se trató a otras personas de forma diferente a usted. Si tiene cualquier otra información sobre lo que sucedió, adjunte la documentación de respaldo al formulario.</p>		

**Sección 3: Remedio para quejas por discriminación**

¿Qué remedio busca para la presunta discriminación? Tenga en cuenta que este proceso no resultará en el pago de daños punitivos o compensación financiera.

Enumere cualquier otra persona con la que debamos ponernos en contacto para obtener información adicional que respalde su reclamación. Enumere sus nombres, números de teléfono, dirección y dirección de correo electrónico a continuación

Nombre:

Dirección:

Ciudad:

Estado:

Código postal:

Nombre:

Dirección:

Ciudad:

Estado:

Código postal:

**Sección 4: Quejas de discriminación anteriores**

¿Ha presentado su queja, queja o demanda ante alguna otra agencia o tribunal?

Quién:

Cuándo:

Estatus:

Resultado, si se conoce:

Número de reclamación:

¿Tiene un abogado en este asunto?

**Sección 5: Firma**

Nombre (por favor imprima):

Firmado:		
Fecha:		
¿Presentó esta queja en su propio nombre?		
En caso negativo, proporcione la información de contacto y la relación de la persona que presenta la queja:		
Nombre:		
Dirección:		
Ciudad:	Estado:	Código postal:
Teléfono (hogar):		Teléfono (móvil):

## Procedimientos de quejas por discriminación en virtud del Título VI de la FTA

Las leyes federales prohíben la discriminación por motivos de raza, color u origen nacional en cualquier programa, servicio o actividad del Consejo Regional de Transporte del Suroeste de Washington (Regional Transportation Council, RTC). Esta prohibición se aplica a todas las sucursales del RTC, sus contratistas, consultores y cualquier otra persona que actúe en nombre del RTC.

Las quejas relacionadas con el Plan o proceso de Transporte de Servicios Humanos se pueden presentar ante RTC y se enviarán al Departamento de Transporte del Estado de Washington – Oficina de Equidad y Derechos Civiles. Si necesita ayuda para presentar su reclamación o necesita servicios de interpretación, póngase en contacto con el Coordinador del Título VI en [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) o al 564-397-6067.

Cualquier persona que crea que ha sido excluida de la participación, se le hayan negado los beneficios o haya sido sometida de otro modo a discriminación bajo cualquier programa, servicio o actividad de RTC debido a su raza, color u origen nacional puede presentar una reclamación.

Estos procedimientos cubren cualquier reclamación presentada en virtud del Título VI de la Ley de Derechos Civiles de 1964 en su versión enmendada y la Ley de Restauración de Derechos Civiles de 1987 en relación con cualquier programa o actividad administrado por el RTC, así como subdestinatarios, consultores y contratistas.

## Administración Federal de Tránsito (Federal Transit Administration, FTA) y otros procedimientos de la agencia federal

Estos procedimientos no niegan el derecho del reclamante a presentar reclamaciones formales ante otras agencias estatales o federales ni a buscar asesoramiento privado para reclamaciones que aleguen discriminación. Se hará todo lo posible por resolver las reclamaciones de forma informal a nivel de RTC y subdestinatario. La opción de reunión(es) informal(es) de mediación entre las partes afectadas y el Coordinador del Título VI del RTC o un mediador designado puede utilizarse para la resolución.

Se harán esfuerzos razonables para ayudar a las personas con discapacidades, que no sean angloparlantes y otras personas que no puedan presentar una reclamación por escrito. Si necesita ayuda para presentar su reclamación, póngase en contacto con el Coordinador del Título VI en [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) o al 564-397-6067.

1. Cualquier persona, grupo de personas o entidad que crea que ha sido objeto de discriminación prohibida por requisitos de no discriminación puede presentar una queja

por escrito ante el Coordinador del Título VI de RTC. Debe presentarse una reclamación formal en un plazo de 180 días naturales desde el supuesto suceso y debe ser firmada por el reclamante. RTC no actuará oficialmente ni responderá a las quejas recibidas verbalmente. Las quejas por escrito se recibirán por correo postal o electrónico.

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666-1366  
Correo electrónico [TitleVI@RTC.org](mailto:TitleVI@RTC.org)

Todas las reclamaciones deben contener la siguiente información:

- La información de contacto del reclamante, que incluya: nombre completo, dirección postal, número de teléfono (y mejor momento para llamar) y dirección de correo electrónico (si está disponible)
  - La base de la reclamación (p. ej., raza, color, origen nacional)
  - Los nombres de persona(s) y/o agencias/organizaciones específicas que se alegue que han discriminado
  - Una descripción de las supuestas acciones discriminatorias
  - La fecha(s) del/de los supuesto(s) acto(s) discriminatorio(s) y si la presunta discriminación está en curso
2. Una vez recibida una reclamación verbal, un representante de RTC notificará a la parte o partes del Plan de Título VI de RTC, los dirigirá a la página web de RTC para el Plan y el Formulario de Reclamación, y/o proporcionará al reclamante una copia impresa de cualquiera de ellos según se solicite. El representante notificará al Coordinador del Título VI y al Director Ejecutivo lo antes posible la reclamación verbal y la(s) acción(es) adoptada(s) para garantizar el cumplimiento de la política. La reclamación verbal se registrará como tal, pendiente de una reclamación formal y requerida por escrito.
  3. Tras la recepción de la reclamación por escrito, RTC determinará su jurisdicción, aceptabilidad, necesidad de información adicional y el mérito de investigación de la reclamación. En algunas situaciones, como una determinación de conflicto de intereses, RTC puede solicitar a su agencia competente, a la Oficina de Equidad y Derechos Civiles del WSDOT o a la agencia estatal/federal correspondiente que lleve a cabo la investigación. En caso de que una agencia externa gestione la investigación, seguirá sus

procedimientos adoptados para investigar las quejas por discriminación, según su actual Plan del Título VI.

Solo investigadores cualificados y bien capacitados deben llevar a cabo estas investigaciones. Ninguna agencia puede investigar una reclamación contra sí misma.

4. Si la reclamación es contra un subdestinatario, consultor o contratista bajo contrato con RTC, se notificará la reclamación a la división y/o agencia correspondiente en un plazo de 15 días.
5. Una vez que RTC decida el curso de acción, el reclamante y el demandado serán notificados por escrito de dicha determinación en un plazo de cinco (5) días naturales. El Coordinador del Título VI registrará la reclamación en los registros del Título VI de RTC junto con la base de la acusación.
6. En los casos en los que RTC asuma la investigación de la reclamación, RTC proporcionará al demandado la oportunidad de responder a las acusaciones por escrito. El demandado tendrá diez (10) días naturales tras su recepción para proporcionar a RTC su respuesta a las acusaciones.
7. En un plazo de 60 días desde la recepción de la reclamación, el Coordinador o el investigador externo preparará un informe de investigación por escrito para el Director Ejecutivo de RTC. El informe incluirá una descripción narrativa del incidente, la identificación de las personas entrevistadas, los hallazgos y las recomendaciones para su disposición.
8. La recomendación será revisada por el asesor jurídico de RTC, quien podrá comentar el informe y las recomendaciones con el coordinador y otro personal adecuado. El informe puede revisarse con mayor profundidad y modificarse según sea necesario, luego ser aprobado por el director ejecutivo de RTC y ser definitivo para su divulgación a las partes. En algunos casos, una parte externa aprobará el informe final.
9. Una vez que el informe de investigación sea definitivo, se programarán reuniones informativas con cada parte en un plazo de 15 días naturales. Tanto el reclamante como el demandado recibirán una copia del informe de investigación durante las sesiones informativas y se les notificarán sus respectivos derechos de apelación.



10. Se enviará una copia de la reclamación y del informe de investigación de RTC a la Oficina de Equidad y Derechos Civiles de WSDOT o a la agencia de supervisión correspondiente en un plazo de 60 días naturales desde la recepción de la reclamación.
11. El Coordinador actualizará las acciones del Registro de reclamaciones relacionadas con la reclamación del Título VI a lo largo de cualquier proceso de reclamación y, según sea necesario, incluirá la información en el Informe anual de logros y objetivos del Título VI.

Si el reclamante o el demandado no está satisfecho con los resultados de la investigación de la(s) supuesta(s) práctica(s) discriminatorias, se le informará de sus derechos a apelar la determinación de RTC ante la agencia competente, el Departamento de Transporte del Estado de Washington, el Departamento de Transporte de los EE. UU., otra agencia federal que proporcione el financiamiento del programa o el Departamento de Justicia de los EE. UU. El reclamante tiene 180 días calendario después de la resolución final de la agencia correspondiente para apelar a la agencia correspondiente. A menos que salgan a la luz nuevos hechos no considerados anteriormente, no estará disponible la reconsideración de la determinación final por parte de la agencia de investigación.

Además del proceso de reclamación descrito anteriormente, un reclamante puede presentar una reclamación del Título VI ante las siguientes oficinas:

- Washington State Department of Transportation Office of Equity and Civil Rights P.O. Box 47314 310 Maple Park Olympia, WA 98504-7314
- Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor – TCR 1200 New Jersey Ave., SE Washington, DC 20590
- United States Department of Justice Civil Rights Division Coordination and Review Section – NWB 950 Pennsylvania Avenue NW Washington, DC 20530

No existe ninguna prohibición contra un reclamante que presente una reclamación del Título VI simultáneamente con una agencia pública local (LPA), WSDOT y FTA.

**XXII.** Appendix C: Title VI Complaint Form and Procedures in Russian



## Форма и процедуры жалобы на дискриминацию в соответствии с разделом VI Федерального управления по делам водных ресурсов (FHWA)

Если вы считаете, что подверглись дискриминации из-за расы, цвета кожи или национального происхождения, вы можете подать жалобу по разделу VI в Southwest Washington Regional Transportation Council. Если ваша жалоба не связана с Планом по транспортировке социальных услуг, заполните форму ниже. Форму можно отправить по адресу: Southwest Washington Regional Transportation Council, Attn: Title VI Coordinator, PO Box 1366, Vancouver, WA 98666-1366.

Для жалоб на дискриминацию, связанных с Планом по транспортировке социальных услуг или процессом, заполните форму в соответствии с процедурой подачи жалобы ФТА. Для перевода или другой помощи, пожалуйста, свяжитесь с координатором по разделу VI по телефону 564-397-6067 или по адресу [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov). Для получения копии полного Плана RTC по разделу VI посетите [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) или свяжитесь с [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

раздел 1. контактная информация		
Имя, фамилия:		
адрес:		
город:	государство:	индекс:
Тел (дом):	Тел (моб):	
Лучшее время дня, чтобы связаться с вами по поводу этой жалобы:		
электронная почта		
Раздел 2. История жалобы на дискриминацию		
Основание для жалобы на дискриминацию:		
гонки: <input type="checkbox"/>	цвет кожи: <input type="checkbox"/>	национальное происхождение: <input type="checkbox"/>

Пожалуйста, объясните:		
Дата предполагаемого инцидента:		
Кто вас дискриминировал?		
Имя, фамилия:	организация:	
адрес:		
город:	государство:	индекс:
Тел (дом):	Тел (моб):	
<p>Объясните, что произошло, почему, по вашему мнению, это произошло, и как вы подверглись дискриминации. Укажите, кто в этом участвовал. Обязательно укажите, в чём состояла разница обращения с вами, и с другими людьми. Если у вас есть какая-либо другая информация о произошедшем, приложите к форме подтверждающие документы.</p>		

### раздел 3. Средство правовой защиты при подаче жалобы на дискриминацию

Применения каких мер правовой защиты вы добиваетесь в связи с предполагаемой дискриминацией? Обратите внимание, что это разбирательство не приведет к выплате штрафных санкций или финансовой компенсации.

Перечислите всех других лиц, с которыми нам следует связаться для получения дополнительной информации в обоснование вашей жалобы. Напишите их имена, фамилии, номера телефонов, адреса, адреса электронной почты ниже.

Имя, фамилия:

адрес:

город:

государство:

индекс:

Имя, фамилия:

адрес:

город:

государство:

индекс:

### раздел 4. Прошлые жалобы на дискриминацию

Подали ли вы жалобу, жалобу или иск в какое-либо другое учреждение или суд?

кому:

когда:

Статус (в работе, решено, и пр):

Результат, если известен:

№ заявления, если известно:

Есть ли у вас адвокат по этому делу?

