

## TITLE VI COMPLAINT FORM –

The 4RKids Foundation 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, or national origin, as provided by the Title VI of the Civil Rights Act of 1964, as amended. The Title VI complaints must be filed within 180 calendar days from the date of the alleged discrimination.

Date of Filing:

Name:

Address:

City, State, Zip Code:

Work Phone:

Home Phone:

E-mail Address:

**4RKids**

**710 Overland Trail**

**Enid, OK 73703**

**Phone: (580) 237-7890**

Indicate on what ground(s) you believe you have been discriminated against (check all that apply):

☐ Race

☐ Color

☐ National Origin

Indicate the person(s) who you believe discriminated against you:

Name(s):

Work Location (if known):

Work Phone:

Date of alleged incident

If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name:

Address:

Work Phone:

E-mail Address:

Explain why you believe discrimination has occurred. If there are witnesses, please provide names, addresses and telephone numbers. Be sure to include how other persons were treated differently than you. Attach additional pages as necessary and any written material pertaining to your case.

What remedy are you requesting? Please be specific:

Have you filed or do you intend to file a charge or complaint concerning the matters raised in this complaint with any other agencies (Federal, State, or local):

☐ Yes

☐ No

If so, please provide the following information:

Agency:

Address:

Name of Investigator (if known):

Phone Number:

E-mail Address:

Date Filed:

Status of case:


I confirm that I have read the above charge(s) and it is true to the best of my knowledge.

Print or typed name of complainant:

--

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Completed forms must be submitted to the **4RKids**.  
If you require any assistance in filling out this form please contact the 4RKids Title VI Coordinator at  
**580-237-7890**

The **4RKids** ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by 4RKids. To request an accommodation please contact the 4RKids ADA Coordinator at 580-237-7890.

**4RKids Foundation**

**Dbas: 4RKids**

## **Title VI Program**

Date filed with ODOT Office of Mobility and Public Transit Programs:

08/18/25

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## A. Introduction

**4RKids Foundation** agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq.*, and with U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act,” 49 CFR part 21.

**4RKids Foundation** assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. **4RKids Foundation** further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

**4RKids Foundation** meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including **4RKids Foundation** and its third-party contractors by promoting actions that:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

## **B. Agency Information**

### **1. Mission of TRANSIT AGENCY**

Promoting community awareness of individuals with disabilities, and providing vocational, educational, and social/recreational opportunities for children and adults with disabilities.

### **2. History (including year started)**

In 2003, a small group of parents and educators of children and adults with special needs recognized the demand for more services and opportunities for these individuals in Garfield and surrounding counties of northwest Oklahoma. They created the 4RKids Foundation to provide opportunities.

In March 2009, the 4RKids Foundation opened The 2nd Story Employment Center, a place where adult employees with developmental disabilities find meaningful employment within an integrated community setting.

Now, we offer a variety of services and outreach for those with special needs, and their families. We also run multiple businesses, which help with funding - and provide jobs for adult workers with developmental disabilities.

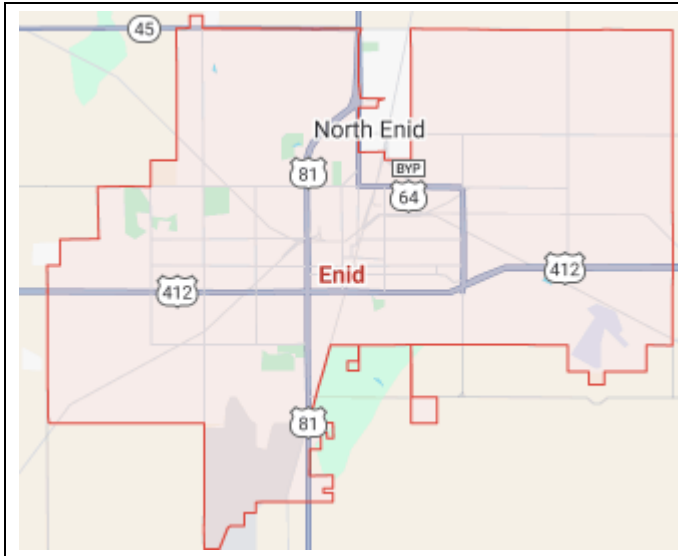
### **3. Regional Profile (regional population; growth projection)**

Enid's population is estimated around 50 thousand people.

