

TITLE VI Complaint Procedures For Dodge City Public Transportation Program

Title VI Complaint Procedure: The following pertains only to the Title VI complaints regarding the services of Dodge City's Public Transportation Program.

Title VI of the Civil Rights Act of 1964 {42 U.S.C. S2000d et seq.}, states that:

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

Dodge City Public Transportation Program 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 Dodge City Public Transportation Program has violated your civil rights on the basis of race, color, or national origin, you may file a written complaint by the following the procedure outlined below.

1. Submission of Title VI 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 Dodge City Public Transportation Program, may file a written complaint with the Title VI Coordinator within 180 business days after the date the discrimination occurred. A sample [complaint form](https://ks-dodgecity3.civicplus.com/731/Title-VI) is available for download at <https://ks-dodgecity3.civicplus.com/731/Title-VI> and is available in hard copy at the offices of Dodge City Public Transportation.

Upon request, Dodge City Public Transportation will mail the complaint form. **Such complaints must be filed within 180 business days after the date the discrimination occurred.** If the deadline falls on date the City is closed for business, the deadline shall be extended to the next business day.

***Note:** 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 the Human Resources Department for the City of Dodge City at 620-225-8100, or by email HR@dodgecity.org, or visit our administrative office at 100 Chaffin Road, Dodge City, KS 67801.*

Complaints may be emailed to HR@dodgecity.org, or may be mailed to or Submitted by hand to:

Title VI Coordinator
City of Dodge City
100 Chaffin Road
Dodge City, KS 67801

2. Referral to Review Officer

Upon receipt of the complaint, the Title VI Coordinator shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. The Title VI Coordinator may appoint itself the staff review officer. 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 business days after the date the agency received the complaint. If more time is required, the Title VI Coordinator 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 Dodge City Public Transportation program's processes relative to Title VI, as appropriate.

The staff review officer(s) shall forward their recommendations to the Title VI Coordinator for concurrence. If the Title VI Coordinator concurs, he or she shall issue the Dodge City Public Transportation program's written response to the Complainant. This final report should include a summary of the investigation, all findings with recommendations, or corrective measures where appropriate.

Note: Upon receipt of complaint, The City of Dodge City shall forward a copy of the complaint and the resulting written response to the appropriate KDOT and FTA Region Seven (7) Contacts.

3. Request for Reconsideration

If the Complainant disagrees with the written response, he or she may request reconsideration by submitting the request, in writing, to the Title VI Coordinator within 10 business days after receipt of the Title VI Coordinator's response. The request for consideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the Title VI Coordinator. The Title VI Coordinator will notify the Complainant of his or her decision in writing either to accept or reject the request for reconsideration within 10 business days. In cases where the Title VI Coordinator agrees to reconsider, the matter shall be returned to the staff review officer(s) to reevaluate in accordance with Section 2 above.

4. Appeal

If the request for reconsideration is denied, the Complainant may appeal the Title VI Coordinator's response by submitting a written appeal to the City Manager of Dodge City, no later than 10 business days after receipt of the Title VI Coordinator's written decision rejecting reconsideration. The City Manager will make a determination to either request reevaluation 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 Dodge City Public Transportation Program'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 to the following addresses:

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

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590