

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Db: Saint Katharine Drexel Retirement Center

Title VI Program

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A. Introduction

OKLAHOMA DEPARTMENT OF TRANSPORTATION 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.

OKLAHOMA DEPARTMENT OF TRANSPORTATION 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. **OKLAHOMA DEPARTMENT OF TRANSPORTATION** 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.

OKLAHOMA DEPARTMENT OF TRANSPORTATION meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including **Saint Katharine Drexel Retirement Center** 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 SAINT KATHARINE DREXEL RETIREMENT CENTER

To care for our individuals at the highest level possible

2. History (including year started)

2007

3. Regional Profile (regional population; growth projection)

10,483

4. Population served (in relation to regional population)

100-150 (residents that reside in retirement center and some community members)

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

El Reno resides in Canadian County

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

Board of Directors.... No terms

C. Notice to the Public

**NOTIFYING the PUBLIC of RIGHTS UNDER TITLE VI
(NAME OF SAINT KATHARINE DREXEL RETIREMENT CENTER)**

- The Saint Katharine Drexel Retirement Center 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 (Saint Katharine Drexel Retirement Center).
- For more information on the Saint Katharine Drexel Retirement Center’s civil rights program, and procedures to file a complaint, contact (405)262-2920, email (director@skdelreno.org); or visit our administrative office at (301 W Wade Street, El Reno, OK 73036)
- 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 21st Street, Oklahoma City, OK 73105-3204.
- If information is needed in another language contact:(405)522-8000
NOTE TO TRANSIT SYSTEM: Make sure this statement is in applicable alternative languages (delete this “NOTE” after addressed)

***LIST OF LOCATIONS**

- This is where you tell us all the locations where the Title VI notice is posted.

D. Procedure for Filing a Title VI Complaint

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of **SAINT KATHARINE DREXEL RETIREMENT CENTER'S** 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 **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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 **SAINT KATHARINE DREXEL RETIREMENT CENTER** Title VI Complaint Form at skdelreno.org or request a copy by writing to 301 W Wade St, El Reno OK. Information on how to file a Title VI complaint may also be obtained by calling **SAINT KATHARINE DREXEL RETIREMENT CENTER** at **(405)262-2920**.

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 200 NE 21st Street, Oklahoma City, OK 73105-3204.

COMPLAINT ACCEPTANCE: **SAINT KATHARINE DREXEL RETIREMENT CENTER** will process complaints that are complete.

Once a completed Title VI Complaint Form is received, **SAINT KATHARINE DREXEL RETIREMENT CENTER** will review it to determine **SAINT KATHARINE DREXEL RETIREMENT CENTER** has jurisdiction. The complainant will receive an acknowledgement letter informing them whether the complaint will be investigated by **SAINT KATHARINE DREXEL RETIREMENT CENTER**.

INVESTIGATIONS: **SAINT KATHARINE DREXEL RETIREMENT CENTER** will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, **SAINT KATHARINE DREXEL RETIREMENT CENTER TITLE VI COORDINATOR** may contact the complainant. Unless a longer period is specified by **SAINT KATHARINE DREXEL RETIREMENT CENTER TITLE VI COORDINATOR**, the complainant will have ten (10) days from the date of the letter to send requested information to **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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 **SAINT KATHARINE DREXEL RETIREMENT CENTER'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. **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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, **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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 **SAINT KATHARINE DREXEL RETIREMENT CENTER DIRECTOR** at (405)262-2920 or at 301 W Wade St El Reno, OK.

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 into and tracked in **SAINT KATHARINE DREXEL RETIREMENT CENTER'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

SAINT KATHARINE DREXEL RETIREMENT CENTER'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

SAINT KATHARINE DREXEL RETIREMENT CENTER ensures all outreach strategies, communications and public involvement efforts comply with Title VI. **SAINT KATHARINE DREXEL RETIREMENT CENTER'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, **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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.

2014 – 2016 Title VI Program Public Participation Process

SAINT KATHARINE DREXEL RETIREMENT CENTER [will conduct] [has conducted] a Public Participation Process for the 2014-2016 Title VI Program. This process includes Community Meetings 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.

SAINT KATHARINE DREXEL RETIREMENT CENTER [will provide] [has provided] briefings to the Board of Directors and Advisory Bodies.

SAINT KATHARINE DREXEL RETIREMENT CENTER [will conduct] [has conducted] a 30 day public comment period to provide opportunities for feedback on the 2014-2016 Title VI Program.

