



City of Mukilteo

Title VI  
Nondiscrimination  
Policy & Program

as of July 2019, rev.  
May 2020

*equal opportunity  
for all*



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## **SECTION I. City of Mukilteo Nondiscrimination Policy Statement**

The City of Mukilteo (City) assures that no person shall, on the grounds of race, color, national origin (including limited English proficiency), or sex, or any other group of people protected under federal or state discrimination statutes, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City sponsored program or activity. The City further assures every effort will be made to ensure nondiscrimination in all its programs and activities, including programs and activities that do not receive federal financial aid.

As a recipient of federal highway funds, the City of Mukilteo must comply with Title VI of the Civil Rights Act of 1964 (49 CFR part 21) and related nondiscrimination laws, regulations and other requirements.

In the event the City distributes federal financial aid to a sub-recipient, the City will include Title VI language in all written agreements and will monitor for compliance as specified in Appendices 1 and 2. The Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other City responsibilities as required by 23 Code of Federal Regulation (CFR) Part 200 and 49 CFR Part 21.

### **About Title VI**

Title VI of the Civil Rights Act of 1964 states 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.”*

The Civil Rights Restoration Act of 1987 (P.L. 100-259) broadened the scope of Title VI by expanding the definition of terms “programs or activities” to include all programs or activities to include all programs or activities of federal aid recipients, subrecipients, and contractors/consultants, whether such programs or activities are federally funded or not.

### **Objectives of the Title VI Nondiscrimination Policy**

The objectives of the City of Mukilteo’s Title VI Nondiscrimination Policy are:

- To ensure that all persons, regardless of race, color, national origin (including limited English proficiency), or sex receive the benefits of City programs and activities.
- To ensure the City of Mukilteo complies with Title VI and to assign responsibilities for ensuring compliance.
- To ensure compliance with the Washington State Department of Transportation Nondiscrimination Agreement Population Under 100,000 and Title VI Assurances and Procedures.
- To promote full and fair participatory decision-making.
- To establish clear procedures for filing, investigating, and successfully resolving complaints on a timely basis.



**Title VI Nondiscrimination Agreement between Washington State Department of Transportation and the City of Mukilteo**


**Policy Statement**

The City of Mukilteo, hereinafter referred to as the “Recipient”, assures that no person shall on the grounds of race, color, national origin (including limited English proficiency), or sex, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100-259) and Executive Order 13166, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI by expanding the definition of terms “programs or activities” to include all programs or activities to include all programs or activities of federal aid recipients, sub recipients, and contractors/consultants, whether such programs or activities are federally funded or not (Public Law 100-259 [S.557] March 22, 1988).

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

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

  
\_\_\_\_\_  
Jennifer Gregerson, Mayor  
Date 5-18-20

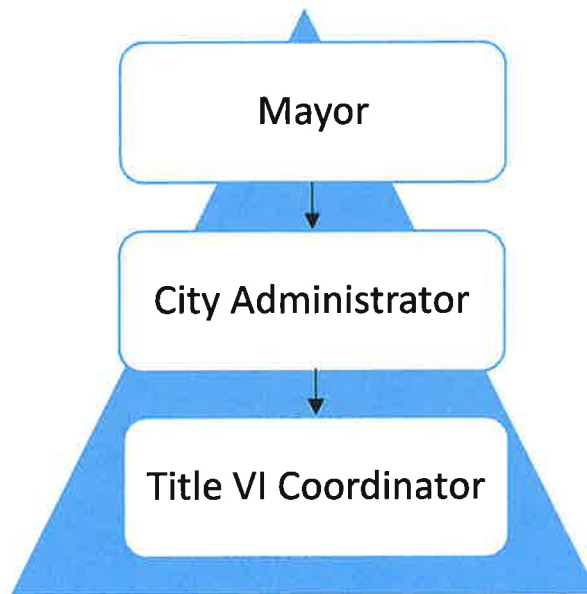


## SECTION II. Organization and Structure

The Mayor of the City of Mukilteo is responsible for ensuring the implementation of the City's Title VI Nondiscrimination Policy and Program.

The City Administrator is responsible for overseeing the operations of the City of Mukilteo, under the authority of the Mayor.

The City's Title VI Coordinator is responsible for overall management of the Title VI Program and the day-to-day administration of the Program Citywide, and reports directly to the City Administrator.





