

# CITY OF BEAVERTON TITLE VI COMPLAINT PROCESS

## What is Title VI?

Title VI is a section of the Civil Rights Act of 1964 that prohibits discrimination on the basis of protected class identity by government agencies that receive federal funding.

In accordance with Title VI, the City of Beaverton assures that no person shall, on the grounds of *race, color, national origin, English proficiency, religion, sex, age, disability, income, sexual orientation or gender identity*, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any City of Beaverton program or activity.

If you believe that you have received discriminatory treatment by the City of Beaverton, a city contractor, or a city sub recipient of federal funds on the basis of the protected classes listed above, you have the right to file a complaint with the city's Title VI Coordinator. This is an administrative process that does not provide for compensatory or punitive damages. The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident.

## How do I file a complaint?

Complainants must use the city's Title VI Complaint Form at [www.BeavertonOregon.gov/titlevi](http://www.BeavertonOregon.gov/titlevi). If the complainant needs assistance in reducing the complaint to writing or signing it, they may request assistance from the Title VI Coordinator or may have another person write and acknowledge the complaint on their behalf. The form may be sent, faxed or emailed to:

Title VI Coordinator, Cultural Inclusion  
City of Beaverton  
PO Box 4755, Beaverton, OR 97076-4755  
Email: [TitleVI@BeavertonOregon.gov](mailto:TitleVI@BeavertonOregon.gov)  
Fax: 503-526-2479

The city's process is not exclusive. Complaints may also be filed with other state or federal agencies. If a complaint is filed with both the city and an external agency, the external complaint shall supersede the city's complaint and the city's complaint process will be suspended pending the external agency's findings. Complaints filed directly against the city will be forwarded to the Oregon Department of Transportation and the Federal Highway Administration for investigation and determination.

## Processing a Complaint.

Within 10 business days of receiving the complaint, the Title VI Coordinator will notify the complainant. The Title VI Coordinator will work with all affected parties and attempt to resolve the complaint. The option of informal mediation may be used at any stage. If the parties are unable to resolve the complaint, the Title VI Coordinator will investigate.

The complainant will receive a written decision within 60 business days of the Title VI Coordinator's receipt of the complaint.

**Appealing the Decision.**

If the complainant is not satisfied with the Title VI Coordinator's decision, the complainant has 14 business days from the date of the decision to provide written notice of appeal to the Title VI Coordinator.

The appeal shall be to the city's Human Resources Director. The Human Resources Director shall issue a decision on the appeal within 30 business days of the written notice of appeal, which shall be the final decision of the city.