### **4. Population served (in relation to regional population)**

4RKids serves an estimated 400 people annually.

### **5. Service area (include map, with any routes utilized)**



**6. Governing body make-up (include terms of office)**

Last Name	First Name	Board Position
Hart	Connie	Member
Dunn	Lynn	Secretary
Henneke	Kalin	Member
Howell	Emily	Treasurer
Chegwidden	Jessica	Member
Condor	Shanon	Member
Johns	Mackenzey	Member
Holsten	Ramey	Vice-President
Mercer	Shae	Member
Rhoades	Angela	President
White	JD	Member
Quintero	Missy	Member
Wright	Jeffery	Member
Compton	Compton	Member
Blasier	Taylor	Member



### **C. Notice to the Public**

#### **NOTIFYING the PUBLIC of RIGHTS UNDER TITLE VI 4RKids Foundation**

- The 4RKids operates its programs 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 4RKids Foundation.
- For more information on the 4RKids's civil rights program, and procedures to file a complaint, contact 580-237-7890; or visit our administrative office at 710 Overland Trail, Enid, OK 73703
- A complainant may file a complaint directly with the Oklahoma Department of Transportation by filing a complaint with the Contract Compliance Division, Attention: Contract Compliance Division Manager, 200 NE 21<sup>st</sup> Street, Oklahoma City, OK 73105-3204.
- If information is needed in another language contact: 580-237-7890

#### **\*LIST OF LOCATIONS**

- [www.4rkids.com](http://www.4rkids.com)

-dash board of Title VI vehicles

-administration building of 4RKids Foundation

## D. Procedure for Filing a Title VI Complaint

### Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of **4RKids** programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by **4RKids** may file a Title VI complaint by completing and submitting the agency's **Title VI Complaint Form**. Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website, and in public areas of our agency.

You may download the **4RKids** Title VI Complaint Form at [www.4rkids.com](http://www.4rkids.com), or request a copy by writing to 710 Overland Trail Enid, OK 73703. Information on how to file a Title VI complaint may also be obtained by calling 4RKids at 580-237-7890.

You may file a signed, dated complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number.
- Specific, detailed information (how, why and when) about the alleged act of discrimination.
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to 710 Overland Trail, Enid, OK 73703.

COMPLAINT ACCEPTANCE: 4RKids will process complaints that are complete.

Once a completed Title VI Complaint Form is received, 4RKids will review it to determine 4RKids has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by 4RKids.

INVESTIGATIONS: 4RKids will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, **4RKids TITLE VI COORDINATOR** may contact the complainant. Unless a longer period is specified by 4RKids **TITLE VI COORDINATOR**, the complainant will have ten (10) days from the date of the letter to send requested information to 4RKids investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTERS OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or letter of finding (LOF).

- 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 (LOF) summarizes the allegations and provides an explanation of the corrective action taken.

If the complainant disagrees with **4RKid's** determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. **4RKids** will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, **4RKids** will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact **4RKids** at 710 Overland Trail Enid, OK 73703, or at 580-237-7890.

## **E. Monitoring Title VI Complaints, Investigations, Lawsuits *and* Documenting Evidence of Agency Staff Title VI Training**

### **Documenting Title VI Complaints/Investigations**

All Title VI complaints will be entered and tracked in **4RKid's** complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency's Title VI Coordinator shall maintain the log.

**Agency Title VI Complaint Log**

Date complaint filed	Complainant	Basis of complaint R-C-NO	Summary of allegation	Pending status of complaint	Actions taken	Closure Letter (CL)	Letter of Finding (LOF)	Date of CL or LOF

### **Documenting Evidence of Agency Staff Title VI Training**

**4RKid's** staff is given Title VI training, and agency can answer affirmatively to all the following questions:

1. Are new employees made aware of Title VI responsibilities pertaining to their specific duties?
2. Do new employees receive this information via employee orientation?
3. Is Title VI information provided to all employees and program applicants?
4. Is Title VI information prominently displayed in the agency and on any program materials distributed, as necessary?

## **Public Participation Plan**

### **Goal**

The goal of the Public Participation Plan is to have significant and ongoing public involvement, by all identified audiences, in the public participation process for major agency outreach efforts.