### раздел 5. подпись

Имя, фамилия (пожалуйста, распечатайте):

кто подписал:		
дата:		
Вы подали эту жалобу от своего имени?		
Если нет, укажите контактную информацию и родство лица, подающего жалобу:		
Имя, фамилия:		
адрес:		
город:	государство:	индекс:
Тел (дом):	Тел (моб):	

## Раздел VI FHWA Процедуры подачи жалоб на дискриминацию

Федеральный закон запрещает дискриминацию по признаку расы, цвета кожи или национального происхождения во всех программах, услугах и прочей деятельности Регионального транспортного совета Юго-Западного Вашингтона (далее – RTC). Этот запрет распространяется на все отделения RTC, его подрядчиков, консультантов и всех, кто действует от имени Регионального транспортного совета Юго-Западного Вашингтона (RTC).

Жалобы, связанные с любыми программами федеральной помощи, не связанными с Планом транспортировки социальных служб, могут быть поданы в RTC. Они будут переданы в Управление по вопросам равенства и гражданских прав Департамента транспорта штата Вашингтон (WSDOT). Для подачи жалоб, связанных с Планом транспортировки социальных служб, используйте форму FTA и процедуру, описанную в следующем разделе. Если вам нужна помощь в подаче жалобы или услуги устного перевода, обратитесь к координатору RTC по Разделу VI: [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) или 564-397-6067.

Любой человек, который считает, что его исключили из участия, лишили льгот или иным образом подвергли дискриминации в рамках любой из программ, услуг или деятельности RTC из-за его расы, цвета кожи или национального происхождения, может подать жалобу.

Дискриминация включает отсутствие доступа, преследование, месть и несопоставимое воздействие программы или деятельности. Преследование включает в себя широкий спектр оскорбительных и унижительных словесных или физических действий. Возмездие включает в себя запугивание, угрозы, принуждение или участие в других дискриминационных действиях в отношении кого-либо за то, что он подал жалобу или иным образом участвовал в расследовании дискриминации.

Эти процедуры распространяются на любые жалобы, поданные в соответствии с разделом VI Закона о гражданских правах 1964 года с поправками и Законом о восстановлении гражданских прав 1987 года, касающиеся любой программы или деятельности, осуществляемой RTC, а также его подразделений, консультантов и подрядчиков.

## Процедуры Федерального управления шоссейных дорог США (FHWA)

Если в RTC поступит жалоба по поводу программ и мероприятий FHWA, будут предприняты описанные ниже действия. Эти процедуры не лишают заявителя права подавать официальные жалобы в другие государственные или федеральные учреждения или обращаться к частному адвокату в связи с жалобами на дискриминацию.

Мы оказываем разумную помощь лицам с ограниченными возможностями, лицам, не говорящим по-английски, и другим лицам, которые не могут подать письменную жалобу. Если вам нужна помощь в подаче жалобы, обратитесь к координатору RTC по Разделу VI: [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) или 564-397-6067.

1. Любое лицо или группа, считающие, что они подверглись дискриминации по признаку расы, цвета кожи или национального происхождения в программах, услугах или мероприятиях, требующих федеральной помощи, могут подать жалобу согласно Разделу VI. Официальная жалоба должна быть подана в течение 180 календарных дней с момента предполагаемого происшествия и подписана заявителем. Свяжитесь с координатором RTC по Разделу VI, если вы считаете, что ваша жалоба может выйти за рамки этого срока.
2. Жалобы должны быть поданы в письменной форме, подписаны и могут быть поданы по почте, факсу, лично или по электронной почте. Если заявитель звонит в RTC с обвинениями, утверждения жалобы будут расшифрованы, как указано по телефону, а затем письменная жалоба будет отправлена заявителю для исправления и подписи. Жалобы можно подать по адресу:

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666  
эл. почта: [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)

3. Все жалобы должны содержать следующую информацию:
  - контактную информацию заявителя, включая: полное имя, почтовый адрес, номер телефона (и лучшее время для звонка) и адрес электронной почты (при наличии)
  - признак дискриминации (например, раса, цвет кожи, национальное происхождение)
  - имена, фамилии конкретных лиц и/или агентств/организаций, предположительно совершивших дискриминацию
  - Описание действий, которые вы считаете дискриминационными
  - даты этих действий, и продолжается ли предполагаемая дискриминация до сих пор
4. ТС регистрирует все полученные жалобы согласно Разделу VI. Журнал жалоб и документация уничтожаются через четыре года после окончания финансового года,



в котором дело было закрыто. Все жалобы по Разделу VI регистрируются. Журнал жалоб содержит следующую информацию по каждой поданной жалобе:

- Имя и адрес лица, подающего жалобу.
- Дата подачи жалобы
- Основание жалобы
- Решение по жалобе
- Статус жалобы

5. После получения устной жалобы представитель RTC уведомит сторону или стороны о Плане RTC по разделу VI, направит их на веб-страницу RTC для ознакомления с Планом и формой жалобы и/или предоставит заявителю печатную копию любого из этих документов по запросу. Представитель должен как можно скорее уведомить координатора по разделу VI и исполнительного директора о поступившей устной жалобе и действиях, предпринятых для соблюдения политики компании. Устная жалоба будет зарегистрирована как поступившая в ожидании официальной и обязательной письменной жалобы.
6. После получения письменной жалобы RTC направляет ее в Управление по вопросам равенства и гражданских прав WSDOT для рассмотрения FHWA. WSDOT расследует жалобы, только если они делегированы через FHWA после принятия жалобы. FHWA несёт ответственность за все решения по принятию, отклонению или передаче жалобы, а также за отсутствие нарушений или несоблюдения требований.

Заявители имеют право подать жалобу непосредственно в федеральное финансовое агентство. Жалобы по Разделу VI можно подать непосредственно в FHWA по адресу:

Federal Highway Administration  
U.S. Department of Transportation Office of Civil Rights  
8th Floor E81-105  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
[CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

7. Если ваша жалоба будет перенаправлена в FHWA, вам будет предоставлено имя, фамилия и контактная информация сотрудника, рассматривающего вашу жалобу. Федеральный закон запрещает преследование отдельных лиц за то, что они подали жалобу о дискриминации или участвовали в расследовании проявлений дискриминации. О любых предполагаемых формах мести следует сообщать расследователю в письменной форме.

8. Окончательные решения по всем делам, включая те, которые расследуются WSDOT, вынесет FHWA. По жалобам Раздела VI нет административных апелляционных форумов. Как только FHWA вынесет окончательное решение, жалоба будет закрыта.
9. Координатор RTC по разделу VI будет обновлять журнал жалоб по разделу VI в отношении действий, связанных с жалобой по разделу VI, на протяжении всего процесса рассмотрения жалоб и, в соответствии с требованиями, включать информацию в годовой отчет о целях и достижениях по разделу VI.

Заявителю не запрещается подать жалобы по разделу VI одновременно в местное агентство, WSDOT и FHWA.



## Форма и процедуры жалобы на дискриминацию в соответствии с разделом VI Федерального управления по делам водных ресурсов (FTA)

Если вы считаете, что подверглись дискриминации из-за расы, цвета кожи или национального происхождения, вы можете подать жалобу по разделу VI в Southwest Washington Regional Transportation Council. Если ваша жалоба связана с Планом по транспортировке социальных услуг, заполните форму ниже. Форму можно отправить по адресу: Southwest Washington Regional Transportation Council, Attn: Title VI Coordinator, PO Box 1366, Vancouver, WA 98666-1366.

Для жалоб на дискриминацию, не связанных с Планом по транспортировке социальных услуг или процессом, заполните форму в соответствии с процедурой подачи жалобы FHWA. Для перевода или другой помощи, пожалуйста, свяжитесь с координатором по разделу VI по телефону 564-397-6067 или по адресу [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov). Для получения копии полного Плана RTC по разделу VI посетите сайт [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) или свяжитесь с [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

раздел 1. контактная информация		
Имя, фамилия:		
адрес:		
город:	государство:	индекс:
Тел (дом):	Тел (моб):	
Лучшее время дня, чтобы связаться с вами по поводу этой жалобы:		
электронная почта		
Раздел 2. История жалобы на дискриминацию		
Основание для жалобы на дискриминацию:		
гонки: <input type="checkbox"/>	цвет кожи: <input type="checkbox"/>	национальное происхождение: <input type="checkbox"/>

Пожалуйста, объясните:		
Дата предполагаемого инцидента:		
Кто вас дискриминировал?		
Имя, фамилия:	организация:	
адрес:		
город:	государство:	индекс:
Тел (дом):	Тел (моб):	
<p>Объясните, что произошло, почему, по вашему мнению, это произошло, и как вы подверглись дискриминации. Укажите, кто в этом участвовал. Обязательно укажите, в чём состояла разница обращения с вами, и с другими людьми. Если у вас есть какая-либо другая информация о произошедшем, приложите к форме подтверждающие документы.</p>		

### раздел 3. Средство правовой защиты при подаче жалобы на дискриминацию

Применения каких мер правовой защиты вы добиваетесь в связи с предполагаемой дискриминацией? Обратите внимание, что это разбирательство не приведет к выплате штрафных санкций или финансовой компенсации.

Перечислите всех других лиц, с которыми нам следует связаться для получения дополнительной информации в обоснование вашей жалобы. Напишите их имена, фамилии, номера телефонов, адреса, адреса электронной почты ниже.

Имя, фамилия:

адрес:

город:

государство:

индекс:

Имя, фамилия:

адрес:

город:

государство:

индекс:

### раздел 4. Прошлые жалобы на дискриминацию

Подали ли вы жалобу, жалобу или иск в какое-либо другое учреждение или суд?

кому:

когда:

Статус (в работе, решено, и пр):

Результат, если известен:

№ заявления, если известно:

Есть ли у вас адвокат по этому делу?

### раздел 5. подпись

Имя, фамилия (пожалуйста, распечатайте):

кто подписал:		
дата:		
Вы подали эту жалобу от своего имени?		
Если нет, укажите контактную информацию и родство лица, подающего жалобу:		
Имя, фамилия:		
адрес:		
город:	государство:	индекс:
Тел (дом):	Тел (моб):	

## Раздел VI FTA Процедуры подачи жалоб на дискриминацию

Федеральный закон запрещает дискриминацию по признаку расы, цвета кожи или национального происхождения во всех программах, услугах и прочей деятельности Регионального транспортного совета Юго-Западного Вашингтона (далее – RTC). Этот запрет распространяется на все отделения RTC, его подрядчиков, консультантов и всех, кто действует от имени Регионального транспортного совета Юго-Западного Вашингтона (RTC).

Жалобы, связанные с планом или процессом перевозки социальных служб, могут быть поданы в RTC. Они будут переданы в Управление по вопросам равенства и гражданских прав Департамента транспорта штата Вашингтон (WSDOT). Если вам нужна помощь в подаче жалобы или услуги устного перевода, обратитесь к координатору RTC по Разделу VI: [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) или 564-397-6067.

Любой человек, который считает, что его исключили из участия, лишили льгот или иным образом подвергли дискриминации в рамках любой из программ, услуг или деятельности RTC из-за его расы, цвета кожи или национального происхождения, может подать жалобу.

Эти процедуры распространяются на любые жалобы, поданные в соответствии с разделом VI Закона о гражданских правах 1964 года с поправками и Законом о восстановлении гражданских прав 1987 года, касающиеся любой программы или деятельности, осуществляемой RTC, а также его подразделений, консультантов и подрядчиков.

## Процедуры Министерства транспорта США (FTA) и других организаций федерального уровня

Эти процедуры не лишают заявителя права подавать официальные жалобы в другие учреждения штата или в федеральные учреждения, или обращаться к частному адвокату в связи с жалобами на дискриминацию. Мы приложим все усилия для неформального разрешения жалоб на уровне RTC и его подразделений. Для разрешения спора можно использовать вариант неофициальных посреднических встреч между заинтересованными сторонами и координатором RTC по Разделу VI или назначенным посредником.

Мы оказываем разумную помощь лицам с ограниченными возможностями, лицам, не говорящим по-английски, и другим лицам, которые не могут подать письменную жалобу. Если вам нужна помощь в подаче жалобы, обратитесь к координатору RTC по Разделу VI: [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) или 564-397-6067.

1. Любое физическое лицо, группа лиц или организация, которые считают, что они подверглись дискриминации, запрещенной законом, могут подать письменную жалобу координатору RTC по разделу VI. Официальная жалоба должна быть подана

в течение 180 календарных дней с момента инцидента и должна быть подписана заявителем. RTC не будет принимать официальных мер или отвечать на жалобы, полученные в устной форме. Письменные жалобы принимаются по почте или по электронной почте.

