

City of Mulvane

Title VI Program



MCAT

-MULVANE COMMUNITY AREA TRANSIT-

2025

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 provides that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.” To fulfill this basic civil rights mandate, each federal agency that provides financial assistance for any program is authorized and directed by the United States Department of Justice to apply provisions of Title VI to each program by issuing applicable rules, regulations, or requirements. The Federal Transit Administration (FTA) of the United States Department of Transportation issued guidelines in October 2012, FTA C 4702.1B describing the contents of Title VI compliance programs to be adopted and maintained by recipients of FTA administered funds for transit programs.

The City of Mulvane submits this Title VI Program as a new program in its commitment to ensure that no person shall , on the basis of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any of its programs or activities in compliance with the Department of Transportations’ Title VI regulations.

Mulvane Community Area Transit (MCAT) is an on-demand transportation service within Mulvane City limits that includes service options along a recommended route into Derby. The MCAT is partly funded by Section 5310. The service will not conduct planned activities. The program operates as a Federal Transit Administration direct recipient. MCAT operates an on-demand response vehicle for ADA transportation. MCAT is located in Mulvane, Kansas, with a population of 6,286.

NOTICE TO THE PUBLIC
Notifying the Public of Rights under Title VI

THE CITY OF MULVANE, 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 Mulvane, 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 Mulvane Title VI Coordinator:

Title VI Liaison/City Clerk/Deputy City Clerk
211 N. 2nd Avenue
Mulvane, KS 67110
(316) 777-1143

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

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 (316) 777-1143.
- Si necesita información en otro idioma, llame al (316) 777-1143.

The City of Mulvane's Title VI notice to the public is posted at City facilities, on transit vehicles, and on the city's website at www.mulvanekansas.com.

AVISO AL PÚBLICO

Notificación al Público de Derechos bajo el Título VI

LA CIUDAD DE MULVANE

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 Mulvane, 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 Mulvane:

Enlace del Título VI/Secretario Municipal/Secretario Municipal Adjunto

211 N. 2nd Avenue

Mulvane, KS 67110

(316) 777- 1143

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

Oficina de Derechos Civiles

Atención: Coordinador del Programa Título VI

Edificio Este,^{5º} Piso – TCR

1200 New Jersey Avenue SE

Washington, DC 20590

- Si se necesita información en otro idioma, póngase en contacto con el (316) 777-1143.

Si necesita información en otro idioma, llame al (316) 777-1143.

El aviso al público del Título VI de la Ciudad de Mulvane se publica en las instalaciones de la Ciudad, en los vehículos de tránsito y en el sitio web de la Ciudad en www.mulvanekansas.com.

CITY OF MULVANE COMPLAINT PROCEDURE

In order to comply with Federal Transit Administration's requirements and guidelines, as a recipient of federal funds, the City of Mulvane 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 in programs or activities receiving federal financial assistance (42 U.S.C. Section 2000d) may file a Title VI complaint. The City of Mulvane investigates complaints received no more than 180 days after the alleged discriminatory act(s) and will process complaints that are complete.

PROCEDURE:

Once the complaint is received, the City of Mulvane 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 Mulvane has 60 business days to investigate the complaint. If more information is needed to resolve the case, the City of Mulvane 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 Mulvane 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, 5th Floor - TCR
1200 New Jersey Avenue SE
Washington, DC 20590

Title VI Complaint Form

Section I

Name:

Address:

Home Telephone:

Work Telephone:

E-Mail Address:

Accessible Format
Requirements?

Large Print

TDD

Audio Tape

Other

Section II

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

Section III

I believe the discrimination I experienced was based on (check all that apply):

☐ Race

☐ Color

☐ 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.

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?

Yes

No

If yes, check all that apply:

☐ Federal Agency:

☐ Federal Court:

☐ State Agency:

☐ State Court:

☐ 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 Mulvane
Attn: Title VI Liaison/City Clerk/Deputy City Clerk/City Attorney
211 N 2ND Avenue
Mulvane, KS 67110
(316) 777-1143

Title VI Investigations, Lawsuits, and Complaints

The City of Mulvane shall maintain the following log of Title VI complaints, investigations, and lawsuits. This log will be included in Title VI program updates submitted to the FTA every three years.

The City of Mulvane is not aware that it has had any Title VI Complaints filed. There are currently no pending investigations or lawsuits pertaining to Title VI complaints against The City of Mulvane.

	Date (Month, Day, Year)	Summary (Include basis of complaint: Race, Color or National Original)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

PUBLIC PARTICIPATION ELEMENT

PURPOSE:

The purpose of this procedure is to prescribe those actions required to inform and invite public participation from targeted Title VI communities in pending Mulvane Transit activities, including minority, low-income, and limited English proficiency communities.

REFERENCE:

Guidelines

GENERAL:

Notices of public hearing will be published 15 days in advance of the hearing, or as early as practicable, and are required generally for the following actions of the City of Mulvane:

1. All fare changes, service hour's changes, routes changes affecting the total service area.
2. Implementation of other significant changes.
3. Legal notices pertaining to grants

RESPONSIBILITIES:

1. Department Heads are responsible for the preparation of hearing notices pertaining to their areas of responsibility. Example: Mulvane Community Area Transit Director will be responsible for hearing notices of a route change.
2. The City Clerk/Deputy City Clerk is responsible for the publication of notice of public hearings and distribution of all notices.
3. The City Clerk will be responsible for maintaining a file of certified notices of public hearing as provided by the publisher.
4. The Senior Center Director is responsible to reach out to low-income and minority groups through the Senior Center.
5. Outreach to specific groups will be based on census data collected determining if any low-income, minority or LEP groups are affected.