#### **Objectives**

- To understand the service area demographics and determine what non-English languages and other cultural barriers exist to public participation.
- To provide general notification of meetings and forums for public input, in a manner that is understandable to all populations in the area.
- To hold public meetings in locations that are accessible to all area stakeholders, including but not limited to minority and low-income members of the community.
- To provide methods for two-way communication and information and input from populations which are less likely to attend meetings.
- To convey the information in various formats to reach all key stakeholder groups.

### **Identification of Stakeholders**

Stakeholders are those who are either directly or indirectly affected by an outreach effort, system or service plan or recommendations of that plan. Stakeholders include but are not limited to the following:

- Board of Directors – the governing board of the agency. The role of the Board is to establish policy and legislative direction for the agency. The Board defines the agency’s mission, establishes goals, and approves then budget to accomplish the goals.
- Advisory Bodies – non-elected advisory bodies review current and proposed activities of the agency, and are encouraged to be active in the agency’s public participation process. Advisory bodies provide insight and feedback to the agency.
- Agency Transit riders and clients
- Minority and low income populations, including limited English proficient persons
- Local jurisdictions and other government stakeholders
- Private businesses and organizations
- Employers
- Partner agencies

### **Elements of the Public Participation t Plan**

It is necessary to establish a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations.

Elements of the Public Engagement Plan include:

**1. Public Notice**

- a. Official notification of intent to provide opportunity for members of the general public to participate in public engagement plan development, including participation in open Board/council meetings, and advisory committees.

**2. Public Engagement Process/Outreach Efforts:**

- a. Public meetings
- b. Open houses
- c. Rider forums
- d. Rider outreach
- e. Public hearings
- f. Focus groups
- g. Surveys
- h. Services for the Disabled (Notices of opportunities for public involvement include contact information for people needing these or other special accommodations.)

Events such as public meetings and/or open houses are held at schools, churches, libraries and other non-profit locations easily accessible to public transit and compliant with the Americans with Disabilities Act.

**3. Public Comment**

- a. Formal public comment periods are used to solicit comments on major public involvement efforts around an agency service or system change.
- b. Comments are accepted through various means:
  - i. Dedicated email address.
  - ii. Website.
  - iii. Regular mail.
  - iv. Forms using survey tool for compilation.
  - v. Videotaping.
  - vi. Phone calls to Customer Service Center [phone]

**4. Response to Public Input**

All public comments are provided to the Board of Directors prior to decision making. A publicly available summary report is compiled, including all individual comments.

**Title VI Outreach Best Practices**

**4RKids** ensures all outreach strategies, communications and public involvement efforts comply with Title VI. **4RKid's** Public Participation Plan proactively initiates the public involvement process and makes concerted efforts to involve members of all social, economic, and ethnic groups in the public involvement process. Aligned with the above referenced communication tactics, **4RKids** provides the following:

- a. Public notices published in non-English publications (if available).
- b. Title VI non-discrimination notice on agency's website.
- c. Agency communication materials in languages other than English (subject to Safe Harbor parameters).
- d. Services for Limited English Proficient persons. Upon advance notice, translators may be provided.

### **2025 Title VI Program Public Participation Process**

**4RKids** will conduct a Public Participation Process for the 2025 Title VI Program. This process includes Community outreach to seek input, provide education, and highlight key components of the Title VI Plan. Materials have been created to explain Title VI policies as well as provide education on how they relate to minority populations.

**4RKids will provide** briefings to the Board of Directors and Advisory Bodies.

**4RKids** will conduct a 30 day public comment period to provide opportunities for feedback on the 2025 Title VI Program at 4RKids Mini Golf.

Comments are accepted during the public outreach period via:

- a. Email
- b. Phone
- c. In person

### **Summary of 2025 Public Outreach Efforts**

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## F. Language Assistance Plan

### 4RKids Limited English Proficiency Plan

This limited English Proficiency (LEP) Plan has been prepared to address 4RKid's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964; Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which states that the level and quality of transportation service is provided without regard to race, color, or national origin.

Executive order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discriminations do not take place. This order applies to all state and local agencies which receive federal funds.