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666-1366  
эл. почта: [TitleVI@RTC.org](mailto:TitleVI@RTC.org)

Все жалобы должны содержать следующую информацию:

- контактную информацию заявителя, включая: полное имя, почтовый адрес, номер телефона (и лучшее время для звонка) и адрес электронной почты (при наличии)
  - признак дискриминации (например, раса, цвет кожи, национальное происхождение)
  - имена, фамилии конкретных лиц и/или агентств/организаций, предположительно совершивших дискриминацию
  - описание действий, которые вы считаете дискриминационными
  - даты этих действий, и продолжается ли предполагаемая дискриминация до сих пор
2. После получения устной жалобы представитель RTC уведомит сторону или стороны о Плане RTC по разделу VI, направит их на веб-страницу RTC для ознакомления с Планом и формой жалобы и/или предоставит заявителю печатную копию любого из этих документов по запросу. Представитель должен как можно скорее уведомить координатора по разделу VI и исполнительного директора о поступившей устной жалобе и действиях, предпринятых для соблюдения политики компании. Устная жалоба будет зарегистрирована как поступившая в ожидании официальной и обязательной письменной жалобы.
  3. После получения письменной жалобы, RTC определит её юрисдикцию, приемлемость, необходимость в дополнительной информации и следственную значимость жалобы. В некоторых ситуациях, например, при выявлении конфликта интересов, RTC может обратиться к своему компетентному органу, Управлению по



вопросам справедливости и гражданских прав WSDOT, или к соответствующему местному/федеральному агентству для проведения расследования. Если расследованием занимается сторонняя организация, она будет следовать принятым процедурам расследования жалоб на дискриминацию в соответствии с действующим Планом по разделу VI.

Такие расследования должны проводить только квалифицированные, хорошо подготовленные следователи. Ни одно ведомство не имеет права расследовать жалобу на себя.

4. Если жалоба направлена против подразделения, консультанта или подрядчика по контракту с RTC, соответствующее подразделение и/или организация должны быть уведомлены о жалобе в течение 15 дней.
5. Как только RTC примет решение о дальнейших действиях, истец и ответчик будут уведомлены в письменной форме о таком решении в течение 5 (пяти) календарных дней. Жалоба будет зарегистрирована в записях RTC по Разделу VI координатором по Разделу VI, вместе с основанием для обвинения.
6. Если RTC берёт расследование жалобы на себя, RTC предоставит ответчику возможность ответить на обвинения в письменной форме. У ответчика будет 10 (десять) календарных дней после получения, чтобы предоставить RTC свой ответ на обвинения.
7. В течение 60 дней с момента получения жалобы координатор или сторонний следователь подготовит письменный отчёт о расследовании для исполнительного директора RTC. Отчёт должен содержать подробное описание инцидента, проверенные полные имена опрошенных лиц, выводы и рекомендации по устранению последствий.
8. Эти рекомендации должны быть рассмотрены юрисконсультom RTC, который может обсудить отчёт и рекомендации с координатором и другими уполномоченными сотрудниками. Отчёт может быть дополнительно проверен и изменён по мере необходимости, затем он утверждается исполнительным директором RTC и предоставляется сторонам конфликта. В некоторых случаях окончательный отчёт утверждает внешняя сторона.
9. Как только отчёт о расследовании будет утверждён окончательно, в течение 15 календарных дней будут запланированы брифинги с каждой из сторон. Как истец,

так и ответчик получают копию отчёта о расследовании во время брифингов, и обе стороны будут уведомлены об их правах на обжалование.

10. Копия жалобы и отчёт о расследовании RTC будут отправлены в Управление справедливости и гражданских прав WSDOT или в соответствующий надзорный орган в течение 60 календарных дней с момента получения жалобы.
11. Координатор будет вносить в журнал жалоб действия, связанные с жалобой по Разделу VI, на протяжении всего процесса рассмотрения жалобы и, при необходимости, включать информацию в Ежегодный отчёт о целях и достижениях по Разделу VI.

Если истец или ответчик не удовлетворён результатами расследования предполагаемого дискриминационного инцидента(ов), он/она должен быть проинформирован об их правах подать апелляцию на решение RTC в компетентный орган: Департамент транспорта штата Вашингтон, Министерство транспорта США, другое федеральное агентство, предоставляющее финансирование программы, или Министерство юстиции США. У заявителя есть 180 календарных дней после вынесения окончательного решения уполномоченным органом, чтобы подать апелляцию в соответствующую инстанцию. Если не выяснятся новые факты, которые ранее не рассматривались, пересмотр окончательного решения следственным органом невозможен.

В дополнение к подаче жалобы по процедуре, описанной выше, заявитель может подать жалобу по разделу VI в следующие ведомства:

- Washington State Department of Transportation Office of Equity and Civil Rights P.O. Box 47314 310 Maple Park Olympia, WA 98504-7314
- Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor – TCR 1200 New Jersey Ave., SE Washington, DC 20590
- United States Department of Justice Civil Rights Division Coordination and Review Section – NWB 950 Pennsylvania Avenue NW Washington, DC 20530

Заявителю не запрещается подать жалобы по разделу VI одновременно в учреждение уровня штата (LPA), WSDOT и FHWA.

**XXIII.** Appendix D: Title VI Complaint Form and Procedures in Chinese



## FHWA 第六章 歧视投诉表格和程序

如果您认为自己因种族、肤色或国籍而受到歧视，您可以向西南华盛顿地区交通委员会提交第六条投诉。如果您的投诉与人类服务交通计划无关，请填写以下表格。表格可以发送至：西南华盛顿地区交通委员会，收件人：第六条协调员，邮政信箱 1366，华盛顿州温哥华 98666-1366。

对于与人类服务交通计划或流程相关的歧视投诉，请填写 FTA 投诉程序下的表格。如需翻译或其他帮助，请联系第六条协调员，电话 564-397-6067 或 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)。如需 RTC 完整的第六条计划副本，请访问 [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) 或联系 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)。

第 1 部分：联系信息		
姓名:		
地址:		
城市:	州:	邮编:
电话 (办公):	电话 (移动):	
就本申诉与您联系的最佳时间:		
电子邮件:		
第 2 部分：歧视投诉背景		
歧视投诉的依据:		
种族: <input type="checkbox"/>	肤色: <input type="checkbox"/>	国籍: <input type="checkbox"/>

请解释一下：		
涉嫌事件发生日期：		
涉嫌歧视人员：		
姓名：	机构名称：	
地址：		
城市：	州：	邮编：
电话 (办公)：	电话 (移动)：	
<p>解释发生的事件，您认为其发生的原因，以及您如何遭受歧视。指明涉事人员。请务必包括其他人如何受到与您不同的对待。如果您有任何有关所发生事件的其他信息，请在表格中附上支持文档。</p>		

### 第 3 节：投诉的补救措施

您正在为涉嫌的歧视寻求何种补救措施？请注意，此流程不会导致支付惩罚性赔偿或经济赔偿。

列出我们应联系的任何其他人员，以获取支持您的申诉的进一步信息。请在下面列出他们的姓名、电话号码、地址、电子邮件地址。

姓名：

地址：

城市：

州：

邮编：

姓名：

地址：

城市：

州：

邮编：

### 第 4 部分：过去的歧视投诉

您是否向任何其他机构或法院提交过投诉、申诉或诉讼？

名称：

时间：

状态：

如果已知结果：

申诉号：

您是否已有负责此事的律师？

**第 5 节：签名**

姓名(请打印):

签名:

日期:

您是否代表自己提出此投诉

如果否, 请提供投诉人的联系信息和关系:

姓名:

地址:

城市:

州:

邮编:

电话(办公):

电话(移动):

## FHWA 第六章 歧视投诉程序

在 RTC 的任何项目、服务或活动中，联邦法律禁止以种族、肤色或国籍为由的歧视。本禁止适用于 RTC 的所有分支机构、其承包商、顾问以及代表 RTC 行事的任何其他人。

与人类服务运输计划无关的任何联邦援助计划相关的投诉可以提交给 RTC 提交，并将转发至华盛顿州交通部（Washington State Department of Transportation, WSDOT）公平与民权办公室（Office of Equity and Civil Rights）。对于与人类服务运输计划相关的投诉，请使用下一节中概述的 FTA 表格和流程。如果您在提交申诉时需要协助或需要口译服务，请发送电邮至 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) 或致电 564-397-6067 联系 RTC 第六章协调员。

任何人如果认为其因种族、肤色或国籍而被排除在 RTC 的项目、服务或活动之外、被剥夺福利或受到歧视，均可提交申诉。

歧视包括缺乏参与、骚扰、报复以及计划或活动的不同影响。骚扰包括各种辱骂和侮辱性的言语或身体行为。报复包括因任何人提出投诉或以其他方式参与歧视调查而对其进行恐吓、威胁、胁迫或其他歧视行为。

本程序涵盖根据经修订的《1964 年民权法案》第六章和《1987 年民权恢复法案》提交的与 RTC 以及次级接收方、顾问和承包商管理的任何项目或活动有关的任何申诉。

### 美国联邦公路管理局（FHWA）程序

如果 RTC 收到与 FHWA 项目和活动相关的申诉，将采取以下措施。本程序并不会剥夺申诉人向美国其他州或联邦机构提交正式申诉或就涉嫌歧视的申诉寻求私人律师帮助的权利。

我们将尽合理努力帮助残疾人、非英语人士和其他无法提交书面申诉的人。如在提交申诉时需要协助，请发送电邮至 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) 或致电 564-397-6067 联系 RTC 第六章协调员。

1. 任何认为自己在有联邦援助的项目、服务或活动中受到基于种族、肤色或国籍的歧视的个人或团体都可以提出第六章投诉。正式投诉必须在所谓事件发生后 180 个日历日内提交，并由投诉人签署。如果您认为您的投诉可能超出此截止日期，请联络 RTC 的第六章协调员。



2. 投訴應以書面形式並簽字，並可透過郵寄、傳真、親自或電子郵件提出。如果投訴人致電 RTC 提出指控，投訴指控將按照電話提供的內容進行轉錄，然後將書面投訴發送給投訴人進行更正和簽名。投訴可提交至：

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666  
郵箱 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)

3. 申訴須包含以下信息：

- 申訴人的聯繫信息，包括：全名、郵寄地址、電話號碼（以及最佳通話時間）和電子郵件地址（如有）
- 申訴依據（例如種族、膚色、國籍）
- 涉嫌存在歧視的個人姓名和/或機構/組織的名稱
- 對涉嫌歧視行為的描述
- 涉嫌歧視行為發生的日期以及涉嫌歧視是否仍在持續

1. RTC 記錄收到的所有第六章投訴。投訴日誌和文件將在案件結案的財政年度結束四年後銷毀。所有第六章投訴都會被記錄。投訴日誌包含每項提交的投訴的以下資訊：

- 投訴人的姓名和地址
- 投訴日期
- 投訴的依據
- 投訴的處理
- 投訴的狀態

2. 收到口头申诉后，RTC 代表将通知 RTC 第六章计划的一方或多方，引导其访问 RTC 网页以获取计划和申诉表，和/或按照要求向申诉人提供以下任一材料的硬拷贝。RTC 代表应尽快将口头申诉以及为确保政策合规而采取的行动通知第六章协调员和执行董事。口头申诉将予以记录，等待正式且必要的书面申诉。
3. 收到书面申诉后，RTC 将会向 WSDOT 公平与民权办公室转发申诉，由 FHWA 处理。仅在申诉受理后经由 FHWA 委托，WSDOT 才会调查申诉。FHWA 负责决定是否受理、驳回或转交申诉以及裁决无违规或不遵守情况。

申诉人有权直接向联邦资助机构提交申诉。通过以下地址可以直接向 FHWA 提交第六章申诉：

Federal Highway Administration  
U.S. Department of Transportation Office of Civil Rights  
8th Floor E81-105  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
[CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

4. 如果申诉转交 FHWA，申诉人将获得处理其申诉的员工的姓名及联系信息。  
  
对提交歧视申诉或以其他方式参与歧视调查的个人，联邦法律禁止对其进行报复。任何涉嫌报复行为均应以书面形式向调查员报告。
5. FHWA 将对所有案件（包括 WSDOT 调查的案件）发布最终裁决。第六章申诉尚无行政申诉渠道。一旦 FHWA 发布最终机构裁决，申诉即告结束。
6. 在任何申诉流程中，RTC 第六章协调员将持续更新与第六章申诉相关的第六章申诉记录行动，并根据需要将信息纳入《第六章年度成就和目标报告》中。

申诉人可以同时向当地机构、WSDOT 和 FHWA 提交第六章申诉。



## FTA 第六条歧视投诉表和程序

如果您认为自己因种族、肤色或国籍而受到歧视，您可以向西南华盛顿地区交通委员会提交第六条投诉。如果您的投诉与人类服务交通计划有关，请填写以下表格。表格可以发送至：西南华盛顿地区交通委员会，收件人：第六条协调员，邮政信箱 1366，华盛顿州温哥华 98666-1366。