### **SECTION III. Title VI Assurances and Program**

*The City of Mukilteo hereby gives assurances for its Title VI Nondiscrimination Policy:*

1. The City of Mukilteo (City) assures that no person shall, on the grounds of race, color, national origin (including limited English proficiency), or sex, or any other group of people protected under federal or state discrimination statutes, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City sponsored program or activity.
2. That the City of Mukilteo will promptly take any measures necessary to implement this Title VI Program and remedy any deficiencies within a 90-day period following adoption by the City Council.
3. That the City of Mukilteo has developed a complaint process (*See Section IV, Civil Rights Discrimination Complaint Procedure*) and shall conduct investigations by training civil rights personnel or contractors in discrimination complaint investigations as specified in *B(12-15)* below.

*The City of Mukilteo hereby gives assurances of nondiscrimination in federally-assisted programs of the U.S. Department of Transportation and the Washington State Department of Transportation:*

1. The City of Mukilteo (City) assures that no person shall, on the grounds of race, color, national origin (including limited English proficiency), or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City sponsored program or activity regardless of whether those programs and activities are federally funded or not.
2. That activities and programs which the City hereby agrees to carry out in compliance with Title VI and related statutes include, but are not limited to and will be updated annually:  
<http://mukilteowa.gov/wp-content/uploads/Res-2018-13-Six-Year-Transportation-Improvement-Program-2019-2024.pdf>
3. That each Transportation program, activity and facility (i.e., lands change to roadways, park and ride lots, etc.) as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the City of Mukilteo by the Washington State Department of Transportation under the federally-funded program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants.



The person or persons whose signature is appears on this plan are authorized to sign these assurances on behalf of the City.

5. That the City shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all federally-funded programs and, in all proposals for negotiated agreements:

The City of Mukilteo, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of the Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin (including limited English proficiency), or sex in consideration for an award.

6. That the City of Mukilteo shall insert the clauses of Appendix 1 of this Agreement in every contract subject to the Act and the Regulations.
7. That the City of Mukilteo shall insert the clauses of Appendix 2 of this Agreement, as a covenant running with the land, in any deed from the United States affecting a transfer of real property, structures, or improvements thereon, or interest therein.
8. That the City of Mukilteo shall include the appropriate clauses set forth in Appendix 3 of this Agreement, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the City with other parties: (a) for the subsequent transfer of real property acquired or improved under a federal aid program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under a federal aid program.
  - a. Federal assistance shall include:
    - i. Grants and loads of federal funds.
    - ii. The grant or donation of federal property and interest in property.
    - iii. The details of federal personnel.
    - iv. The sale and lease of, and the permission to use (on other than a casual or transient basis, Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient.
    - v. Any federal agreement, arrangement or other contract which has as one of its purposes, the provision of assistance.



CITY OF  
**MUKILTEO**

9. That the City of Mukilteo agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations and this Agreement.
10. That the City of Mukilteo has designated the Public Works Director as the Title VI Coordinator who is responsible for initiating and monitoring Title VI activities, preparing required reports, and implement the civil rights requirements.
  - a. Additional responsibilities of the Title VI Coordinator include circulating the Plan throughout the City of Mukilteo and to the general public.
  - b. Such information shall be published where appropriate in languages other than English.
11. That the City of Mukilteo has developed a complaint process (*See Section IV, Civil Rights Discrimination Complaint Procedure*) consistent with Washington State Department of Transportation (WSDOT) Local Agency Guidelines M 36-63.35, and shall conduct investigations by trained civil rights personnel or contractors in discrimination complaint investigations.
  - a. Each complaint will be identified by race, color, national origin or sex, the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information.
  - b. A copy of the complaint, together with a copy of the City's report of investigation, will be forwarded to WSDOT's Office of Equal Opportunity (OEO) within 10 days of the date the complaint was received by the City.
12. The City will collect statistical data of at least race, color, national origin, sex, language and low-income populations of participants in, and beneficiaries of the Transportation programs and activities conducted by the City.
  - a. The City of Mukilteo may elect to collect statistical data of additional protected classes.
13. The City will conduct Title VI reviews of the City and sub-City contractor/consultant program areas and activities.
  - a. Revise where applicable, policies, procedures and directives to include Title VI requirements.
14. City staff will attend training programs on Title VI and related statutes conducted by WSDOT Office of Equal Opportunity (OEO).
  - a. The City will make Title VI training available to employees, consultants, contractors, and sub-recipients.
  - b. The training will provide comprehensive information on Title VI provisions, application to program operations and identification of Title VI issues and resolutions of complaints.
  - c. A summary of the training conducted will be reported in the annual report.
15. The City will prepare a yearly Title VI accomplishments report for the last year and goals for the next year.
  - a. The annual report is due on April 24 for each fiscal year, which is the anniversary of WSDOT's approval of the City's Nondiscrimination Agreement. This report is to include:





- i. Annual Work Plan that outlines Title VI monitoring and review activities planned for the coming year, and state by which each activity will be accomplished and the target date for completion.
- ii. Accomplishment Report that lists the major accomplishments made regarding Title VI activities.
  1. Instances where Title VI issues were identified and discrimination was prevented.
  2. Indicate activities and efforts the Title VI Coordinator and personnel have undertaken in monitoring Title VI.
  3. Include a description of the scope and conclusions of any special reviews, both internal and external, conducted by the Title VI Coordinator.
  4. List any major problem(s) identified and corrective action taken.
  5. Include a summary and status report on any Title VI complaints filed with the City of Mukilteo.



## SECTION IV. Title VI Civil Rights Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, or the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the City of Mukilteo. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the City's Title VI Coordinator for review and action. For more information, refer to <https://mukilteowa.gov/civil-rights-and-title-vi/>.
2. These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option for informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution.
3. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:
  - a. The date of alleged act of discrimination, or
  - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.

4. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative, which must be one of the following:
  - a. Hold written Power of Attorney from the claimant.
  - b. An attorney admitted to practice in the State of Washington on behalf of the claimant.
  - c. A court-appointed guardian for the claimant.
  - d. A guardian ad litem on behalf of the claimant.

Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer, manager or employee of the city, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handed according to the City's investigative procedures.

5. Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the



complainant of other avenues of redress available, such as WSDOT, the U.S. Department of Transportation (USDOT), or the Federal Highway Administration.

6. The City will advise WSDOT within 10 days of receipt of the allegations, to include:
  - a. Name, address and phone number of the complainant.
  - b. Name(s) and address(es) of the alleged discriminating official(s).
  - c. Basis of complaint (i.e., race, color, national origin or sex).
  - d. Dated of alleged discriminatory act(s).
  - e. Date complaint received by the City of Mukilteo.
  - f. A statement of the complaint.
  - g. Other agencies (i.e., state, local or federal) where the complaint has been filed.
  - h. An explanation of the actions the City has taken or proposed to resolve the issue raised in the complaint.
  
7. Within 60 days of receipt of the complaint, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the City Administrator. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
  
8. Within 90 days of receipt of the complaint, the City Administrator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with WSDOT, or the Federal Highway Administration, if they are dissatisfied with the final decision rendered by the City. The Title VI Coordinator will also provide WSDOT with a copy of this decision and summary of findings upon completion of the investigation.
  
9. Contacts for the different Title VI administrative jurisdictions are as follows:

WSDOT  
OEO, Title VI Program  
P.O. Box 47314  
Olympia, WA 98466  
(360) 708-7098

Federal Highway Administration  
Washington Division Office  
711 Capital Way S, Suite 501  
Olympia, WA 98501  
(360) 534-9325



## APPENDIX 1

### Title VI Nondiscrimination Policy for Federally-Assisted Transportation Programs

*The City of Mukilteo will insert or add the following clauses into every contract subject to the Act and Regulations associated with the receipt of federal financial assistance:*

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

1. **Compliance with Regulations** – The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the United States Department of Transportation (hereinafter USDOT), Title 49 CFR, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination** – The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin (including limited English proficiency), or sex in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Sub-contracts, Including Procurement of Materials and Equipment** – In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin or sex.
4. **Information and Reports** – The contractor shall provide all information and reports required by the Regulations or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Mukilteo or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instruction. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contract shall so certify to WSDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance** – In the event of the contractor’s noncompliance with the nondiscrimination provisions of this contract, the City of Mukilteo shall impose such contracts sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:



- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or:
  - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions** – The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the City of Mukilteo or USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request WSDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.



## APPENDIX 2

### Title VI Nondiscrimination Policy for Land Deeds from the United States

*The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.*

#### GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the state of Washington 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 Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation WSDOT (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d-4) does hereby remise, release, quitclaim, and convey unto the state of Washington all the right, title, and interest of the Department of Transportation in and to said land described in [Exhibit A] attached hereto and made a part thereof.

#### HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the state of Washington, 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 the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the state of Washington, its successors, and assigns.

The state of Washington, 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 shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands



hereby conveyed (,)(and)<sup>1</sup> (2) that the state of Washington, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination of Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.

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<sup>1</sup> Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.