Comments are accepted during the public outreach period via:

- a. Email
- b. Mail
- c. Phone
- d. In person
- e. Survey tool (*Saint Katharine Drexel Retirement Center option*)

Summary of 2011-2013 Public Outreach Efforts

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F. Language Assistance Plan

SAINT KATHARINE DREXEL RETIREMENT CENTER Limited English Proficiency Plan

This limited English Proficiency (LEP) Plan has been prepared to address **SAINT KATHARINE DREXEL RETIREMENT CENTER** '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:

SAINT KATHARINE DREXEL RETIREMENT CENTER 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 **SAINT KATHARINE DREXEL RETIREMENT CENTER**. 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, **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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 **SAINT KATHARINE DREXEL RETIREMENT CENTER** service area are proficient in the English language. Based on 2010 Census data, [5%] of the population five years of age and older speak English "less than very well" – a definition of limited English proficiency

LEP Population in SAINT KATHARINE DREXEL RETIREMENT CENTER Service Area					
Population 5 years and over by	Service Area Sector	Service Area Sector	Service Area Sector	Service Area Total	Percentage of Population 5

language spoken at home and ability to speak English	[1]	[1]	[1]		Years and Older
<u>Population 5 Years and Over</u>	10,483	0%	0%	0%	0%
Speak English “less than very well”	31.8%	0%	0%	0%	0%
<u>Spanish</u>	6,230	0%	0%	0%	0%
Speak English “less than very well”	8.9%	0%	0%	0%	0%
<u>Other Indo-European</u>	1,102	0%	0%	0%	0%
Speak English “less than very well”	8.9%	0%	0%	0%	0%
<u>Asian and Pacific Island</u>	2,841	0%	0%	0%	0%
Speak English “less than very well”	5.0%	0%	0%	0%	0%
<u>All Other</u>	2,841	0%	0%	0%	0%
Speak English “less than very well”	.03%	0%	0%	0%	0%

2. Frequency of Contact by LEP Persons with SAINT KATHARINE DREXEL RETIREMENT CENTER’s Services:

The SAINT KATHARINE DREXEL RETIREMENT CENTER staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons. To date, SAINT KATHARINE DREXEL RETIREMENT CENTER has, on average, [only one or two requests per month, etc.] for an interpreter. SAINT KATHARINE DREXEL RETIREMENT CENTER averages [_0_] phone calls per month.

LEP Staff Survey Form

SAINT KATHARINE DREXEL RETIREMENT CENTER is studying the language assistance needs of its riders so that we can better communicate with them if needed.

- 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? English
3. What languages (other than English) do you understand or speak? None
4. Would you be willing to serve as a translator when needed? No

Frequency of Contact with LEP Persons	
Frequency	Language Spoken by LEP Persons
Daily	No
Weekly	No
Monthly	No
Less frequently than monthly	Yes

3. The importance of programs, activities or services provided by SAINT KATHARINE DREXEL RETIREMENT CENTER to LEP persons:

Outreach activities, summarized in SAINT KATHARINE DREXEL RETIREMENT CENTER'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 understanding of the needs of the LEP population, and the manner (if at all) needs are addressed.

Outside Organization LEP Survey
Organization: ___None___
1. What language assistance needs are encountered?
2. What languages are spoken by persons with language assistance needs?
3. What language assistance efforts are you undertaking to assist persons with language assistance needs?
4. When necessary, can we use these services?

4. The resources available to SAINT KATHARINE DREXEL RETIREMENT CENTER 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) **SAINT KATHARINE DREXEL RETIREMENT CENTER** has determined that no language group(s) within its service area meets Safe Harbor criteria requiring written translated “vital documents” by language group(s).

SAINT KATHARINE DREXEL RETIREMENT CENTER will provide assistance and direction to LEP persons who request assistance.

Staff LEP Training

The following training will be provided to **SAINT KATHARINE DREXEL RETIREMENT CENTER** staff:

1. Information on **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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 **SAINT KATHARINE DREXEL RETIREMENT CENTER’s** Title VI Plan requirement.

SAINT KATHARINE DREXEL RETIREMENT CENTER 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 **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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 **SAINT KATHARINE DREXEL RETIREMENT CENTER’s** financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether **SAINT KATHARINE DREXEL RETIREMENT CENTER** has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning **SAINT KATHARINE DREXEL RETIREMENT CENTER’s** failure to meet the needs of LEP individual.

