



City of Napavine Title VI Civil Rights Act Complaint Process

The City of Napavine ensures compliance and monitoring which includes ensuring that City of Napavine departments, contractors and sub-recipients regardless of their tier must abide by Title VI of the Civil Rights Act of 1964, as amended.

Step 1: Contact Us. If you believe the City of Napavine has discriminated against you on the basis of race, color, national origin, disability, sex, or age in employment, public places, and contracting, you may file a complaint with the City of Napavine City Clerk. Complaints must be received within 180 days of the alleged incident. Title VI complaints can be filed in person or via mail at 407 Birch Ave. SW (PO Box 810), Napavine Washington 98565 or by phone: (360) 262-3547.

Step 2: Let's Talk. We will schedule some time to discuss your situation to decide whether there is sufficient information for a Title VI complaint.

Step 3: Complaint. If there is sufficient information to open an investigation, the City Clerk will draft a complaint for you to sign. The City of Napavine department will be notified of this complaint.

Step 4: Early Resolution. You and the City of Napavine will have an opportunity to participate in early resolution to address the complaint. Early resolution requires voluntary consent by all parties.

Step 5: Investigation. If early resolution is unsuccessful, the case will be assigned to an investigator to gather information, conduct interviews, and apply a legal analysis to the facts within 100 days from the date the complaint is filed.

Step 6: Determination. The investigator will decide whether there is enough evidence to support a 'reasonable cause' finding that a Title VI violation occurred.

File a Federal Complaint. You may file a Title VI complaint directly with the U.S. Department of Transportation by contacting the Department at: U.S. Department of Transportation, Federal Transit Administration's Office of Civil Rights: Complaint Team, East Building, 5th Floor - TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590 or call (888) 446-4511.