## APPENDIX 3

### **Title VI Nondiscrimination Policy Pursuant to the Provisions of Assurance #B(9)**

*The following clauses shall be included in all transportation related deeds, licenses, leases, permits, or similar instruments entered into by the City of Mukilteo pursuant to the provisions of Assurance #B(9).*

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose of which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease has never been made or issued.

*The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Washington State Department of Transportation pursuant to the provisions of Assurance #B(9).*

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, national origin or sex, shall be excluded from participation in, be 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 furnishing of services thereon, no person on the grounds of race, color, national origin or sex shall be excluded from participation in, denied the benefits of, or otherwise be subjected to






discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.



# EXHIBIT 1

## TITLE VI Discrimination Claim Form

 <b>CITY OF MUKILTEO</b>	<b>TITLE VI DISCRIMINATION CLAIM FORM</b> <i>Claims must be presented to:</i> City of Mukilteo Title VI Coordinator 11930 Cyrus Way Mukilteo, WA 98275
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The City of Mukilteo, Washington, assures that no person shall on the grounds of race, color, national origin (including limited English proficiency), or sex, or any other group of people protected under federal or state discrimination statutes, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City sponsored program or activity. The City assures every effort will be made to ensure nondiscrimination in all its programs and activities, including those that do not received federal financial aid.

Any individual who believes that they have experienced unlawful discrimination may submit a complaint either online or using this form. See <https://mukilteowa.gov/civil-rights-discrimination-claim/> to file a claim online.

### CLAIMANT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Please make a checkmark that describes your relationship to the person making this civil rights discrimination claim.

- I am the claimant.
- I hold written Power of Attorney from the claimant.
- I am an attorney admitted to practice in the State of Washington on the claimant's behalf.
- I am a court-appointed guardian for the claimant.
- I am a guardian ad litem on behalf of the claimant.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Provide a phone number which you prefer for us to contact you. \_\_\_\_\_

Email Address \_\_\_\_\_

Provide the name of the individual aggrieved or making this discrimination claim if someone other than the person completing this form. You may skip this section if you are the claimant.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_


Provide a phone number of the person who is claiming discrimination. \_\_\_\_\_

Provide an email address of the person who is claiming discrimination. \_\_\_\_\_

**NOTE: Pursuant to Chapter 4.92 RCW, this form is for filing a tort claim against the City of Mukilteo, Washington. Some of the information requested on this form is required by RCW 4.92.100 and may be subject to public disclosure. Refer to the City's Civil Rights and Title VI Complaint Procedures.**



# CITY OF MUKILTEO

 <b>CITY OF MUKILTEO</b>	<b>TITLE VI DISCRIMINATION CLAIM FORM</b>
	<i>Claims must be presented to:</i> <i>City of Mukilteo Title VI Coordinator</i> <i>11930 Cyrus Way</i> <i>Mukilteo, WA 98275</i>

## CIVIL RIGHTS DISCRIMINATION

I believe I have been discriminated against in (check all that apply):

- Employment
- Fair Contracting
- Public Accommodation
- Other \_\_\_\_\_

I believe I have been discriminated against because of my: \_\_\_\_\_

## DISCRIMINATION INCIDENT

Explain what happened, why you believe it happened and how you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you.

Provide the name(s) address and telephone number of person(s) who is alleged to have discriminated against you.

Please provide the date, time and place where the discrimination occurred and a summary of what happened.

What remedy are you seeking for the alleged discrimination? Please note that this process will not result on 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 include their names, addresses, phone numbers and email addresses, etc.

Provide any additional information to assist us in reviewing your claim.

\*Title VI Discrimination Claim Form 5/2020



CITY OF  
**MUKILTEO**



CITY OF  
**MUKILTEO**

**TITLE VI DISCRIMINATION CLAIM FORM**

*Claims must be presented to:* City of Mukilteo Title VI Coordinator  
11930 Cyrus Way  
Mukilteo, WA 98275

**CONSENT**

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THE FOREGOING IS TRUE AND CORRECT. THIS CLAIM FORM MUST BE SIGNED BY THE CLAIMANT, BY A PERSON HOLDING A WRITTEN POWER OF ATTORNEY FROM THE CLAIMANT, BY AN ATTORNEY ADMITTED TO PRACTICE IN THE STATE OF WASHINGTON ON THE CLAIMANT'S BEHALF, OR BY A COURT-APPOINTED GUARDIAN OR GUARDIAN AD LITEM ON BEHALF OF THE CLAIMANT.

Signature \_\_\_\_\_

Date \_\_\_\_\_

'Title VI Discrimination Claim Form 5/2020

This form may also be completed online at; <https://mukilteowa.gov/civil-rights-discrimination-claim/>