对于与人类服务交通计划或流程无关的歧视投诉，请填写 FHWA 投诉程序下的表格。如需翻译或其他帮助，请联系第六条协调员，电话 564-397-6067 或 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)。如需 RTC 完整的第六条计划副本，请访问 [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) 或联系 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)。

第 1 部分：联系信息		
姓名：		
地址：		
城市：	州：	邮编：
电话 (办公)：	电话 (移动)：	
就本申诉与您联系的最佳时间：		
电子邮件：		
第 2 部分：歧视投诉背景		
歧视投诉的依据：		
种族: <input type="checkbox"/>	肤色: <input type="checkbox"/>	国籍: <input type="checkbox"/>

请解释一下：		
涉嫌事件发生日期：		
涉嫌歧视人员：		
姓名：	机构名称：	
地址：		
城市：	州：	邮编：
电话 (办公)：	电话 (移动)：	
<p>解释发生的事件，您认为其发生的原因，以及您如何遭受歧视。指明涉事人员。请务必包括其他人如何受到与您不同的对待。如果您有任何有关所发生事件的其他信息，请在表格中附上支持文档。</p>		

### 第 3 节：过去的歧视投诉

您正在为涉嫌的歧视寻求何种补救措施？请注意，此流程不会导致支付惩罚性赔偿或经济赔偿。

列出我们应联系的任何其他人员，以获取支持您的申诉的进一步信息。请在下面列出他们的姓名、电话号码、地址、电子邮件地址。

姓名：

地址：

城市：

州：

邮编：

姓名：

地址：

城市：

州：

邮编：

### 第 4 部分：过去的歧视投诉

您是否向任何其他机构或法院提交过投诉、申诉或诉讼？

名称：

时间：

状态：

如果已知结果：

申诉号：

您是否已有负责此事的律师？

第 5 节：签名		
姓名(请打印):		
签名:		
日期:		
您是否代表自己提出此投诉		
如果否, 请提供投诉人的联系信息和关系:		
姓名:		
地址:		
城市:	州:	邮编:
电话 (办公):	电话 (移动):	

## FTA 第六章 歧视投诉程序

在 RTC 的任何项目、服务或活动中，联邦法律禁止以种族、肤色或国籍为由的歧视。本禁止适用于 RTC 的所有分支机构、其承包商、顾问以及代表 RTC 行事的任何其他人。

与人类服务运输计划或流程相关的投诉可向 RTC 提出，并将转发至华盛顿州交通部 (WSDOT) 公平与民权办公室。如果您在提交申诉时需要协助或需要口译服务，请发送电邮至 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) 或致电 564-397-6067 联系 RTC 第六章协调员。

任何人如果认为其因种族、肤色或国籍而被排除在 RTC 的项目、服务或活动之外、被剥夺福利或受到歧视，均可提交申诉。

本程序涵盖根据经修订的《1964 年民权法案》第六章和《1987 年民权恢复法案》提交的与 RTC 以及次级接收方、顾问和承包商管理的任何项目或活动有关的任何申诉。

## 美国联邦运输管理局 (FTA) 和其他联邦机构程序

本程序并不会剥夺申诉人向美国其他州或联邦机构提交正式申诉或就涉嫌歧视的申诉寻求私人律师帮助的权利。我们将尽一切努力在 RTC 和次级接收方层面以非正式方式解决申诉。受影响方可以选择与 RTC 第六章协调员或指定调解员召开非正式调解会议来解决申诉。

我们将尽合理努力帮助残疾人、非英语人士和其他无法提交书面申诉的人。如在提交申诉时需要协助，请发送电邮至 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) 或致电 564-397-6067 联系 RTC 第六章协调员。

1. 任何个人、个人团体或实体，如果认为其受到反歧视规定所禁止的歧视，都可以向 RTC 的第六章协调员提交书面申诉。正式申诉必须在涉嫌歧视事件发生后 180 个日历日内提交，并由申诉人签署。RTC 不会对收到的口头申诉正式采取行动或做出回应。书面申诉将通过邮件或电子邮件接收。

Attn: Title VI Coordinator

Southwest Washington Regional Transportation Council

PO Box 1366  
Vancouver, WA 98666-1366  
邮箱 [TitleVI@RTC.org](mailto:TitleVI@RTC.org)

申诉须包含以下信息：

- 申诉人的联系信息，包括：全名、邮寄地址、电话号码（以及最佳通话时间）和电子邮件地址（如有）
  - 申诉依据（例如种族、肤色、国籍）
  - 涉嫌存在歧视的个人姓名和/或机构/组织的名称
  - 对涉嫌歧视行为的描述
  - 涉嫌歧视行为发生的日期以及涉嫌歧视是否仍在持续
2. 收到口头申诉后，RTC 代表将通知 RTC 第六章计划的一方或多方，引导其访问 RTC 网页以获取计划和申诉表，和/或按照要求向申诉人提供以下任一材料的硬拷贝。RTC 代表应尽快将口头申诉以及为确保政策合规而采取的行动通知第六章协调员和执行董事。口头申诉将予以记录，等待正式且必要的书面申诉。
  3. 收到书面申诉后，RTC 将确定其管辖权、是否受理、是否需要额外信息以及申诉的调查依据。在某些情况下，例如确定是否存在利益冲突时，RTC 可能会要求其监督机构、WSDOT 公平与民权办公室或适当的州级/联邦级机构进行调查。如果外部机构负责调查，他们将根据其现行《第六章计划》，遵循其采用的歧视申诉调查程序。  
  
调查仅由符合资质的、训练有素的调查人员执行。任何机构不得调查针对自身的申诉。
  4. 如果申诉针对的是与 RTC 签订合同的次级接收方、顾问或承包商，则应在 15 天内将申诉通知适当的部门和/或机构。



5. 一旦 RTC 决定启动程序，申诉人和承诉人将在五（5）个日历日内收到相关决定的书面通知。第六章协调员将在 RTC 的第六章记录中记录申诉连同指控的依据。
6. 如由 RTC 负责调查申诉，RTC 将向承诉人提供以书面形式回应指控的机会。承诉人将在收到通知后十（10）个日历日内向 RTC 提供其对指控的回应。
7. 在收到申诉后 60 天内，协调员或外部机构调查员将编写一份书面调查报告上交 RTC 执行董事。调查报告应包括事件的叙述性描述、受访者的身份、调查结果和处置建议。
8. 处置建议应由 RTC 的法律顾问审阅。法律顾问可以与协调员和其他适当的工作人员讨论报告和建议。根据需要，调查报告可能会进一步审阅和修正，然后由 RTC 执行董事批准，并最终向各方发布。在某些情况下，将由外部机构批准最终报告。
9. 一旦调查报告成为最终报告，各方将在 15 个日历日内安排简报会。在简报会期间，申诉人和承诉人均应收到调查报告副本，并将获知各自的上诉权利。
10. 在收到申诉后 60 个日历日内，申诉副本和 RTC 调查报告将向 WSDOT 公平与民权办公室或适当的监督机构转发。
11. 在任何申诉流程中，协调员将持续更新与第六章申诉相关的申诉记录行动，并根据需要将信息纳入《第六章年度成就和目标报告》中。

如果申诉人或承诉人对所指控的歧视性惯例的调查结果不满意，其应获知其有权向监督机构、华盛顿州交通部、美国交通部、提供项目资金的其他联邦机构或美国司法部提出上诉。在相关机构做出最终决议后，申诉人可在 180 个日历日内向相关机构提出上诉。除非出现以前未考虑过的新事实，否则调查机构将无法重新考虑最终决定。

除了上述申诉流程外，申诉人还可以向以下办公室提交第六章申诉：

- Washington State Department of Transportation Office of Equity and Civil Rights P.O. Box 47314 310 Maple Park Olympia, WA 98504-7314
- Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor – TCR 1200 New Jersey Ave., SE Washington, DC 20590
- United States Department of Justice Civil Rights Division Coordination and Review Section – NWB 950 Pennsylvania Avenue NW Washington, DC 20530

申诉人可以同时向当地公共机构（LPA）、WSDOT 和 FTA 提交第六章申诉。

**XXIV.** Appendix E: Title VI Complaint Form and Procedures in Vietnamese



## Phân biệt đối xử theo Tiêu đề VI của FHWA Biểu mẫu và thủ tục khiếu nại

Nếu bạn tin rằng mình đã bị phân biệt đối xử vì chủng tộc, màu da hoặc quốc tịch của mình, bạn có thể gửi khiếu nại theo Quy định VI tới Hội đồng Giao thông Khu vực Tây Nam Washington. Nếu khiếu nại của bạn không liên quan đến Kế hoạch Giao thông Dịch vụ Nhân sinh, vui lòng điền vào biểu mẫu bên dưới. Biểu mẫu có thể được gửi tới: Hội đồng Giao thông Khu vực Tây Nam Washington, Attn: Điều phối viên Quy định VI, PO Box 1366, Vancouver, WA 98666-1366.

Đối với các khiếu nại về phân biệt đối xử liên quan đến Kế hoạch Giao thông Dịch vụ Nhân sinh hoặc quy trình, vui lòng điền vào biểu mẫu theo quy trình khiếu nại FTA. Để được dịch hoặc hỗ trợ khác, vui lòng liên hệ với Điều phối viên Quy định VI theo số 564-397-6067 hoặc [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov). Để biết bản sao Kế hoạch Quy định VI đầy đủ của RTC, hãy truy cập [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) hoặc liên hệ [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Phần 1: Thông tin liên hệ		
Tên:		
Địa Chỉ:		
Thành Phố:	Tiểu bang:	Mã Zip:
Điện Thoại (Nhà Riêng):	Điện Thoại (Di Động):	
Thời gian phù hợp nhất trong ngày để liên hệ với quý vị về đơn than phiền này:		
Email:		
Phần 2: Bối cảnh khiếu nại phân biệt đối xử		
Cơ sở khiếu nại phân biệt đối xử:		
Chủng Tộc: <input type="checkbox"/>	Màu Da: <input type="checkbox"/>	Nguồn Gốc Quốc Gia: <input type="checkbox"/>

Hãy giải thích:		
Ngày xảy ra vụ việc bị cáo buộc:		
Ai đã có hành vi phân biệt đối xử với quý vị?:		
Tên:	Tên Tổ Chức:	
Địa Chỉ:		
Thành Phố:	Tiểu bang:	Mã Zip:
Điện Thoại (Nhà Riêng):	Điện Thoại (Di Động):	
<p>Giải thích sự việc đã diễn ra, lý do vì sao quý vị cho rằng hành vi phân biệt đối xử đã xảy ra và quý vị đã bị phân biệt đối xử như thế nào. Cho biết những người đã tham gia. Hãy nhớ đề cập đến việc những người khác được đối xử khác với quý vị như thế nào. Nếu quý vị có bất kỳ thông tin nào khác về sự việc đã diễn ra, vui lòng đính kèm tài liệu hỗ trợ vào mẫu đơn.</p>		

### Phần 3: Biện pháp khắc phục khiếu nại phân biệt đối xử

Quý vị đang tìm kiếm biện pháp khắc phục nào cho hành vi phân biệt đối xử bị cáo buộc? Xin lưu ý là quy trình này sẽ không dẫn đến việc thanh toán các khoản bồi thường thiệt hại hoặc bồi thường tài chính.

Liệt kê bất kỳ cá nhân nào khác mà chúng tôi nên liên hệ để biết thêm thông tin nhằm hỗ trợ than phiền của quý vị. Vui lòng ghi tên, số điện thoại, địa chỉ, địa chỉ email của cá nhân đó dưới đây.

Tên:

Địa Chỉ:

Thành Phố:

Tiểu bang:

Mã Zip:

Tên:

Địa Chỉ:

Thành Phố:

Tiểu bang:

Mã Zip:

### Phần 4: Khiếu nại phân biệt đối xử trong quá khứ

Quý vị đã nộp đơn than phiền, khiếu nại hoặc khởi kiện lên bất kỳ cơ quan hoặc tòa án nào khác chưa?

Người nhận:

Thời gian:

Tình trạng:

Kết quả nếu biết:

Số đơn than phiền, nếu biết:

Quý vị có thuê luật sư hỗ trợ vấn đề này không?

**Phần 5: Chữ ký**

Tên (vui lòng in):

Chữ Ký:

Ngày:

Bạn đã nộp đơn khiếu nại này thay mặt cho chính bạn phải không?