G. Advisory Bodies

Table Depicting Membership of Committees, Councils, By Race

Committee [examples]	Caucasian	Latino	African American	Asian American		Total
Population Committee	7	0	0	0	0	100%
Access Committee	67	0	0	0	0	100%
Citizens Advisory Council	0	0	0	0	0	100%

Description of efforts made to encourage minority participation on committees:

- No committee
-
-

H. Subrecipient Assistance

OPTION A

SAINT KATHARINE DREXEL RETIREMENT CENTER 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

SAINT KATHARINE DREXEL RETIREMENT CENTER 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

SAINT KATHARINE DREXEL RETIREMENT CENTER has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.

OPTION B1

SAINT KATHARINE DREXEL RETIREMENT CENTER performed an equity analysis of [a new facility] [new facilities] per Title VI regulations.

SAINT KATHARINE DREXEL RETIREMENT CENTER developed demographic data and mapped minority/low-income levels as a proportion to overall population. Similarly, **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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

SAINT KATHARINE DREXEL RETIREMENT CENTER performed an equity analysis of [a new facility] [new facilities] per Title VI regulations.

SAINT KATHARINE DREXEL RETIREMENT CENTER developed demographic data and mapped minority/low-income levels as a proportion to overall population. Similarly, **SAINT KATHARINE DREXEL RETIREMENT CENTER** 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.

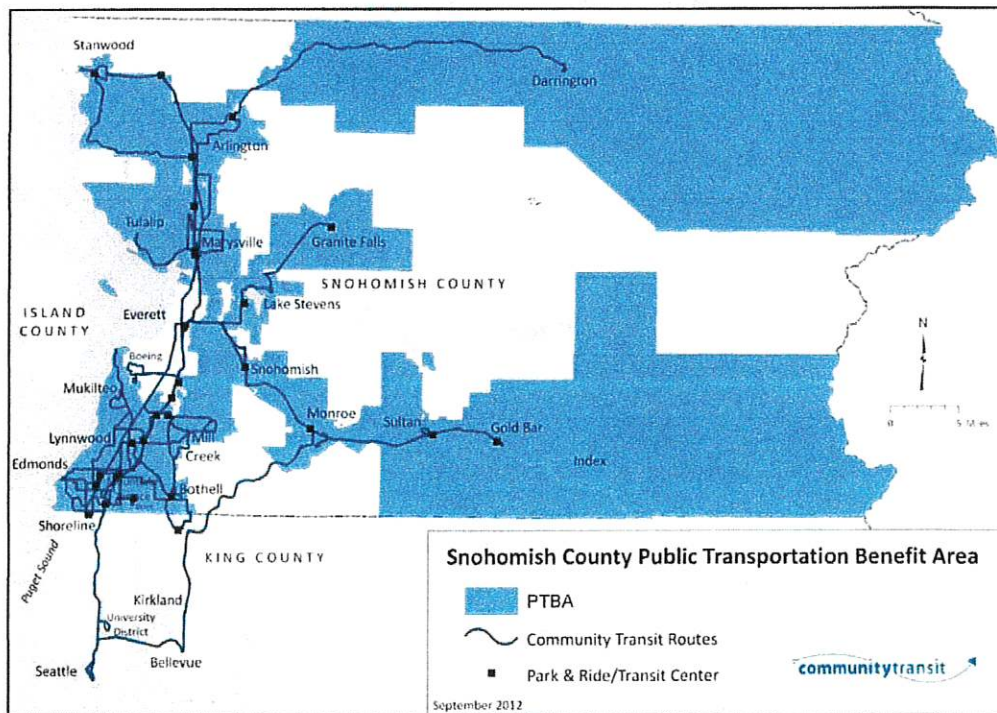
Attachment 1 - Agency Information

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:

_____.

TITLE VI COMPLAINT FORM –

The **Saint Katharine Drexel Retirement Center** 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:	Saint Katharine Drexel Retirement Center
Name:	301 W Wade Street
Address:	El Reno, Oklahoma 73036
City, State, Zip Code:	(405)262-2920
Work Phone:	(405)262-2920
Home Phone:	Director@skdelreno.org
E-mail Address:	

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 **Saint Katharine Drexel Retirement Center**.
If you require any assistance in filling out this form please contact the **Saint Katharine Drexel Retirement Center** Title
VI Coordinator at
405-262-2920.

The **Saint Katharine Drexel Retirement Center** 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 **Saint Katharine Drexel Retirement Center**. To request an accommodation please contact the **Saint Katharine Drexel Retirement Center** ADA Coordinator at **405-262-2920**.

EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative

action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

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INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EEOC-P/E-1 (Revised 11/09)

EMPLOYEE POLYGRAPH PROTECTION ACT