

WRWA Title VI Complaint Procedures

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints”). In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters¹
3. Allege misconduct by OCAT, including Department of Airports Staff, contractors, concessionaires, lessees, or tenants.
4. Concerning an Airport facility or actions by OCAT including Department of Airports Staff, contractors, concessionaires, lessees, or tenants.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a Title VI Complaint with WRWA. Alternatively, they can file a formal Title VI Complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the FAA, or seek other legal remedies.

Receipt of Complaint. The Coordinator will log in the Title VI Complaint and promptly send copies of the Title VI Complaint to the office named in the complaint, Director, attorney for the Trust, and any other applicable party, as appropriate.

Title VI Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

Pam Martindale
Coordinator
7100 Terminal Drive, Unit 937
Oklahoma City, OK 73159
405-316-3200
airports-federalprogram@okc.gov

If a Title VI Complaint is initially made by phone, it must be supplemented with a written complaint before 180 days after the discriminatory event has passed. If a verbal Title VI Complaint is received, the Title VI Complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written Title VI Complaint. Accommodation will be provided upon request for individuals unable to file a written Title VI

¹ Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If the Department of Airports employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader WRWA program, complaints about that activity must also be reported to FAA.

Complaint due to their disability.

Initial Procedure. The Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if an informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to the FAA.

Discrimination Complaint Referral Procedure

Internal Complaint Referral. All Title VI Complaints must be promptly forwarded to the Coordinator within 48 hours.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof, to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to the FAA.) To transmit complaint information to the FAA, the Coordinator will upload the information to the FAA Civil Rights Connect System. The Coordinator will also seek technical assistance from the FAA, as needed, throughout complaint intake, investigation, and resolution process.

Investigation Procedure

Assignment of Investigator. The Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Coordinator will promptly investigate all Title VI Complaints, including those referred by the FAA for investigation. If the FAA is investigating a Title VI Complaint against WRWA, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Coordinator will make every effort to complete Title VI Complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Coordinator will consult with the OCAT attorney regarding the investigation and the report. The OCAT attorney will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with Title VI Complainants, or with contractors, tenants, or other persons, through negotiations and other dispute methods.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state WRWA's conclusion regarding whether unlawful discrimination occurred and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the FAA Civil Rights Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the Director.
- The written appeal must be received within 15 days business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The Director will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, WRWA's Coordinator will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. Department of Airports Staff, contractors, and tenants will not intimidate or retaliate against a person who has filed a Title VI Complaint alleging discrimination.

For information on filing a Title VI Complaint with the DOT/FAA, please contact Pam Martindale, Financial Services Manager at airports-federalprogram@okc.gov.