Nếu không, vui lòng cung cấp thông tin liên hệ và mối quan hệ của người nộp đơn khiếu nại:

Tên:

Địa Chỉ:

Thành Phố:

Tiểu bang:

Mã Zip:

Điện Thoại (Nhà Riêng):

Điện Thoại (Di Động):

## Thủ tục khiếu nại phân biệt đối xử theo Tiêu đề VI của FHWA

Luật liên bang cấm hành vi phân biệt đối xử vì lý do chủng tộc, màu da hoặc nguồn gốc quốc gia trong bất kỳ chương trình, dịch vụ hay hoạt động nào của RTC. Quy định cấm này áp dụng cho tất cả các chi nhánh của RTC, các nhà thầu, tư vấn của hội đồng và bất kỳ người nào khác hành động thay mặt cho RTC.

Các khiếu nại liên quan đến bất kỳ chương trình viện trợ liên bang nào không liên quan đến Kế hoạch Vận chuyển Dịch vụ Nhân sinh có thể được nộp cho RTC. Sau đó, đơn than phiền sẽ được chuyển đến Văn Phòng Bình Đẳng và Dân Quyền của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT). Đối với các khiếu nại liên quan đến Kế hoạch Vận chuyển Dịch vụ Nhân sinh, vui lòng sử dụng biểu mẫu FTA và quy trình được nêu trong phần tiếp theo. Nếu quý vị cần được hỗ trợ để nộp đơn than phiền hoặc cần dịch vụ thông dịch, vui lòng liên hệ với Điều Phối Viên Đề Mục VI của RTC theo địa chỉ [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) hoặc theo số 564-397-6067.

Bất kỳ ai cho rằng mình bị tước quyền tham gia, bị từ chối cung cấp các quyền lợi hoặc bị phân biệt đối xử vì lý do chủng tộc, màu da hoặc nguồn gốc quốc gia trong bất kỳ chương trình, dịch vụ hay hoạt động nào của RTC đều có thể nộp đơn than phiền.

Phân biệt đối xử bao gồm việc thiếu quyền truy cập, quấy rối, trả thù và các tác động khác nhau từ một chương trình hoặc hoạt động. Quấy rối bao gồm nhiều hành vi lăng mạ và hạ nhục bằng lời nói hoặc hành vi. Trả thù bao gồm đe dọa, đe dọa, ép buộc hoặc tham gia vào các hành vi phân biệt đối xử khác đối với bất kỳ ai vì họ đã nộp đơn khiếu nại hoặc tham gia vào một cuộc điều tra phân biệt đối xử.

Các quy trình này bao gồm mọi đơn than phiền được nộp theo Đề Mục VI của Đạo Luật Dân Quyền năm 1964 đã được sửa đổi và Đạo Luật Khôi Phục Dân Quyền năm 1987 liên quan đến bất kỳ chương trình hay hoạt động nào do RTC quản lý, cũng như những người nhận phụ, tư vấn và nhà thầu.

### Quy Trình của Cơ Quan Quản Lý Đường Cao Tốc Liên Bang (FHWA)

Nếu RTC nhận được đơn than phiền liên quan đến các chương trình và hoạt động của FHWA thì các bước sau sẽ được thực hiện. Các quy trình này không phủ nhận quyền của người than phiền trong việc nộp đơn than phiền chính thức lên các cơ quan tiểu bang hoặc liên bang khác hoặc tìm luật sư riêng cho các than phiền cáo buộc hành vi phân biệt đối xử.

Hội đồng sẽ nỗ lực hợp lý để hỗ trợ người khuyết tật, người không nói Tiếng Anh và những cá nhân khác không thể nộp văn bản than phiền. Để được hỗ trợ nộp đơn than phiền, vui lòng liên hệ với Điều Phối Viên Đề Mục VI của RTC theo địa chỉ [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) hoặc theo số 564-397-6067.

1. Bất kỳ cá nhân hoặc nhóm nào tin rằng họ bị phân biệt đối xử dựa trên chủng tộc, màu da hoặc nguồn gốc quốc gia trong các chương trình, dịch vụ hoặc hoạt động có sự hỗ trợ của liên bang đều có thể nộp đơn khiếu nại Tiêu đề VI. Đơn khiếu



nại chính thức phải được nộp trong vòng 180 ngày kể từ ngày xảy ra cáo buộc và có chữ ký của người khiếu nại. Hãy liên hệ với Điều phối viên Tiêu đề VI của RTC nếu bạn cho rằng khiếu nại của mình có thể nằm ngoài thời hạn này.

2. Khiếu nại phải bằng văn bản, có chữ ký và có thể được gửi qua đường bưu điện, fax, trực tiếp hoặc e-mail. Nếu người khiếu nại gọi điện đến RTC để trình bày các cáo buộc, các cáo buộc của khiếu nại sẽ được ghi lại như được cung cấp qua điện thoại và sau đó đơn khiếu nại bằng văn bản sẽ được gửi đến người khiếu nại để chỉnh sửa và ký tên. Khiếu nại có thể được gửi đến:

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666  
E-mail [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)

3. Tất cả Đơn Than Phiền phải bao gồm các thông tin sau:

- Thông tin liên hệ của người than phiền, bao gồm: họ tên đầy đủ, địa chỉ nhận thư, số điện thoại (và thời gian phù hợp nhất để gọi điện) và địa chỉ e-mail (nếu có)
- Cơ sở than phiền (ví dụ: chủng tộc, màu da, nguồn gốc quốc gia)
- Tên của (những) người và/hoặc cơ quan/tổ chức bị cáo buộc có hành vi phân biệt đối xử
- Mô tả hành động phân biệt đối xử bị cáo buộc
- (Những) ngày diễn ra (các) hành động bị cáo buộc là phân biệt đối xử và hành vi bị cáo buộc là phân biệt đối xử đó có đang tiếp diễn hay không

1. RTC ghi lại tất cả các khiếu nại về Tiêu đề VI đã nhận được. Nhật ký Khiếu nại và tài liệu sẽ bị hủy bốn năm sau khi kết thúc năm tài chính mà vụ việc được kết thúc. Tất cả các khiếu nại về Tiêu đề VI đều được ghi lại. Nhật ký Khiếu nại chứa các thông tin sau cho mỗi khiếu nại được gửi:

- Tên và địa chỉ của người nộp đơn khiếu nại
- Ngày khiếu nại
- Căn cứ khiếu nại
- Giải quyết khiếu nại

- Tình trạng khiếu nại
2. Sau khi nhận được than phiền bằng lời nói, đại diện RTC sẽ thông báo cho một hoặc các bên về Kế Hoạch theo Đề Mục VI của RTC, hướng dẫn họ truy cập trang web của RTC để biết Kế Hoạch và Mẫu Đơn Khiếu Nại và/hoặc cung cấp cho người than phiền một bản giấy của một trong hai tài liệu đó theo yêu cầu. Người đại diện này sẽ thông báo cho Điều Phối Viên Đề Mục VI và Giám Đốc Điều Hành trong thời gian sớm nhất có thể về than phiền bằng lời nói đó và (các) hành động được thực hiện để đảm bảo tuân thủ chính sách. Than phiền bằng lời nói sẽ được ghi lại để chờ đơn than phiền chính thức và bằng văn bản theo yêu cầu.
  3. Sau khi nhận được đơn than phiền bằng văn bản, RTC sẽ chuyển đơn than phiền đó đến Văn Phòng Bình Đẳng và Dân Quyền của WSDOT để FHWA xử lý. WSDOT sẽ chỉ điều tra các đơn than phiền nếu được FHWA ủy quyền sau khi chấp nhận đơn than phiền. FHWA chịu trách nhiệm về mọi quyết định liên quan đến việc chấp nhận, bác bỏ hay chuyển đơn than phiền và việc không phát hiện hành vi vi phạm hay không tuân thủ.  
  
Người than phiền có quyền trực tiếp nộp đơn than phiền tới cơ quan tài trợ liên bang. Quý vị có thể trực tiếp nộp đơn than phiền theo Đề Mục VI tới FHWA theo địa chỉ sau đây:  
  
Federal Highway Administration  
U.S. Department of Transportation Office of Civil Rights  
8th Floor E81-105  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
CivilRights.FHWA@dot.gov
  4. Khi đơn than phiền được chuyển đến FHWA, Người Than Phiền sẽ được cho biết tên và thông tin liên hệ của nhân viên xử lý đơn than phiền.  
  
Luật liên bang cấm trả đũa các cá nhân vì đã nộp đơn than phiền về hành vi phân biệt đối xử hoặc đã tham gia điều tra về hành vi phân biệt đối xử. Mọi hành vi trả đũa bị cáo buộc đều phải được báo cáo bằng văn bản cho điều tra viên.
  5. FHWA sẽ đưa ra quyết định chung cuộc cho mọi vụ việc, kể cả những vụ việc do WSDOT điều tra. Sẽ không có cơ quan nào phúc thẩm hành chính cho đơn than phiền theo Đề Mục VI. Sau khi FHWA đưa ra quyết định chung cuộc, đơn than phiền sẽ được đóng hồ sơ.
  6. Điều Phối Viên Đề Mục VI của RTC sẽ cập nhật các hành động trong Nhật Ký Than Phiền theo Đề Mục VI liên quan đến than phiền theo Đề Mục VI trong suốt

mọi quy trình thanh toán và, theo yêu cầu, bao gồm cả thông tin trong Báo Cáo Mục Tiêu và Thành Tích Hàng Năm theo Đề Mục VI.

Không có quy định nào cấm người thanh toán nộp đơn thanh toán theo Đề Mục VI đồng thời cho cả cơ quan địa phương, WSDOT và FHWA.



## Phân biệt đối xử theo Tiêu đề VI của FTA Mẫu đơn khiếu nại và thủ tục

Nếu bạn tin rằng mình đã bị phân biệt đối xử vì chủng tộc, màu da hoặc quốc tịch của mình, bạn có thể gửi khiếu nại theo Quy định VI tới Hội đồng Giao thông Khu vực Tây Nam Washington. Nếu khiếu nại của bạn liên quan đến Kế hoạch Giao thông Dịch vụ Nhân sinh, vui lòng điền vào biểu mẫu bên dưới. Biểu mẫu có thể được gửi tới: Hội đồng Giao thông Khu vực Tây Nam Washington, Attn: Điều phối viên Quy định VI, PO Box 1366, Vancouver, WA 98666-1366.

Đối với các khiếu nại về phân biệt đối xử không liên quan đến Kế hoạch Giao thông Dịch vụ Nhân sinh hoặc quy trình, vui lòng điền vào biểu mẫu theo quy trình khiếu nại của FHWA. Để được dịch hoặc hỗ trợ khác, vui lòng liên hệ với Điều phối viên Quy định VI theo số 564-397-6067 hoặc [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov). Để biết bản sao Kế hoạch Quy định VI đầy đủ của RTC, hãy xem [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) hoặc liên hệ với [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Phần 1: Thông tin liên hệ		
Tên:		
Địa Chỉ:		
Thành Phố:	Tiểu bang:	Mã Zip:
Điện Thoại (Nhà Riêng):	Điện Thoại (Di Động):	
Thời gian phù hợp nhất trong ngày để liên hệ với quý vị về đơn than phiền này:		
Email:		
Phần 2: Bối cảnh khiếu nại phân biệt đối xử		
Cơ sở khiếu nại phân biệt đối xử:		
Chủng Tộc: <input type="checkbox"/>	Màu Da: <input type="checkbox"/>	Nguồn Gốc Quốc Gia: <input type="checkbox"/>

Hãy giải thích:		
Ngày xảy ra vụ việc bị cáo buộc:		
Ai đã có hành vi phân biệt đối xử với quý vị?:		
Tên:	Tên Tổ Chức:	
Địa Chỉ:		
Thành Phố:	Tiểu bang:	Mã Zip:
Điện Thoại (Nhà Riêng):	Điện Thoại (Di Động):	
<p>Giải thích sự việc đã diễn ra, lý do vì sao quý vị cho rằng hành vi phân biệt đối xử đã xảy ra và quý vị đã bị phân biệt đối xử như thế nào. Cho biết những người đã tham gia. Hãy nhớ đề cập đến việc những người khác được đối xử khác với quý vị như thế nào. Nếu quý vị có bất kỳ thông tin nào khác về sự việc đã diễn ra, vui lòng đính kèm tài liệu hỗ trợ vào mẫu đơn.</p>		

### Phần 3: Biện pháp khắc phục khiếu nại phân biệt đối xử

Quý vị đang tìm kiếm biện pháp khắc phục nào cho hành vi phân biệt đối xử bị cáo buộc? Xin lưu ý là quy trình này sẽ không dẫn đến việc thanh toán các khoản bồi thường thiệt hại hoặc bồi thường tài chính.

Liệt kê bất kỳ cá nhân nào khác mà chúng tôi nên liên hệ để biết thêm thông tin nhằm hỗ trợ than phiền của quý vị. Vui lòng ghi tên, số điện thoại, địa chỉ, địa chỉ email của cá nhân đó dưới đây.

