

## Title VI Complaint Preliminary Assessment Form

This form is designed to collect preliminary information for Local Public Agencies' Title VI complaints prior to emailing the details to the Office of Equity and Civil Rights (OECR) Title VI Liaison and relevant parties.

**Date Received:**

**Name of Complainant:**

**Complainant Contact Information**

**Phone#:**

**Email Address:**

**Subrecipient Involved:**

**Date of allegation:**

**Was the alleged discrimination based on? Select all applicable:** ( ) race ( ) color ( ) national origin

Provide a concise summary of the allegation based on the details stated in the Title VI Compliant form and other relevant documentation the complainant submitted to OECR.

### Subrecipient Funding Status

1. Did the Division/Office within the Local Agency where the alleged Title VI violation occurred receive or pass through federal funding? ( ) **Yes** ( ) **No**
3. If yes, was the subrecipient receiving federal financial assistance at the time of the incident? ( ) **Yes** ( ) **No**
5. If yes, when were those funds received or passed through? [**Insert Fiscal Year**] and when did the alleged Title VI violation happen? [**Fiscal Year**]
6. Do any of those funds come from any of the following USDOT agencies? Select applicable agency. FHWA ( ) **Yes** ( ) **No** FTA ( ) **Yes** ( ) **No** FAA ( ) **Yes** ( ) **No**
7. If yes, were those funds received by the subrecipient through WSDOT? ( ) **Yes** ( ) **No**

**Title VI Liaison's Response:** Check all applicable parentheses.

Forwarded to the funding source ( ) Not a Title VI complaint ( ) WSDOT doesn't have jurisdiction ( )

Subrecipient to investigate ( ) Request additional documentation ( ) Send letter to complainant ( )

**Note:** This form is for OECR's internal use only.