#### Service Area Description:

**4RKids** has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by **4RKids**. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

In order to prepare this plan, **4RKids** undertook the **four-factor LEP analysis** which considers the following factors:

#### Four Factor Analysis

1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area:

A significant majority of people in the **4RKids** service area are proficient in the English language. Based on 2010 Census data, 2.4% of the population five years of age and older speak English "less than very well" – a definition of limited English proficiency

LEP Population in 4RKids Service Area					
Population 5 years and over by language spoken at home and	Service Area Sector [1]	Service Area Sector [1]	Service Area Sector [1]	Service Area Total	Percentage of Population 5 Years and Older



<b>ability to speak English</b>					
<b><u>Population 5 Years and Over</u></b>	43,818				
Speak English “less than very well”	1,071				
<b><u>Spanish</u></b>	1,621				
Speak English “less than very well”	660				
<b><u>Other Indo-European</u></b>	485				
Speak English “less than very well”	84				
<b><u>Asian and Pacific Island</u></b>	632				
Speak English “less than very well”	296				
<b><u>All Other</u></b>					
Speak English “less than very well”					

## 2. Frequency of Contact by LEP Persons with 4RKid’s Services:

The **TRANSIT AGENCY** staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons. To date, **4RKids** has, on average, **zero requests per month** for an interpreter. **4RKids** averages [**1**] phone calls per month.

### **LEP Staff Survey Form**

**4RKids** is studying the language assistance needs of its riders so that we can better communicate with them if needed.

1. How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them?

DAILY   WEEKLY   MONTHLY   LESS THAN MONTHLY

2. What languages do these passengers speak?
3. What languages (other than English) do you understand or speak?
4. Would you be willing to serve as a translator when needed?

--

Frequency of Contact with LEP Persons	
Frequency	Language Spoken by LEP Persons
Daily	
Weekly	
Monthly	
Less frequently than monthly	

3. The importance of programs, activities or services provided by 4RKids to LEP persons:

Outreach activities, summarized in **4RKid's** Title VI Public Engagement Plan, include events such as public meetings and/or open houses held at schools, churches, libraries and other non-profit locations, and include specific outreach to LEP persons to gain under-standing of the needs of the LEP population, and the manner (if at all) needs are addressed.

<p style="text-align: center;"><b>Outside Organization LEP Survey</b></p> <p>Organization: _____</p> <ol style="list-style-type: none"> <li>1. What language assistance needs are encountered?</li> <li>2. What languages are spoken by persons with language assistance needs?</li> <li>3. What language assistance efforts are you undertaking to assist persons with language assistance needs?</li> <li>4. When necessary, can we use these services?</li> </ol>
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4. The resources available to 4RKids and overall cost to provide LEP assistance:

Strategies for Engaging Individuals with Limited English Proficiency include:

1. Language line. Upon advance notice, translators can be provided.
2. Language identification flashcards.
3. Written translations of vital documents (identified via safe harbor provision)
4. One-on-one assistance through outreach efforts.
5. Website information.
6. To the extent feasible, assign bilingual staff for community events, public hearings and Board of Directors meetings and on the customer service phone lines.



**As applicable:** Based on our demographic analysis (Factor 1) **4RKids** has determined that no language group(s) within its service area meets Safe Harbor criteria requiring written translated “vital documents” by language group(s).

**4RKids** will provide assistance and direction to LEP persons who request assistance.

### **Staff LEP Training**

The following training will be provided to **4RKids** staff:

1. Information on **4RKids** Title VI Procedures and LEP responsibilities.
2. Description of language assistance services offered to the public.
3. Use of Language Identification Flashcards.
4. Documentation of language assistance requests.

### **Monitoring and Updating the LEP Plan**

The LEP Plan is a component of **4RKid’s** Title VI Plan requirement.

**4RKids** will update the LEP plan as required. At minimum, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in the **4RKids** service area. Updates include the following:

1. How the needs of LEP persons have been addressed.
2. Determine the current LEP population in the service area.
3. Determine as to whether the need for, and/or extent of, translation services has changed.
4. Determine whether local language assistance programs have been effective and sufficient to meet the needs.
5. Determine whether **4RKids’s** financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether **4RKids’s** has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning **4RKids’s** failure to meet the needs of LEP individual.