Tên:

Địa Chỉ:

Thành Phố:

Tiểu bang:

Mã Zip:

Tên:

Địa Chỉ:

Thành Phố:

Tiểu bang:

Mã Zip:

### Phần 4: Khiếu nại phân biệt đối xử trong quá khứ

Quý vị đã nộp đơn than phiền, khiếu nại hoặc khởi kiện lên bất kỳ cơ quan hoặc tòa án nào khác chưa?

Người nhận:

Thời gian:

Tình trạng:

Kết quả nếu biết:

Số đơn than phiền, nếu biết:

Quý vị có thuê luật sư hỗ trợ vấn đề này không?

**Phần 5: Chữ ký**

Tên (vui lòng in):

Chữ Ký:

Ngày:

Bạn đã nộp đơn khiếu nại này thay mặt cho chính bạn phải không?

Nếu không, vui lòng cung cấp thông tin liên hệ và mối quan hệ của người nộp đơn khiếu nại:

Tên:

Địa Chỉ:

Thành Phố:

Tiểu bang:

Mã Zip:

Điện Thoại (Nhà Riêng):

Điện Thoại (Di Động):

## Thủ tục khiếu nại phân biệt đối xử theo Tiêu đề VI của FTA

Luật liên bang cấm hành vi phân biệt đối xử vì lý do chủng tộc, màu da hoặc nguồn gốc quốc gia trong bất kỳ chương trình, dịch vụ hay hoạt động nào của RTC. Quy định cấm này áp dụng cho tất cả các chi nhánh của RTC, các nhà thầu, tư vấn của hội đồng và bất kỳ người nào khác hành động thay mặt cho RTC.

Các khiếu nại liên quan đến Quy trình hoặc Kế hoạch Vận chuyển Dịch vụ Nhân sinh có thể được nộp cho RTC. Sau đó, đơn than phiền sẽ được chuyển đến Văn Phòng Bình Đẳng và Dân Quyền của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT). Nếu quý vị cần được hỗ trợ để nộp đơn than phiền hoặc cần dịch vụ thông dịch, vui lòng liên hệ với Điều Phối Viên Đề Mục VI của RTC theo địa chỉ [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) hoặc theo số 564-397-6067.

Bất kỳ ai cho rằng mình bị tước quyền tham gia, bị từ chối cung cấp các quyền lợi hoặc bị phân biệt đối xử vì lý do chủng tộc, màu da hoặc nguồn gốc quốc gia trong bất kỳ chương trình, dịch vụ hay hoạt động nào của RTC đều có thể nộp đơn than phiền.

Các quy trình này bao gồm mọi đơn than phiền được nộp theo Đề Mục VI của Đạo Luật Dân Quyền năm 1964 đã được sửa đổi và Đạo Luật Khôi Phục Dân Quyền năm 1987 liên quan đến bất kỳ chương trình hay hoạt động nào do RTC quản lý, cũng như những người nhận phụ, tư vấn và nhà thầu.

### Quy Trình của Cơ Quan Quản Lý Vận Tải Liên Bang (FTA) và Cơ Quan Liên Bang Khác

Các quy trình này không phủ nhận quyền của người than phiền trong việc nộp đơn than phiền chính thức lên các cơ quan tiểu bang hoặc liên bang khác hoặc tìm luật sư riêng cho các than phiền cáo buộc hành vi phân biệt đối xử. Mọi nỗ lực sẽ được thực hiện để giải quyết các than phiền một cách không chính thức ở cấp độ RTC và người nhận phụ. Có thể chọn phương án (các) cuộc họp hòa giải không chính thức giữa các bên bị ảnh hưởng và Điều Phối Viên Đề Mục VI của RTC hoặc hòa giải viên được chỉ định để giải quyết.

Hội đồng sẽ nỗ lực hợp lý để hỗ trợ người khuyết tật, người không nói Tiếng Anh và những cá nhân khác không thể nộp văn bản than phiền. Để được hỗ trợ nộp đơn than phiền, vui lòng liên hệ với Điều Phối Viên Đề Mục VI của RTC theo địa chỉ [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov) hoặc theo số 564-397-6067.

1. Bất kỳ cá nhân, nhóm người hoặc tổ chức nào cho rằng mình là nạn nhân của hành vi phân biệt đối xử bị cấm bởi các yêu cầu không phân biệt đối xử đều có thể nộp đơn than phiền bằng văn bản tới Điều Phối Viên Đề Mục VI của RTC. Người than phiền phải nộp đơn than phiền chính thức trong vòng 180 ngày kể từ



ngày xảy ra hành vi bị cáo buộc và phải ký vào đơn than phiền. RTC sẽ không chính thức xử lý hoặc phản hồi các than phiền được tiếp nhận qua lời nói. Đơn than phiền bằng văn bản sẽ được nhận qua đường bưu điện hoặc e-mail.

Attn: Title VI Coordinator  
Southwest Washington Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666-1366  
E-mail [TitleVI@RTC.org](mailto:TitleVI@RTC.org)

Tất cả Đơn Than Phiền phải bao gồm các thông tin sau:

- Thông tin liên hệ của người than phiền, bao gồm: họ tên đầy đủ, địa chỉ nhận thư, số điện thoại (và thời gian phù hợp nhất để gọi điện) và địa chỉ e-mail (nếu có)
  - Cơ sở than phiền (ví dụ: chủng tộc, màu da, nguồn gốc quốc gia)
  - Tên của (những) người và/hoặc cơ quan/tổ chức bị cáo buộc có hành vi phân biệt đối xử
  - Mô tả hành động phân biệt đối xử bị cáo buộc
  - (Những) ngày diễn ra (các) hành động bị cáo buộc là phân biệt đối xử và hành vi bị cáo buộc là phân biệt đối xử đó có đang tiếp diễn hay không
2. Sau khi nhận được than phiền bằng lời nói, đại diện RTC sẽ thông báo cho một hoặc các bên về Kế Hoạch theo Đề Mục VI của RTC, hướng dẫn họ truy cập trang web của RTC để biết Kế Hoạch và Mẫu Đơn Khiếu Nại và/hoặc cung cấp cho người than phiền một bản giấy của một trong hai tài liệu đó theo yêu cầu. Người đại diện này sẽ thông báo cho Điều Phối Viên Đề Mục VI và Giám Đốc Điều Hành trong thời gian sớm nhất có thể về than phiền bằng lời nói đó và (các) hành động được thực hiện để đảm bảo tuân thủ chính sách. Than phiền bằng lời nói sẽ được ghi lại để chờ đơn than phiền chính thức và bằng văn bản theo yêu cầu.
  3. Sau khi nhận được đơn khiếu nại bằng văn bản, RTC sẽ xác định thẩm quyền, khả năng chấp nhận, nhu cầu cung cấp thêm thông tin và giá trị điều tra của khiếu nại. Trong một số trường hợp, chẳng hạn như xác định tình trạng xung đột lợi ích, RTC có thể yêu cầu cơ quan tiếp nhận, Văn Phòng Bình Đẳng và Dân Quyền của WSDOT hoặc cơ quan liên bang/tiểu bang thích hợp tiến hành điều tra. Trong trường hợp một cơ quan bên ngoài xử lý việc điều tra, cơ quan đó sẽ

tuân theo các quy trình đã được thông qua để điều tra các than phiền về phân biệt đối xử, theo Kế Hoạch Đề Mục VI hiện tại của họ.

Chỉ những điều tra viên có trình độ, được đào tạo bài bản mới được tiến hành những cuộc điều tra này. Không cơ quan nào được phép điều tra than phiền chống lại chính cơ quan đó.

4. Nếu là than phiền chống lại người nhận phụ, tư vấn hoặc nhà thầu theo hợp đồng với RTC thì bộ phận và/hoặc cơ quan thích hợp sẽ được thông báo về than phiền đó trong vòng 15 ngày.
5. Sau khi RTC quyết định phương thức hành động, người than phiền và người bị than phiền sẽ được thông báo bằng văn bản về quyết định đó trong vòng năm (5) ngày theo lịch. Than phiền sẽ được Điều Phối Viên Đề Mục VI ghi vào hồ sơ Đề Mục VI của RTC cùng với cơ sở cho cáo buộc đó.
6. Trong trường hợp RTC đảm nhận việc điều tra than phiền, RTC sẽ cho người bị than phiền cơ hội phản hồi các cáo buộc bằng văn bản. Người bị than phiền phải cung cấp cho RTC phản hồi về các cáo buộc trong vòng mười (10) ngày theo lịch kể từ ngày nhận được than phiền đó.
7. Trong vòng 60 ngày kể từ ngày nhận được than phiền, Điều Phối Viên hoặc điều tra viên của cơ quan bên ngoài sẽ chuẩn bị báo cáo điều tra bằng văn bản cho Giám Đốc Điều Hành của RTC. Báo cáo phải bao gồm phần mô tả tường thuật về vụ việc, danh tính những người được phỏng vấn, các phát hiện và đề xuất cách xử lý.
8. Đề xuất sẽ được cố vấn pháp lý của RTC xem xét, cố vấn có thể thảo luận về báo cáo và đề xuất với Điều Phối Viên và nhân viên thích hợp khác. Báo cáo có thể được xem xét thêm và sửa đổi nếu cần, sau đó được Giám Đốc Điều Hành của RTC phê duyệt và trở thành báo cáo chính thức để công bố cho các bên. Trong một số trường hợp, một bên bên ngoài sẽ phê duyệt báo cáo cuối cùng.
9. Sau khi có báo cáo điều tra chính thức, các cuộc họp cung cấp thông tin sẽ được lên lịch với mỗi bên trong vòng 15 ngày theo lịch. Cả người than phiền và người bị than phiền đều sẽ nhận được một bản báo cáo điều tra trong các cuộc họp cung cấp thông tin, đồng thời sẽ được thông báo về quyền khiếu nại tương ứng của họ.

10. Một bản đơn than phiền và báo cáo điều tra của RTC sẽ được chuyển đến Văn Phòng Bình Đẳng và Dân Quyền của WSDOT hoặc cơ quan giám sát thích hợp trong vòng 60 ngày kể từ ngày nhận được than phiền.
11. Điều Phối Viên sẽ cập nhật các hành động trong Nhật Ký Than Phiền liên quan đến than phiền theo Đề Mục VI trong suốt mọi quy trình than phiền và, theo yêu cầu, bao gồm cả thông tin trong Báo Cáo Mục Tiêu và Thành Tích Hàng Năm theo Đề Mục VI.

Nếu không hài lòng với kết quả điều tra về (các) hành vi phân biệt đối xử bị cáo buộc, người than phiền hoặc người bị than phiền sẽ được thông báo về quyền khiếu nại quyết định của RTC lên cơ quan tiếp nhận, Sở Giao Thông Tiểu Bang Washington, Bộ Giao Thông Vận Tải Hoa Kỳ, cơ quan liên bang khác cung cấp kinh phí cho chương trình hoặc Bộ Tư Pháp Hoa Kỳ. Người than phiền phải khiếu nại quyết định của cơ quan trong vòng 180 ngày theo lịch sau khi có quyết định chính thức của cơ quan thích hợp. Trừ khi có các tình tiết mới chưa được xem xét trước đó, quyết định chính thức của cơ quan điều tra sẽ không được tái xét.

Ngoài quy trình than phiền được mô tả trên đây, người than phiền có thể nộp đơn than phiền theo Đề Mục VI tới các văn phòng sau:

- Washington State Department of Transportation Office of Equity and Civil Rights P.O. Box 47314 310 Maple Park Olympia, WA 98504-7314
- Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor – TCR 1200 New Jersey Ave., SE Washington, DC 20590
- United States Department of Justice Civil Rights Division Coordination and Review Section – NWB 950 Pennsylvania Avenue NW Washington, DC 20530

Không có quy định nào cấm người than phiền nộp đơn than phiền theo Đề Mục VI đồng thời cho cả Cơ Quan Công Quyền Địa Phương (LPA), WSDOT và F.

## **XXV.** Appendix F: Title VI Public Involvement Form



## Title VI Public Involvement Form

Funding from the United States federal government helps to pay for the Regional Transportation Council's (RTC) transportation programs and many of state and local transportation projects in Clark, Klickitat, and Skamania counties. To receive this money, RTC has been asked by the federal government to learn more about people who attend public meetings to discuss transportation plans, programs and projects. This information is necessary under the requirements of Title VI of the federal Civil Rights Act of 1964.

