

# Title VI Nondiscrimination Policy

## City of Boulder City Boulder City Municipal Airport



### **Title VI Nondiscrimination Policy**

#### **Policy Statement**

Boulder City Municipal Airport assures that no person shall on the grounds of race, color, national origin, sex, creed or disability as provided by Title VI of the Civil Rights Act of 1964, The Civil Rights Restoration Act of 1987 (PL 100.259), and the Selection 520 of the Airport and Airway Improvement Act of 1982 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Boulder City Municipal Airport further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. Anytime communities may be impacted by programs or activities every effort will be made to involve their leaders and the general public in the decision making process. Awards of contracting, concessionaires, and leases are made without regard for race, color, national origin, sex, creed or disability.

Boulder City Municipal Airport requires Title VI assurance from each tenant, contractor, and concessionaire providing an activity, service or facility at the airport under lease, contract or franchise from the airport. Boulder City Municipal Airport also requires that such tenants, contractors, and concessionaires require Title VI assurances of their subcontractors.

#### **Title VI Complaint Process**

These procedures are for complaints of discrimination, other than employment discrimination, by the Boulder City Municipal Airport. They apply to discrimination by airport employees, contractors, concessionaires, lessees, or tenants of the Boulder City Municipal Airport or at Boulder City Municipal Airport facilities based upon race, color, national origin, sex, creed or disability 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 the Boulder City Municipal Airport.

Any person who feels that they have been subjected to discrimination on the basis of race, color, national origin, sex, creed or disability has the right to file a complaint with the Boulder City Municipal 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 ninety [90] days after the alleged discrimination event, must be in writing, signed, dated, and must be delivered by one of the following:

By mail to: Boulder City Municipal Airport  
Attn: Title VI Coordinator  
1201 Airport Road, Suite 200  
Boulder City, NV 89005

OR

By email to: [madou@bcnv.org](mailto:madou@bcnv.org)

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

By mail to: Federal Aviation Administration  
Office of Civil Rights  
800 Independence Ave. SW  
Washington, D.C. 20591

If a complaint is initially made by phone, it must be supplemented with a written complaint within ninety [90] days after the discriminatory event.

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 Boulder City Municipal Airport will investigate and attempt an early resolution.
3. Within fifteen [15] days of receiving a written complaint, the Title VI Coordinator will forward a copy of the complaint to the FAA Regional Office in which the airport is located, 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 Regional Civil Rights Program Manager during this process.
4. The Title VI Coordinator will make every effort to complete discrimination complaint investigations within 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 state 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 Airport Manager. The written appeal, including all arguments, evidence, and documentation supporting the appeal, must be received within [10] business days of the decision letter. The Airport Manager will issue a final written decision in response to the appeals within thirty [30] business days. The Airport Manager's decision is final.
7. Copies of the complaint, summary of the investigation report, any response, and the Boulder City Municipal Airport's decision letter(s) will be sent to the FAA.

## Title VI Complaint Form

The Boulder City Municipal Airport is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, sex, creed or disability, as provided by Title VI of the Civil Rights Act of 1964, as amended.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form please contact the Title VI Coordinator.

**Complete this form, print it, sign it, and mail or email to:** Boulder City Municipal Airport; Attn: Title VI Coordinator; 1201 Airport Road Suite 200; Boulder City, NV 89005 or email [madou@bcnv.org](mailto:madou@bcnv.org).

1	Complainant's Name	
2	Street Address	
3	City, State, Zip Code	
4	Home/Cell Telephone Number(s)	
5	Business Telephone Number	
6	Please check the reason(s) for which you believe you were discriminated:	<input type="checkbox"/> Race <input type="checkbox"/> Creed <input type="checkbox"/> Age <input type="checkbox"/> Color <input type="checkbox"/> Sex <input type="checkbox"/> Disability <input type="checkbox"/> National Origin (Limited English Proficiency)
7	Description of service, program, opportunity or activity: (be as descriptive as possible)	

8	Describe alleged violator (Airport, Tenant, Concessionaire, Contractor, other):	
9	Description of alleged violation and requested remedy:	
10	Has this case been filed with the department of justice or other government agency or court?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**If you answered YES to question 10, please complete part 11-16.  
If you answered no continue to part 17.**

11	Agency or Court	
12	Contact Person	
13	Street Address	
14	City, State, Zip Code	
15	Phone Number (include area code)	
16	Date Filed (mm/dd/yyyy)	
17	Other Comments	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date