## G. Advisory Bodies

**Table Depicting Membership of Committees, Councils, By Race**

<b>Committee [examples]</b>	<b>Caucasian</b>	<b>Latino</b>	<b>African American</b>	<b>Asian American</b>		<b>Total</b>
Citizens Advisory Council	14					100%

- **4RKids Board of Directors 2025**

<b>Last Name</b>	<b>First Name</b>	<b>Board Position</b>
Hart	Connie	Member
Dunn	Lynn	Secretary
Henneke	Kalin	Member
Howell	Emily	Treasurer
Chegwidden	Jessica	Member
Condor	Shanon	Member
Johns	Mackenzzy	Member
Holsten	Ramey	Vice-President
Mercer	Shae	Member
Rhoades	Angela	President
White	JD	Member
Quintero	Missy	Member
Wright	Jeffery	Member
Compton	Compton	Member
Blasier	Taylor	Member

## **H. Subrecipient Assistance**

### **OPTION A**

**4RKids** does not have any subrecipients.

### **OPTION B**

Primary recipients should provide subrecipients:

- Sample public notices, Title VI complaint procedures, and the recipient's Title VI complaint form.
- Sample procedures for tracking and investigating Title VI complaints filed with a subrecipient.
- Direction regarding obtaining demographic information of population served by subrecipients.
- Technical assistance.
- Reviews of Title VI Programs; follow-up as necessary.

## **I. Subrecipient Monitoring**

### **OPTION A**

**4RKids** does not have any subrecipients.

### **OPTION B**

Primary recipients must monitor subrecipients.

- Non-compliant subrecipient means primary recipient is also non-compliant.

Primary recipients shall:

- Document process for ensuring all subrecipients are complying with the general and specific requirements.
- Collect and review subrecipients' Title VI Programs.
- At FTA's request, the primary recipient shall request that subrecipients who provide transportation services verify that their level and quality of service is equitably provided.

## J. Equity Analysis of Facilities

### OPTION A

**4RKids** has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.

### OPTION B1

**4RKids** performed an equity analysis of [a new facility] [new facilities] per Title VI regulations.

**4RKids** developed demographic data and mapped minority/low-income levels as a proportion to overall population. Similarly, **4RKids** mapped current locations of residences and businesses in the proposed facilities locations.

#### **Demographic data and mapping**

*Guidance may be obtained from regional Metropolitan Planning Organization.*

Regarding the location of applicable projects, no persons were displaced from their residences and/or businesses on the basis of race, color, or national origin.

### OPTION B2

**4RKids** performed an equity analysis of [a new facility] [new facilities] per Title VI regulations.

**4RKids** developed demographic data and mapped minority/low-income levels as a proportion to overall population. Similarly, **4RKids** mapped current locations of residences and businesses in the proposed facilities locations.

#### **Demographic data and mapping**

*Guidance may be obtained from regional Metropolitan Planning Organization.*

Regarding the location of applicable projects, the “two-test” exercise was conducted and it was determined that the facility [facilities] could proceed, despite disparate impact, due to a “substantial legitimate justification” to meet a goal that is integral to the agency’s institutional mission. In addition, no comparable effective alternative location(s) would result in less disparate impact.

## **For Fixed Route Transit Providers**

*(The remaining two chapters apply to all fixed route providers, including those that do not meet volume threshold)*



## **K. System-Wide Service Standards and Policies**

**Template for System-Wide Service Standards (1. 2. 3. 4.)**

**is presented in detail in**

**FTA Circular 4702.1B, Appendix G.**

Template for System-Wide Service Policies (1. 2.)

is presented in detail in FTA Circular 4702.1B Appendix H.

