

Title VI Notice to Public

Please also include a list of locations where the notice is posted to inform the public of their rights under Title VI. At a minimum, recipients must post the notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc.

Notice is posted in the office reception area and on each bus.

Notifying the Public of Rights Under Title VI

CITY OF KINGMAN, KANSAS

- The City of Kingman operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Kingman, Kansas.
- For more information on the City of Kingman's civil rights program, and the procedures to file a complaint, contact 620-532-3111; email graffman@cityofkingman.com; or visit our administrative office at 324 North Main Street, Kingman, Kansas, 67068. For more information, visit: www.cityofkingman.com
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590.
- If information is needed in another language, contact 620-532-3111.

Transit Public Participation Plan Outline

1. Brief description of provider's activities and services

The City of Kingman provides Transportation Service to citizens, residents and visitors within the city limits of Kingman. The service operates as a demand response program, without fixed routes within the city. The normal operating hours for the service is 7:30 am to 4:30 pm, Monday through Friday, excluding holidays.

2. Brief description of activities that would warrant public participation (i.e. fare changes, changes to service hours, route adjustments, service area changes).

The city staff reviews the current participation and reviews any potential changes that may increase the participation or ridership. The initial review of fares, service hours, or any other changes would be recommended by city staff to the governing body of the City of Kingman. The governing body would discuss any potential changes in open session and allow for public input on any proposed changes. The final change, if adopted by the governing body, would be published in the local newspaper.

3. Brief description of the proactive public participation strategies would be used.

We have initiated surveys of the general public and the individuals utilizing the service. The surveys are intended to provide an opportunity to express satisfaction with the current operation and to allow the public and users to express possible changes to the operations. In addition, the city commission meetings are always open to the public and a time is provided for general input from the public.

4. Brief description of outreach methods to engage minority and Limited English Proficiency (LEP) individuals.

The engagement of minority and LEP individuals is important to the community. The size of the city does not warrant targeting specific neighborhoods, however, targeting specific groups is advisable. Although the initial meeting notices and mailing are not provided in translation, if requested, the city will accommodate reasonable requests, such as providing a translator at a meeting or limited translation of documents and information.

5. Brief description of the desired outcomes of the agency's public participation efforts.

In general, desired outcomes could include, but are not limited to, the following:

- The agency desires to have actively engaged transit riders, stakeholders and members of the general public involved in the decision-making process.
 - The agency strives to have given adequate public notice of public participation activities and allowed proper time for public review and comment at key decision points.
 - The agency desires to provide timely information about transportation issues and processes to transit riders, stakeholders, and members of the general public
 - The agency will provide responses to all public input as appropriate.
 - The agency will have established a timetable for review of the Public Participation Process to ensure it provides full and open access to all.
6. A summary of recent outreach efforts over the past three years.
- Utilize a variety of advertising platforms (i.e. newspaper, notices on board vehicles, social media, website, local cable television)
 - Maintaining a database of contacts to include at a minimum the following: members of the public, elected officials, local government staff, KDOT Public Transit staff, local media
 - Local newspaper articles, advertisements, and public notices
 - Public opinion surveys to assess widespread public opinion

Additional Public Participation Resources

- Transit Cooperative Research Program, Public Participation Strategies for Transit
http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_syn_89.pdf
- Public Participation from National Resource Center for Human Service Human Service Transportation
<http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=2336>
- Public Involvement Process from FTA
http://www.fta.dot.gov/12347_226.html

A copy of FTA's Circular 4702.1B may be found at:

http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf

Limited English Proficiency (LEP) Plan Template

Introduction

On August 11, 2000, President Bill Clinton issued Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency," (65 FR 50121). The intent of this Executive Order is to improve access to federally conducted and federally assisted programs and activities for persons who are limited in their English proficiency. The purpose of developing an LEP plan, as a recipient of federal funds, is to identify the extent of LEP individuals in the region and identify ways that the transit agency can reduce and/or eliminate the barriers to LEP individuals. The starting point for developing this plan is to perform a four factor analysis to determine the individualized needs of the region. After these needs are identified, the transit agency should develop a language assistance plan addressing the mix of services that will be provided.

Four Factor Analysis

(1) Identify number of or proportion of LEP individuals that can utilize the service provided by (*Transit Agency*): The City of Kingman, Kansas has reviewed the information provided concerning the demographics of the city. The statistics indicate that no individual group exceeds the five (5%) percent threshold or the fifty (50) individuals to require written translation of the information. Demographically, all categories of language, excluding English comprise less than five (5%) of the population, and all categories combined do not exceed the fifty (50) individual threshold.

Population of Kingman is 2,974 per information provided, with thirty seven (37) Spanish speaking individuals, and nine (9) Spanish speaking with very little English. Russian makes up the next largest group, with twenty four (24) individuals identified and ten (10) with very little English. German comprises seven (7) individuals with none listed as very little English. The last grouping was African with six (6) individuals and none with very little English.

(2) Identify the frequency in which LEP individuals come in contact with the service:

LEP individuals have very infrequent contact with the transportation service.

(3) Identify the importance of the service to the LEP community:

The transportation service provides an important service to those LEP individuals who utilize the programs, however infrequently the service is required.

(4) Identify the resources available and the respective costs of these resources: The current resources available to LEP individuals are online translation services and an interpreter when provided advanced notice.