The completion of this form is completely voluntary and it is not required that you disclose this information to participate in this public meeting. Any completed forms will be held on file at RTC's office. If you have questions about the federal funding process or this request for information, please contact RTC at 360-397-6067 or at [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

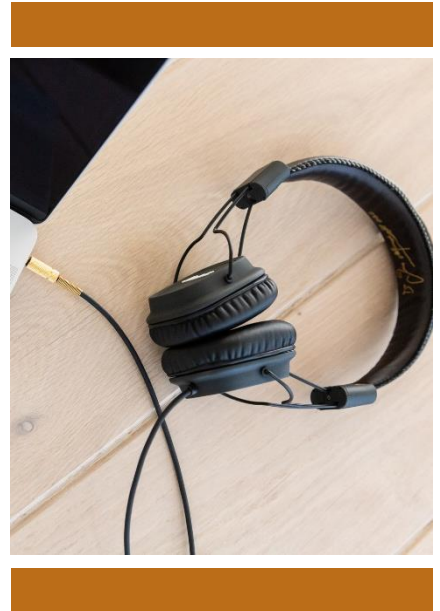
Project Name:	Date:
Meeting Location:	Name (Optional):
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other _____ <input type="checkbox"/> Prefer Not to Answer	
Race/Ethnicity: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other _____ <input type="checkbox"/> Prefer Not to Answer	
Language Spoken at Home: <input type="checkbox"/> English <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Chinese <input type="checkbox"/> Prefer not to Answer <input type="checkbox"/> Other _____	
Age: <input type="checkbox"/> Under 18 <input type="checkbox"/> 18 - 24 <input type="checkbox"/> 30 - 45 <input type="checkbox"/> 35 - 34 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65-79 <input type="checkbox"/> 80+ <input type="checkbox"/> Prefer Not to Answer	

***Thank you for participating!***

## **XXVI.** Appendix G: Language Assistance Plan

# Language Assistance Plan

July 2024



## Southwest Washington Regional Transportation Council

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1300 Franklin Street, Vancouver WA 98660  
Telephone: 564-397-6067  
Relay Service: #711 or (800) 833-6388  
[www.rtc.wa.gov](http://www.rtc.wa.gov)



## **Title VI Notice**

RTC operates its programs without regard to race, color, and national origin in accordance with applicable laws, including Title VI of the Civil Rights Act of 1964 and related statutes. To request additional information on RTC's Title VI nondiscrimination requirements, or if any person believes they have been aggrieved by an unlawful discriminatory practice under Title VI or other applicable law and would like to file a complaint, contact RTC at 564-397-6067 (TTY 711) or email [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Persons who do not speak or read English well may request at no cost, language assistance, oral interpretation and/or written translation. Contact RTC at 564-397-6067 (TTY 711) or email [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

## **American with Disabilities Act (ADA) Notice**

RTC will ensure that no qualified disabled individual shall, solely on the basis of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any of its programs, services, or activities as provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

Individuals requiring reasonable accommodations may request written materials at no cost, in alternate formats, sign language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting RTC at 564-397-6067 (TTY 711) or email [info@rtc.wa.gov](mailto:info@rtc.wa.gov), with two days advance notice.

## **Aviso del Título VI**

RTC opera sus programas sin considerar raza, color y origen nacional, de acuerdo con las leyes aplicables, incluyendo el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos relacionados. Para solicitar información adicional de los requisitos de no discriminación de RTC Título VI, o si cualquier persona cree que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI u otra ley aplicable y desearía presentar una reclamación, comuníquese con RTC al 564-397-6067 (TTY 711) o por correo electrónico a [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Las personas que no hablan o leen inglés bien pueden solicitar asistencia con el idioma, interpretación oral y/o traducción escrita, sin costo alguno. Comuníquese con RTC al 564-397-6067 (TTY 711) o por correo electrónico a [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

## **Aviso de la Ley de Estadounidenses con Discapacidades (ADA)**

RTC se asegurará de que ninguna persona discapacitada calificada, únicamente por su discapacidad, sea excluida de la participación, se le nieguen los beneficios o sea sometida a discriminación en cualquiera de sus programas, servicios o actividades según lo dispuesto por la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Estadounidenses con Discapacidades de 1990 (ADA).



Las personas que requieran adaptaciones razonables pueden solicitar materiales escritos sin costo, en formatos alternativos, intérpretes de lenguaje de señas, adaptaciones de accesibilidad física u otras adaptaciones razonables comunicándose con RTC al 564-397-6067 (TTY 711) o enviando un correo electrónico a [info@rtc.wa.gov](mailto:info@rtc.wa.gov), con dos días de antelación.

## Раздел VI Уведомление

RTC предоставляет участие в своих программах независимо от расы, цвета кожи и национального происхождения, в соответствии с применимыми законами, включая раздел VI Закона о гражданских правах 1964 года и связанные с ним законодательные акты. Чтобы запросить дополнительную информацию о требованиях RTC по разделу VI о запрете дискриминации, или подать жалобу, если какое-либо лицо считает, что оно пострадало от незаконной дискриминационной практики, запрещённой разделом VI или другим применимым законодательством, свяжитесь с RTC по телефону 564-397-6067 (TTY 711) или электронной почте [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Лица, которые плохо говорят или читают по-английски, могут бесплатно запросить помощь устного и письменного переводчика. Позвоните в RTC 564-397-6067 (TTY 711) или отправьте сообщение по эл. почте на адрес [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

## Уведомление о Законе об американцах-инвалидах (ADA)

RTC будет гарантировать, что ни один квалифицированный инвалид не будет исключен из участия, лишен льгот или подвергнут дискриминации в рамках любой из его программ, услуг или мероприятий, как это предусмотрено, исключительно на основании его или ее инвалидности. разделом 504 Закона о реабилитации 1973 года и Законом об американцах-инвалидах 1990 года (ADA).

Лица, которым требуются разумные приспособления, могут бесплатно запросить письменные материалы в альтернативных форматах, услуги сурдопереводчиков, приспособления для физической доступности или другие разумные приспособления, связавшись с RTC по телефону 564-397-6067 (TTY 711) или по электронной почте [info@rtc.wa.gov](mailto:info@rtc.wa.gov), с предварительным уведомлением за два дня.

## 第六章通知

根据适用法律（包括 1964 年《民权法案》第六章和相关法规），RTC 不以种族、肤色和国籍为由拒绝您参加其运营的项目。如需索取有关 RTC 第六章非歧视要求的进一步信息，或者如果任何人认为其因第六章或其他适用法律下的非法歧视行为而受到侵害并希望提交申诉，请致电 RTC 564-397-6067（文字电话 711）联系我们或发送电子邮件至 [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov)。

英语不佳人士可以免费请求语言帮助、口译和/或书面翻译。请致电 564-397-606 (文字电话 711) 或发送电子邮件至 [info@rtc.wa.gov](mailto:info@rtc.wa.gov) 联系 RTC。

## **美國殘疾人法案 (ADA) 通知**

RTC 将确保任何合格的残疾人不得仅因其残疾而被排除在其提供的任何计划、服务或活动之外、被剥夺其福利或受到歧视1973 年康复法案第 504 条和 1990 年美国残疾人法案 (ADA)。

需要合理便利的個人可以透過致電564-397-6067 (TTY 711) 或發送電子郵件至 [info@rtc.wa.gov](mailto:info@rtc.wa.gov) 聯繫RTC，免費索取替代格式、手語翻譯、無障礙設施或其他合理便利的書面資料。

## **Thông báo Tiêu đề VI**

RTC điều hành các chương trình của mình mà không phân biệt chủng tộc, màu da và nguồn gốc quốc gia theo luật hiện hành, bao gồm cả Đề Mục VI của Đạo Luật Dân Quyền năm 1964 và các luật có liên quan. Để yêu cầu thông tin bổ sung về các quy định không phân biệt đối xử theo Đề Mục VI của RTC hoặc nếu bất kỳ người nào cho rằng mình bị ngược đãi bởi hành vi phân biệt đối xử trái pháp luật theo Đề Mục VI hoặc luật hiện hành khác và muốn nộp đơn than phiền, hãy liên hệ với RTC theo số 564-397-6067 (TTY 711) hoặc email [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Những người không nói hoặc đọc Tiếng Anh trôi chảy có thể yêu cầu dịch vụ hỗ trợ ngôn ngữ, thông dịch và/hoặc biên dịch miễn phí. Hãy liên hệ với RTC theo số 564-397-6067 (TTY 711) hoặc email [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

## **Thông báo về Đạo luật Người khuyết tật Hoa Kỳ (ADA)**

RTC sẽ đảm bảo rằng không có cá nhân khuyết tật đủ tiêu chuẩn nào, chỉ vì tình trạng khuyết tật của mình, sẽ bị loại khỏi việc tham gia, bị từ chối các lợi ích hoặc bị phân biệt đối xử trong bất kỳ chương trình, dịch vụ hoặc hoạt động nào của RTC như được cung cấp theo Mục 504 của Đạo luật Phục hồi chức năng năm 1973 và Đạo luật Người khuyết tật Hoa Kỳ năm 1990 (ADA).

Những cá nhân yêu cầu chỗ ở hợp lý có thể yêu cầu tài liệu bằng văn bản miễn phí, ở các định dạng thay thế, thông dịch viên ngôn ngữ ký hiệu, chỗ ở dành cho người khuyết tật hoặc chỗ ở hợp lý khác bằng cách liên hệ với RTC theo số 564-397-6067 (TTY 711) hoặc gửi email tới [info@rtc.wa.gov](mailto:info@rtc.wa.gov), báo trước hai ngày.

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# Language Assistance Plan

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Most persons living in the United States read, write, speak, and understand English. There are many persons, however, for whom English is not their primary language. If those persons have a limited ability to read, write, speak, or understand English, they are considered limited English proficient, or “LEP.” Language barriers often inhibit, or prohibit, LEP persons from accessing benefits and services, from understanding and exercising rights, from fulfilling responsibilities and obligations, and from understanding information provided to them regarding federally funded programs, activities, and services.

The Southwest Washington Regional Transportation Council (RTC) is designated under federal law as the Metropolitan Planning Organization (MPO) for Clark County and under state law as the Regional Transportation Planning Organization (RTPO) for Clark, Skamania, and Klickitat counties. RTC conducts and supports numerous state and federal planning, compliance, and certification programs, which enable members and other jurisdictions and entities in the region to obtain state and federal funding. RTC receives federal funding for its activities and plays a significant role in disbursement of federal transportation funding to member jurisdictions.

RTC is committed to engaging and involving all residents of Southwest Washington, including those with LEP, in its activities. Therefore, in accordance with the best practice standards for public involvement, together with assistance from the Washington State Department of Transportation (WSDOT) and other federal agencies, RTC has developed this Language Assistance Plan for Limited English Proficiency Persons. The LAP Plan outlines:

- how persons who may need language assistance are identified,
- the ways in which assistance is provided,
- staff training required, and
- how LEP persons are notified that assistance is available.

The goal of the LAP Plan is to ensure all residents of the RTC region can, to the fullest extent practicable, participate in RTC activities.

## **Title VI and Executive Order 13166**

Section 601 of Title VI of the Civil Rights Act of 1964, codified as amended (42 U.S.C. § 2000d), provides that no person in the United States shall “on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Consistent therewith, and in accordance with Section 602 of Title VI, (42 U.S.C. § 2000d-1), the Department of Justice promulgated regulations prohibiting recipients of federal funds from “utilizing criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin.” The USDOT later promulgated nearly identical regulations (see 49 C.F.R. § 21.5(b) (vii) (2)).

To further clarify rights protected by Title VI, President William J. Clinton, on August 11, 2000, issued Executive Order 13166, Improving Access to Service for Persons with Limited English Proficiency. The order requires each federal agency to examine its programs and activities and to develop and implement plans so LEP persons can meaningfully access those programs and activities. That Executive Order includes the following statement.

*Each Federal Agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.*

In conjunction with Executive Order 13166, the Department of Justice issued a general guidance document setting forth various principles for agencies to consider in developing guidance documents for recipients of federal funds (see *Enforcement of Title VI of the Civil Rights Act of 1964 – National Origin Discrimination against Persons with Limited English Proficiency*, 65 Fed. Reg. 50123).

### **USDOT and LEP Policy Guidance**

In accordance with Executive Order 13166, USDOT, on December 14, 2005, issued its *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons*. Adopting the framework established by the Department of Justice in its August 11, 2000 Guidance, USDOT identifies four factors that should be considered by a recipient of federal funds in assessing the needs of LEP persons and implementing a plan to address those needs.

The four factors include:

- 1) the number or proportion of LEP persons served or encountered in the eligible service population;
- 2) the frequency with which LEP individuals come in contact with the programs, activities, or services;
- 3) the nature and importance to LEP persons of your programs, activities, and services; and
- 4) the resources available to the recipient and costs

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they will have contact with a

program, activity, or service and the more likely enhanced language services will be needed. The intent is to strike a balance ensuring LEP persons have meaningful access to critical services without unduly burdening the local agency.