## **ATTACHMENTS:**

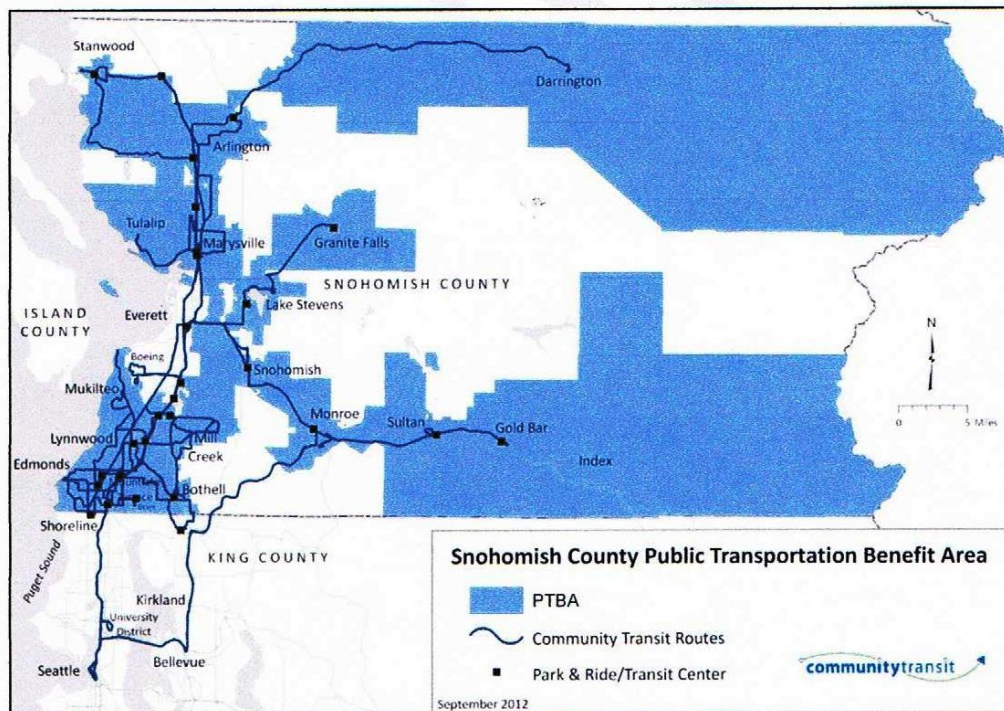
## Attachment 1 – Agency Information

### *EXAMPLE - suggested format*

Community Transit is a special purpose municipal corporation providing public transportation services. Snohomish County voters created Community Transit in 1976 when they approved a sales tax to support a public transportation benefit area authority which now encompasses most of urbanized Snohomish County excluding the City of Everett, Washington.

Community Transit began operations on October 4, 1976. Community Transit's original service area consisted of the communities of Edmonds, Lynnwood, Marysville, Mountlake Terrace, Brier, Snohomish, and Woodway. Subsequent annexations added Lake Stevens, Monroe, Granite Falls, Mukilteo, Stanwood, Sultan, Arlington, Gold Bar, Index, Darrington, Mill Creek, the Snohomish County portion of Bothell, Silver Firs and the Tulalip Indian Reservation to the service area.

Community Transit now serves 524,954 residents [SOURCE \_\_\_\_\_], about 73 percent of Snohomish County's population. The remainder of the county's population resides in the City of Everett and in less populated areas of north and east Snohomish County.



Community Transit's governing body is a Board of Directors consisting of nine voting members as follows: two members of the Snohomish County Council, two elected officials from cities Community Transit serves with populations 30,000 or more, three elected officials from cities Community Transit serves with populations between 10,000 and 30,000, and two elected officials from cities Community Transit serves with populations of less than 10,000. Terms of office are as follows:

\_\_\_\_\_.

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Date of Filing:

Name:

Address:

City, State, Zip Code:

Work Phone:

Home Phone:

E-mail Address:

**4RKids Foundation**

**710 Overland Trail**

**Enid OK, 73703 (580) 237-7890**

Indicate on what ground(s) you believe you have been discriminated against (check all that apply):

☐ Race

☐ Color

☐ National Origin

Indicate the person(s) who you believe discriminated against you:

Name(s):

Work Location (if known):

Work Phone:

Date of alleged incident

If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name:

Address:

Work Phone:

E-mail Address:

Explain why you believe discrimination has occurred. If there are witnesses, please provide names, addresses and telephone numbers. Be sure to include how other persons were treated differently than you. Attach additional pages as necessary and any written material pertaining to your case.

What remedy are you requesting? Please be specific:

Have you filed or do you intend to file a charge or complaint concerning the matters raised in this complaint with any other agencies (Federal, State, or local):

☐ Yes

☐ No

If so, please provide the following information:

Agency:

Address:

Name of Investigator (if known):

Phone Number:

E-mail Address:

Date Filed:

Status of case:

I confirm that I have read the above charge(s) and it is true to the best of my knowledge.

Print or typed name of complainant:

Signature

Date

Completed forms must be submitted to the **4RKids**.  
If you require any assistance in filling out this form please contact the 4RKids Title VI Coordinator at  
**580-237-7890**.

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