At the current time, no costs are associated with either resource.

Limited English Proficiency Plan

Utilizing the information gathered from the Four Factor Analysis, the following plan is developed in order to provide the necessary assistance to LEP persons.

Identified LEP individuals

After evaluating the Four Factor Test, the data statistics indicate that no individual group meets the five (5%) percent threshold or the fifty (50) individual threshold. The city will continue to evaluate the demographics in the service area and should the need arise to accommodate changes in the population, the city will consider additional steps to meet the new demographics.

Language Assistance Measures

The city will utilize online translator software when applicable and does have access to interpreter, when notice is provided.

At this time, the written translated document is not deemed necessary to meet LEP Standards.

Training Staff

Staff will be instructed on the availability of online translation software and the name and phone number of the interpreter.

Providing Notice

LEP plan will be provided to any person or agency requesting a copy. The person of contact in regards to the LEP plan is the city manager and can be reached via telephone at 620-532-3111.

Monitoring and Updating LEP Plan

The LEP plan will be reviewed annually and at the minimum our agency will update the LEP plan according to the Title VI update schedule which is every three years. The plan will also be updated anytime changes in the demographics of the agencies service area are deemed significant in regards to LEP persons.

Title VI Complaint Procedure

Title VI Complaint Procedures

The following pertains only to Title VI complaints regarding the services of *The City of Kingman General Public Transportation*.

Title VI, 42 U.S.C. §2000d et seq., was enacted as part of the Civil Rights Act of 1964. At the heart of the regulation is the statement that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The city has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Chapter III of the Federal Transit Administration Circular 4702.1B, dated October 1, 2012. If you believe that the city's federally funded programs have discriminated your civil rights on the basis of race, color, or national origin you may file a written complaint by following the procedure outlined below:

1. Submission of Complaint.

Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, or national origin has been excluded from or denied the benefits of, or subjected to discrimination caused by the City of Kingman, may file a written complaint with the city's city manager. A complaint form is available in hard copy at the offices of City of Kingman. Upon request, the city will mail the complaint form. **Such complaints must be filed within 180 calendar days after the date the discrimination occurred.**

Notes: Assistance in the preparation of any complaints will be provided to a person or persons upon request and as appropriate. If information is needed in another language, then contact (name and phone number). (Please see 1 in footnote below.)

Complaints should be mailed to or submitted by hand to:

**City of Kingman
324 North Main
Kingman, KS 67068**

2. Referral to Review Officer

Upon receipt of the complaint, the City Manager shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. If necessary, the Complainant shall meet with the staff review officer(s) to further explain his or her complaint. The staff review officer(s) shall complete their review no later than 45 calendar days after the date the agency received the complaint. If more time is required, the City Manger shall notify the Complainant of the estimated timeframe for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to the City of Kingman processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the, City Manager for concurrence. If the City Manager concurs, he or she shall

issue the city's written response to the Complainant. This final report should include a summary of the investigation, all findings with recommendations, corrective measures where appropriate.

Note: Upon receipt of a complaint, the *City of Kingman* shall forward a copy of this complaint and the resulting written response to the appropriate KDOT and FTA-Region 7 contacts.

3. Request for Reconsideration

If the Complainant disagrees with the City Manager's response, he or she may request reconsideration by submitting the request, in writing, to the city manager within 10 calendar days after receipt of the city manager's response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the city manager. The *city manager* will notify the Complainant of his or her decision in writing either to accept or reject the request for reconsideration within 10 calendar days. In cases where the *city manager* agrees to reconsider, the matter shall be returned to the staff review officer(s) to re-evaluate in accordance with Paragraph 2 above.

4. Appeal

If the request for reconsideration is denied, the Complainant may appeal the city manager's response by submitting a written appeal to *Kingman City Commission* no later than 10 calendar days after receipt of the City Manager's written decision rejecting reconsideration. The *City Commission* will then make a determination to either request re-evaluation by the staff review officer(s) or forward the complaint to *KDOT* for further investigation.

5. Submission of Complaint to the State of Kansas Department of Transportation.

If the Complainant is dissatisfied with the (*agency*)'s resolution of the complaint, he or she may also submit a written complaint within 180 days after the alleged date of discrimination to the State of Kansas Department of Transportation for further investigation.

KDOT Office of Contract Compliance
Eisenhower State Office Building
700 Southwest Harrison
3rd Floor West
Topeka, KS 66603

(City of Kingman) Title VI Complaint Form

The purpose of this form is to assist you in filing a complaint with the *City of Kingman*. You are not required to use this form; a letter containing the same information will be sufficient.

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please attach additional pages.				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____		
<input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature _____ Date _____

Please submit this form in person at the address below, or mail this form to:
 City of Kingman
 324 North Main
 Kingman, KS 67068

List of Title VI Investigations, Lawsuits and Complaints

	Date Submitted/Filed (Month, Day Year)	Summary of allegation (include basis of complaint: race, color or national origin)	Status	Resolution/Action Taken
Investigations				
1 NONE	N/A			
2				
Lawsuits				
1				
2				
Complaints				
1				
2				

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Population within service area	97	1%	<1%	<1%	<1%	<1%
Agency Board of Directors	100%					
Citizens Advisory Council	N/A					
Finance Committee	N/A					