## LEP Assessment for the RTC Planning Area

### Factor 1: The number or proportion of LEP persons served or encountered in the eligible service population of the RTC region

The RTC region consists of Clark, Skamania, and Klickitat counties. To understand the profile of persons that may participate in RTC activities, the most recent United States Census data was used. For the purposes of this LAP Plan, persons who identified themselves as speaking English less than “very well” are considered LEP persons. Tables 1 through 3, below, summarize the relevant information derived from the United States Census Bureau 2018-2022 American Community Survey (ACS) 5-year Estimates.

*Table 1: Clark County - Speak English Less Than "Very Well"*

Language Spoken at Home Clark County, WA	Total Persons	% of Total Population
Spanish or Spanish Creole	11,537	2.4%
Russian, Polish, or Other Slavic	7,510	1.6%
Vietnamese	1,929	0.4%
Chinese	1,863	0.4%
Other non-English	4,812	1.0%
Total LEP Population	28,821	6.1%
Total Population (Speak English Very Well)	446,327	93.9%

*Source: 2018-2022 American Community Survey 5-year Estimates – Table C16001*

In Clark County (Table 1), Spanish or Spanish Creole is the most common non-English language spoken at home, accounting for almost half of the estimated 28,821 persons that speak English less

than “very well.” The estimated total LEP population of 28,821 represents about 6.1% of total 446,327 residents in Clark County.

**Table 2: Klickitat County - Speak English Less Than “Very Well”**

Language Spoken at Home Klickitat County, WA	Total Persons	% of Total Population
Spanish or Spanish Creole	1,028	4.7%
German or other West Germanic language	17	0.1%
Other LEP Population	36	0.2%
Total LEP Population	1,064	4.9%
Total Population (Speak English Very Well)	20,681	95.1%

Source: 2018-2022 American Community Survey 5-year Estimates – Table C16001

Spanish or Spanish Creole is also the most common non-English language spoken at home in Klickitat County (Table 2). The estimated 1,028 Spanish speakers who speak English less than “very well” represent over 97% of the 1,064 Klickitat residents who speak English less than “very well.” Over all about 4.9% of Klickitat County’s 20,681 persons are LEP persons.

**Table 3: Skamania County - Speak English Less Than “Very Well”**

Language Spoken at Home Skamania County, WA	Total Persons	% of Total Population
Spanish or Spanish Creole	98	0.8%
Other Asian and Pacific Island Languages	13	0.1%
Total LEP Population	111	1.0%
Total Population (Speak English Very Well)	11,502	99.0%

Source: 2018-2022 American Community Survey 5-year Estimates – Table C16001

In Skamania County (Table 3), Spanish or Spanish Creole is the most common non-English language spoken at home, accounting for almost all of the estimated 158 persons that speak English less than “very well.” The estimated LEP population of 111 represents about 1.0% of total 11,502 persons that reside in Skamania County.



## **Factor 2: The frequency with which LEP individuals come in contact with RTC programs, activities, or services**

The previous analysis showed that LEP persons make up approximately 5.9% of Clark County's population, with the majority speaking Spanish or Spanish Creole (2.4%) and Russian (1.5%). In Skamania County the percentage of LEP persons was 1.37% and in Klickitat County the percentage of LEP persons was 4.43% with the majority speaking Spanish or Spanish Creole (1.28% and 4.07% respectively). Interpretation and translation for these languages are the most likely to be requested. To date, RTC has received no requests, formal or otherwise, by LEP persons seeking the translation of documents, interpreters at public meetings, or other language assistance.

RTC staff does not provide direct critical services to individuals. Activities are focused on regional planning efforts and allocation of funds to transportation projects to be implemented by other agencies and local governments. RTC remains committed to engaging and involving all residents of Southwest Washington, including those with LEP and seeking to remove linguistic barriers to full participation.

## **Factor 3: The nature and importance of the program, activity, or service provided by RTC**

RTC works with Southwest Washington counties (Clark, Skamania, and Klickitat), cities and towns, ports, tribes, transit agencies, and the state to develop policies and make decisions about long-term regional issues on land use, transportation, and the economy. RTC does not provide any direct projects or services to the population of the Southwest Washington region. However, RTC does distribute funds through several transportation programs, including funds for those with special transportation needs, who may include LEP persons. All funds RTC distributes are to eligible recipients and must be consistent with adopted regional plans, the approval and adoption processes of which are guided by RTC's Public Participation Plan and all other applicable laws and regulations.

RTC encourages public input and involvement from all residents or their representatives. RTC posts agendas for all meetings that are open to the public on the RTC website. RTC staff is available to address community organizations as requested. RTC staff fields inquiries from the public regarding transportation projects, other planning activities, and aging services. RTC frequently updates its website to allow residents to learn about and follow RTC activities. While LEP persons are encouraged to participate directly in RTC's regional activities, they are often more engaged at the local level with RTC member governments or in association with local projects. This type of engagement is critical, as the feedback received at the local level can then be communicated to RTC's regional programs.

#### **Factor 4: The resources available to RTC and costs of providing language assistance**

The fourth factor of the analysis weighs the preceding three factors to assess the needs of LEP persons within the RTC region, compared with the resources available to RTC and the costs of providing access. RTC is committed to offering all residents in the region the opportunity to participate in and receive services from RTC's activities. The Language Assistance Plan described below uses cost-efficient and productive measures to ensure language barriers are not preventing LEP persons from participating meaningfully in RTC's activities.

### **LAP Implementation Process**

The key to providing meaningful access to LEP persons is to ensure that RTC and LEP persons can communicate effectively and act appropriately based on that communication. RTC will take reasonable steps to ensure that LEP persons are given adequate information, are able to understand that information, and are able to participate fully and effectively in RTC programs and activities.

## Needs Assessment

The LEP assessment for the RTC planning area indicates that Spanish, Russian, Vietnamese, and Chinese speakers are the most likely LEP persons RTC staff will encounter. However, these are not the only languages; and when RTC staff encounter an LEP person, often the language will not be known. RTC staff will use *I Speak Cards* to identify a person's primary language. Copies will be kept with reception staff and brought to every public meeting.

*I Speak Cards*, as developed by the United States Census Bureau, bear the phrase "Mark this box if you read or speak [name of language]" translated into 38 different languages. The LEP person can then denote the language, and staff can respond as appropriate to provide or obtain assistance. The *I Speak Cards* may be downloaded at: <http://www.lep.gov/ISpeakCards2004.pdf>. Once an LEP person's primary language is identified, RTC staff will assess which language assistance measures would be most appropriate to assist the person to participate fully and effectively in RTC programs and activities.

## Language Assistance Tools

RTC uses Language Assistance Measures to provide meaningful, early, and continuous opportunities for all interested residents to participate in the dialogue that informs key decisions, regardless of language barriers. The primary solutions RTC employs are outlined below. While these are the primary measures RTC uses to support participation by LEP persons, additional tools and techniques may be used during different program and project processes.

## Written Documents

For guidance on when to translate written materials, RTC utilized the Safe Harbor Provision of the FTA Title VI Circular (4702.1B) when developing its policy for LEP populations:

*DOT has adopted DOJ's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor"*

*for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translations obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost. (See FTAC 4202.1B, Chapter III, 9C)*

The LEP assessment for the RTC planning area indicates that Spanish, Russian, Vietnamese, and Chinese are the four languages spoken by more than 1,000 LEP persons in Clark, Skamania, and Klickitat counties. In Clark County Spanish (10,763), Russian (6,820), Vietnamese (1,984), and Chinese (1,805) are over the 1,000 LEP person Safe Harbor Provision threshold. In Skamania County the largest population of LEP persons is Spanish (146), and in Klickitat County the largest population of LEP persons is Spanish (857).

Based on this assessment, RTC will translate vital documents into these four most frequently spoken languages – Spanish, Russian, Vietnamese, and Chinese. RTC's vital documents include:

- Title VI Notice
- Title VI Complaint Form and Procedures
- American with Disabilities Act (ADA) Policy
- American with Disabilities Act (ADA) Notice

RTC's primary non-vital documents include the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP). RTC will provide oral interpretation and/or written translation at no cost of these and other vital and non-vital documents on request. Requests can be made by emailing RTC's ADA Coordinator at [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

## Online Communication

Much of the public's interaction with RTC is through its website: [www.rtc.wa.gov](http://www.rtc.wa.gov). In the website footer, RTC provides continuous access to Google Translate, which provides translation into over 90 languages. Additionally, in the footer are links in Spanish, Russian, Vietnamese, and Chinese to Title VI and ADA vital document notifications in Spanish, Russian, Vietnamese, and Chinese.

## Notifications

The following Title VI statement is included in RTC documents in Spanish, Russian, Vietnamese, and Chinese, notifying the public of their rights under Title VI and the availability of translation services . The notification reads:

### Title VI Notice

RTC operates its programs without regard to race, color, and national origin in accordance with applicable laws, including Title VI of the Civil Rights Act of 1964 and related statutes. To request additional information on RTC's Title VI nondiscrimination requirements, or if any person believes they have been aggrieved by an unlawful discriminatory practice under Title VI or other applicable law and would like to file a complaint, contact RTC at 564-397-6067 (TTY 711) or email [TitleVI@rtc.wa.gov](mailto:TitleVI@rtc.wa.gov).

Persons who do not speak or read English well may request at no cost, language assistance, oral interpretation and/or written translation. Contact RTC at 564-397-6067 (TTY 711) or email [info@rtc.wa.gov](mailto:info@rtc.wa.gov).

The following American with Disabilities Act (ADA) notice is included in RTC documents in Spanish, Russian, Vietnamese, and Chinese,

notifying the public of their rights and the availability of accommodations. The notification reads:

### **American with Disabilities Act (ADA) Notice**

RTC will ensure that no qualified disabled individual shall, solely on the basis of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any of its programs, services, or activities as provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

Individuals requiring reasonable accommodations may request written materials at no cost, in alternate formats, sign language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting RTC at 564-397-6067 (TTY 711) or email [info@rtc.wa.gov](mailto:info@rtc.wa.gov), with two days advance notice.

### **Surveys**

RTC utilizes survey tools as part of its community engagement processes for different projects and programs. The surveys have been translated into other languages based on the identified LEP populations and the type of information being requested.

### **Oral Communication**

When RTC receives a request for oral language assistance, staff members will follow these steps, as needed:

- Use the *I Speak Card*, if needed, to determine the person's primary language. These cards are available at the front desk and are brought to every public meeting.
- Take the person's name and contact information.
- Use the telephone interpreter service RTC contracts with to provide telephone-based interpreter services. If a request for interpretation is made in advance, RTC will utilize the

Washington Courts web site

[www.courts.wa.gov/programs\\_orgs/pos\\_interpret/](http://www.courts.wa.gov/programs_orgs/pos_interpret/), which provides a directory of certified interpreters by location, to arrange for services.

- The offer of a certified interpreter will always be made, regardless of the availability of a family member, friend, or volunteer for interpretation.

## Mailing Lists

RTC will continue to monitor and update mailing lists and databases for meetings and community engagement purposes to include those as identified LEP populations, other underserved groups, community groups, Title VI relevant populations, businesses, membership groups, and local governments.

## Agendas

The agendas for all RTC meetings include information on how to get materials and services in alternative formats and nondiscrimination notifications. The notification reads:

Language assistance, materials in alternate formats, or other reasonable accommodations are available at no cost by contacting RTC at 564-397-6067 (TTY 711) or email [info@rtc.wa.gov](mailto:info@rtc.wa.gov), with two days advance notice.

Español | Spanish, Русский | Russian, 中文 | Chinese, Tiếng Việt | Vietnamese

visit [www.rtc.wa.gov/info/titleVI](http://www.rtc.wa.gov/info/titleVI) or [www.rtc.wa.gov/info/ADA](http://www.rtc.wa.gov/info/ADA)

## Visualization Tools

Visualization techniques are one way to communicate with LEP or low-literacy persons. RTC uses visualization techniques such as maps, charts, graphs, illustrations, presentations, and videos at all types of meetings and in all types of print materials to explain concepts behind actions and decision-making. RTC may also use handouts and posters

to display visual information. RTC's meeting rooms are equipped with computers, projectors, and sound systems for displaying visual and audio information.

## **Staff Training**

In order to establish meaningful access to information and services for LEP individuals, RTC will train its employees to assist in person and/or by telephone any LEP individuals who request assistance using the assistance measures outlined above.

## **Monitoring**

This LAP Plan will be incorporated into RTC's Title VI Plan, and RTC's Title VI Coordinator will report on requests for language assistance in RTC's annual Title VI Report to the Washington State Department of Transportation. RTC will adjust practices to meet language assistance needs and demand and periodically update this plan to reflect any changes.