

**NOTICE TO THE PUBLIC**

**Notifying the Public of Rights under Title VI**

# THE CITY OF PARK CITY, KANSAS

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. The City of Park City, Kansas is committed to a policy of non-discrimination and operates its program and services without regard to race, color and national origin in accordance with Title VI.

Any person who believes he or she has been aggrieved by any unlawful discriminatory practices under Title VI may file a complaint with the City of Park City Title VI Coordinator:

City of Park City/Title VI Coordinator/City Attorney  
1941 E. 61<sup>st</sup> St. N.  
Park City, KS 67219  
(316) 744-2026

Complaints may also be filed directly with the Federal Transit Administration:

Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Avenue SE  
Washington, DC 20590

- If information is needed in another language, contact (316) 744-2026.
- Si necesita información en otro idioma, llame al (316) 744-2026.

**AVISO AL PÚBLICO**

**Notificación al Público de Derechos bajo el Título VI**

# LA CIUDAD DE PARK CITY

El Título VI de la Ley de Derechos Civiles de 1964 prohíbe la discriminación por motivos de raza, color u origen nacional en los programas y actividades que reciben asistencia financiera federal. La ciudad de Park City, Kansas está comprometida con una política de no discriminación y opera su programa y servicios sin tener en cuenta la raza, el color y el origen nacional de acuerdo con el Título VI.

Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante el Coordinador del Título VI de la Ciudad de Park City:

Coordinador del Título VI de la Ciudad de Park City/Abogado de la Ciudad

1941 E. 61st St. N.

Park City, KS 67219

(316) 744-2026

Las quejas también pueden presentarse directamente ante la Administración Federal de Tránsito:

Oficina de Derechos Civiles

Atención: Coordinador del Programa Título VI

Edificio Este,<sup>5º</sup> Piso – TCR

1200 New Jersey Avenue SE

Washington, DC 20590

- Si se necesita información en otro idioma, póngase en contacto con el (316) 744-2026.

Si necesita información en otro idioma, llame al (316) 744-2026.

## **CITY OF PARK CITY COMPLAINT PROCEDURE**

In order to comply with Federal Transit Administration's requirements and guidelines, as a recipient of federal funds, the City of Park City must develop procedures for investigating and tracking Title VI complaints filed, and make procedures for filing a complaint available to members of the public.

### **RESPONSIBILITIES:**

Any person who believes he or she has been discriminated against on the basis of race, color, or national origin may file a Title VI complaint. The City of Park City investigates complaints received no more than 180 days after the alleged incident and will process complaints that are complete.

### **PROCEDURE:**

Once the complaint is received, the City of Park City will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgment letter informing her/him whether or not the complaint will be investigated by our office.

The City of Park City has 60 business days to investigate the complaint. If more information is needed to resolve the case, the City of Park City may contact the complainant. The complainant has 15 business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 15 business days, the City of Park City can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, he/she will issue one of two letters to the complainant: 1) a closure letter or 2) a letter of finding. A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter of finding summarizes the allegations and the interviews regarding the alleged incident and explains whether or not any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, he/she has 30 days after the date of either letter to do so.

A complainant may also file a complaint directly with the Federal Transit Administration:

Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Avenue SE  
Washington, DC 20590

## Title VI Complaint Form

<b>Section I</b>				
Name:				
Address:				
Home Telephone:			Work Telephone:	
E-Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II</b>				
Are you filing this complaint on your 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
<b>Section III</b>				
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 use the back of this form.				
<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No
<b>Section V</b>				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?			Yes	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:
<b>Section VI</b>
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 Park City  
 Attn: Title VI Coordinator/City Attorney  
 1941 E. 61<sup>st</sup> St. N.  
 Park City, KS 67219  
 (316) 744-2026