



Paine Field Title VI Complaint Procedures

These procedures are for complaints of discrimination, other than employment discrimination, by Paine Field Airport. They apply to discrimination by airport employees, contractors, concessionaires, lessees, or tenants of Paine Field Airport facilities based upon race, creed, color, national origin, or sex, including but not necessarily limited to complaints under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. They cover any program or activity administered by Paine Field Airport.

Any person who feels that he or she has been subjected to discrimination on the basis of race, creed, color, national origin, or sex has the right to file a complaint with the Airport. These procedures do not deny or limit the right of a complainant to file a formal complaint with an outside agency, such as the U.S. Department of Transportation or Federal Aviation Administration (FAA), or to seek private legal counsel regarding discrimination.

Complaints must be filed within 180 days after the alleged discriminatory event, must be in writing, and must be delivered by one of the following:

By mail to:

Christy Cheever, Title VI Coordinator
Paine Field Airport
9901 24th Pl W, Suite A
Everett, WA 98204

By email to: **Title VI coordinator** at SAR-CustomerServices@co.snohomish.wa.us

Complainants may also file a written complaint directly with the FAA:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Ave. SW
Washington, D.C. 20591

1. If a complaint is received, the Title VI Coordinator will provide written acknowledgment to the complainant within ten (10) business days.
2. Upon the receipt of a written complaint, the Airport will investigate and attempt an early resolution.
3. Within 15 days of receiving a written complaint, the Title VI Coordinator will forward a copy of the complaint to the FAA Airport Nondiscrimination Compliance Program Team, along with a statement describing all actions taken to resolve the matter and the results of such actions. The

Title VI Coordinator will work with the Airport Nondiscrimination Compliance Program Team during this process.

4. The Title VI Coordinator will make every effort to complete discrimination complaint investigations sixty (60) calendar days after the written complaint is received but recognizes that some investigations may take longer. The Title VI Coordinator will document each investigation in an investigation report.
5. Upon completion of the investigation, the Title VI Coordinator will issue either a closure letter or a letter of finding. A closure letter summarizes the allegations and states that there was no finding of a Title VI violation, and that the investigation will be closed. A letter of finding summarizes the allegations and investigation findings and explains whether any disciplinary action, additional training, or other action will occur.
6. If the complainant disagrees with the conclusion of the investigation, the complainant may appeal in writing to the Airport Director. The written appeal, including all arguments, evidence, and documents supporting the appeal, must be received within fourteen (14) business days of the decision letter. The Airport Director will issue a final written decision in response to the appeal within thirty (30) business days. The Airport Director's decision is final.
7. Copies of the complaint, summary of the investigation report, any response, and the Airport's decision letter(s) will be sent to the FAA.



Paine Field Title VI Complaint Form

Section I

Any person who believes he or she has been subjected to discrimination on the basis of race, creed, color, gender, or national origin in any program or activity administered by the Paine Field Airport has the right to file a complaint with Paine Field Airport. Complaints must be filed within one hundred eighty (180) days following the date of the alleged discriminatory occurrence, must be filed using this form, and must be delivered to the Title VI Coordinator, 9901 24th Pl W, Everett, WA 98204 or via email at SAR-CustomerServices@co.snohomish.wa.us. If a complaint is initially made by phone, it must be supplemented with this Complaint Form within 180 days after the discriminatory event. This is not intended to deny or limit the right of a complainant to file a complaint with an outside agency, such as the U.S. Department of Transportation nor Federal Aviation Administration (FAA), or to seek private legal counsel regarding discrimination.

Please fill in your information below.

Basis for complaint

Race	Color	Sex	Creed	National origin
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Complainant

Name: _____

Address _____

Telephone (home) _____

Telephone (work) _____

Email address _____

Section II

Are you filing this complaint on your own behalf?

Yes

No

If you answered "yes" to this question, go to ***Section III***.

(continued on next page)

If you answered “no”, please provide the name and relationship of the person for whom you are filing.

Name:

Relationship

Did you obtain the permission to file this complaint from the person for whom you are filing?

Yes

No

Section III

Have you previously filed a Title VI complaint with the Port of Seattle or a regulatory agency?

Yes

No

If yes, which agency or agencies have you filed with?

Department of Transportation

Department of Justice

Federal Aviation Administration

Equal Employment Opportunity Commission

Other:

Have you filed a lawsuit regarding this complaint?

Yes

No

If yes, please include a copy of the lawsuit with this Complaint Form.

(continued on next page)

Section IV

Provide the location where the incident occurred:

Name of airport employee(s), contractor(s), concessionaire(s), lessee(s), or tenant(s) of Paine Field Airport that the complaint is against:

Name:

Title:

Company:

Telephone number:

Email address:

In a separate document or sheets, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Section V

Signature . _____

Date . _____

Please note that we cannot accept your complaint without a signature.

Title VI Discrimination Complaint Forms may be obtained from the office of the Title VI Coordinator at no cost to the complainant by calling (425) 388-5125 or sending an email to SAR-CustomerServices@co.snohomish.wa.us.

Please mail your completed form to:

Christy Cheever, Title VI Coordinator
Paine Field Airport
9901 24th Pl W, Suite A
Everett, WA 98204

or email your completed form to SAR-CustomerServices@co.snohomish.wa.us.