PROCEDURES:

1. All notices shall be publicized as follows:
 - a. Legal notices pertaining to grants, fare/route changes and any other significant change will be published 15 days in advance of the hearing if possible, or as early as practicable before the hearing.
 - b. Mulvane News/Bandwagon will be used.
 - c. General releases (PSAs), if necessary
2. Bulletins will be posted at City facilities and in the MCAT van that discuss changes and information for how to provide comments.
3. Notification on the City of Mulvane website and social media accounts.
4. Public hearings and meetings will be scheduled generally in the evening to accommodate work schedules. MCAT will provide on-demand pickup for the meeting when needed. Meeting locations will be accessible.
5. Public comments can be provided through email to the senior center staff, a recorded phone line, postal mail, and/or comment cards provided at Senior Center and open City Council meetings under citizens to be heard.
6. Public hearings will be open to the public and posted in advance. Citizens will be encouraged to attend to provide comments. Language or sign interpretation will be provided upon request since

less than 1% of the population speaks Spanish or English less than very well.

FOUR FACTOR ANALYSIS

1. Identify the number of Limited English Proficiency (LEP) individuals that can utilize the service provided by the City of Mulvane.

Using information from the 2023 American Community Survey data, the Spanish group has less than 1% of the total population and less than 30 persons that “speak English less than very well” and will require written translation.

2. Identify the frequency in which LEP individuals come in contact with the service.

The City of Mulvane has not begun to offer services yet, but our frequency will be low due to the small population of LEP's.

3. Identify the importance of the service to the LEP community.

Providing services to everyone in the community is a priority to the City of Mulvane, we will use an interpreter to communicate and schedule rides for individuals who speak English less than very well.

4. Identify the resources available and the respective costs of these resources.

Currently, the interpreters are City of Mulvane employees. There are no additional costs associated with this service.

LIMITED ENGLISH PROFICIENCY PLAN

The purpose of developing a Limited English Proficiency (LEP) Plan, as a recipient of federal funds, is to identify the extent of LEP individuals and identify ways that the transit agency can reduce, or eliminate, barriers to LEP individuals.

The City of Mulvane is committed to providing equal opportunity in all programs and services to ensure full compliance with all civil rights laws, including Title VI of the 1964 Civil Rights Act which requires non-discrimination on the basis of race, color or national origin. Equal opportunity includes program access for persons with Limited English Proficiency (LEP).

Limited English Proficient (LEP) persons refer to: Persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

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

1. Identified LEP Individuals.

Since less than 1% of the population speaks Spanish or English less than very well no language meets the requirements. City of Mulvane will provide translated materials and interpretation services when needed.

2. Language Assistance Measures.

Since less than 1% of the population speaks Spanish or English less than very well, no language meets the requirements.

3. Training Staff.

Drivers will be trained to identify those needing assistance and assist riders as well as possible using phone translators. An interpreter will help with scheduling a ride.

4. Providing Notice.

The LEP Plan is posted on the City of Mulvane's website, www.mulvanekansas.com. The LEP plan will be provided to any person or agency requesting a copy. The person to contact in regards to the LEP Plan is the Human Resource Director and can be reached via phone at (316) 777-1143

5. Monitoring and Updating the LEP Plan.

City of Mulvane will update the plan according to the Title VI update schedule, which is every three years. The plan will also be updated any time changes in the demographics of the agency's service area is deemed significant in regards to LEP persons.

City of Mulvane Human Resources is designated as the Equal Opportunity/Limited English Proficiency Coordinator and may be reached at 316-777-1143 for information, access or to file a complaint.

FACILITY LOCATION EQUITY ANALYSIS

The City of Mulvane has no facilities. If the City of Mulvane constructs new facilities, it will complete a Title VI equity analysis during the planning stage, consistent with FTA requirements, to ensure that the location does not have a discriminatory impact on the basis of race, color, or national origin.

PLANNING AND ADVISORY BOARDS

The City of Mulvane will encourage diverse participation on transit-related planning or advisory boards, committees, or councils and maintain demographic data on the composition of these boards and descriptions of efforts made to encourage the participation of minorities on such committees.

Mulvane

Body	White	African American	Native American	Asian American	Other	More than One Race
Population	99.06%	.89%	3.32%	.24%	.95%	4.49%
City Council	100%					

Members are elected to these positions.

PROVIDING ASSISTANCE AND MONITORING SUBRECIPIENTS

The City of Mulvane will assist subrecipients in meeting Title VI compliance by providing sample notices, complaint procedures, demographic data, and any other helpful data, which may be kept in a central repository for subrecipients' use. The City of Mulvane will document processes for ensuring subrecipient compliance with Title VI, collect and review Title VI Programs, and, if requested by FTA, require subrecipients to verify that services are provided equitably. However, if a subrecipient also receives FTA funds directly, the City is not responsible for monitoring that subrecipient.

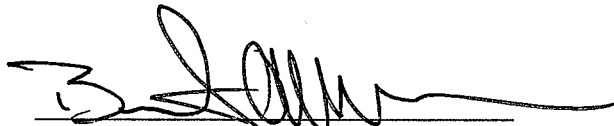
ADDITIONAL INFORMATION

The City will provide additional Title VI-related information to FTA upon request, as needed to address discrimination complaints or other compliance concerns.

Mulvane TRANSIT TITLE VI PROGRAM

APPROVED on Nov. 17, 2025.

CITY OF MULVANE, KANSAS


Brent Allen, Mayor



ATTEST:


Debra M. Parker, City Clerk