

Subrecipient: First Capital Trolley

Document Reviewed: October 31, 2023

Approved Date: October 31, 2023

The Oklahoma Department of Transportation (ODOT) Contract Compliance Division (CCD) received the First Capital Trolley Title VI Plan on October 31, 2023, for review. The review considered the required elements outlined in the FTA Circular FTA C 4702.1B.

After reviewing the submission, it is determined that the First Capital Trolley Title VI Plan is consistent with regulatory requirements, and is approved.

If you have any questions, please contact Katrina Fire, Title VI Manager, at kfire@odot.org or 405-318-1428.

**Logan County Historical Society, Inc
Db a First Capital Trolley**

Title VI Program

07/11/2023

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A. Introduction

Logan County Historical Society, Inc dba First Capital Trolley 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.

Logan County Historical Society, Inc dba First Capital Trolley 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. **Logan County Historical Society, Inc dba First Capital Trolley** 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.

Logan County Historical Society, Inc dba First Capital Trolley meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including **First Capital Trolley** 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

Safe, Reliable Transportation.... with convenience and courtesy for all.

2. History (including year started)

First Capital Trolley began in 1988 with two Trolleys' operating service in Guthrie for historic preservation. Since then First Capital Trolley has grown to be a three county rural transit agency operating demand services, fixed route services and para transit services with a fleet of 77 vehicles, which include the two original trolleys.

3. Regional Profile (regional population; growth projection)

Logan County population 49,552 growth 51,933; Payne County population 81,649, growth 82,794; Lincoln County population 33,460 growth 34,188.

4. Population served (in relation to regional population)

Same as above

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

Logan, Lincoln and Payne County

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

First Capital Trolley is operated by the governing board, Logan County Historical Society, Inc.

C. Notice to the Public

NOTIFYING the PUBLIC of RIGHTS UNDER TITLE VI

Logan County Historical Society, Inc dba First Capital Trolley

- The **First Capital Trolley** 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 (Transit Agency).
- For more information on the **First Capital Trolley's** civil rights program, and procedures to file a complaint, contact **405-282-6000** TTY Number **800-722-0353**; email **melissa.trolley@yahoo.com** or visit our administrative office at **311 Airport Road, Guthrie, OK 73044**
- 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, Room 1C5, Oklahoma City, OK 73105-3204.
- If information is needed in another language contact: **405-282-6000** or email **melissa.trolley@yahoo.com**

This notice is in our vehicles, our office and on our website.

D. Procedure for Filing a Title VI Complaint

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of **Logan County Historical Society, Inc dba First Capital Trolley'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 **Logan County Historical Society, Inc dba First Capital Trolley** 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 **Logan County Historical Society, Inc dba First Capital Trolley** Title VI Complaint Form at **firstcapitaltrolley.com** or request a copy by writing to **311 Airport Road, Guthrie, OK 73044**. Information on how to file a Title VI complaint may also be obtained by calling **Logan County Historical Society, Inc dba First Capital Trolley** at **405-282-6000**.

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 **Logan County Historical Society, Inc dba First Capital Trolley 311 Airport Road, Guthrie, OK 73044**.

COMPLAINT ACCEPTANCE: **Logan County Historical Society, Inc dba First Capital Trolley** will process complaints that are complete.

Once a completed Title VI Complaint Form is received, **Logan County Historical Society, Inc dba First Capital Trolley** will review it to determine **Logan County Historical Society, Inc dba First Capital Trolley** has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by **Logan County Historical Society, Inc dba First Capital Trolley**.

INVESTIGATIONS: **Logan County Historical Society, Inc dba First Capital Trolley** will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, **TITLE VI COORDINATOR** may contact the complainant. Unless a longer period is specified by **TITLE VI COORDINATOR**, the complainant will have ten (10) days from the date of the letter to send requested information to **Logan County Historical Society, Inc dba First Capital Trolley** 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 **Logan County Historical Society, Inc dba First Capital Trolley'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. **Logan County Historical Society, Inc dba First Capital Trolley** 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, **Logan County Historical Society, Inc dba First Capital Trolley** 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 **Melissa Fesler** at **311 Airport Road, Guthrie, OK 73044**, or at **405-282-6000**.

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 **Logan County Historical Society, Inc dba First Capital Trolley’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

Logan County Historical Society, Inc dba First Capital Trolley’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

Logan County Historical Society, Inc dba First Capital Trolley's ensures all outreach strategies, communications and public involvement efforts comply with Title VI. **Logan County Historical Society, Inc dba First Capital Trolley'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, **Logan County Historical Society, Inc dba First Capital Trolley's** provides the following:

- a. Public notices published in non-English publications (if available).
- b. Title VI non-discrimination notice on agency's website, in our office located at 311 Airport Road, and all vehicles.
- 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.

Title VI Program Public Participation Process

Logan County Historical Society, Inc dba First Capital Trolley will conduct a Public Participation Process for the 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.

Logan County Historical Society, Inc dba First Capital Trolley's will provide briefings to the Board of Directors and Advisory Bodies.

Logan County Historical Society, Inc dba First Capital Trolley's will provide a 30 day public comment period to provide opportunities for feedback on the Title VI Program.

Comments are accepted during the public outreach period via:

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

Summary of Public Outreach Efforts

Our services are documented through our website. Public meetings or opportunities for public meetings are posted in the service areas.

F. Language Assistance Plan

Logan County Historical Society, Inc dba First Capital Trolley's Limited English Proficiency Plan

This limited English Proficiency (LEP) Plan has been prepared to address **Logan County Historical Society, Inc dba First Capital Trolley'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: Logan, Lincoln and Payne County.

Logan County Historical Society, Inc dba First Capital Trolley's 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 **Logan County Historical Society, Inc dba First Capital Trolley's**. 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, **Logan County Historical Society, Inc dba First Capital Trolley's** 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 **Logan County Historical Society, Inc dba First Capital Trolley's** service area are proficient in the English language. Based on 2010 Census data, **Logan County 5.6%, Lincoln County 1.6%, Payne County 8.0%** of the population five years of age and older speak English "less than very well" – a definition of limited English proficiency

LEP Population in Logan County Historical Society, Inc dba First Capital Trolley's Service Area					
Population 5 years and over by language spoken at home and ability to speak English	Service Area Sector Payne	Service Area Sector Logan	Service Area Sector Lincoln	Service Area Total	Percentage of Population 5 Years and Older
<u>Population 5 Years and Over</u>					
Speak English "less than very well"					
<u>Spanish</u>					
Speak English "less than very well"					
<u>Other Indo- European</u>					
Speak English "less than very well"					
<u>Asian and Pacific Island</u>					
Speak English "less than very well"					
<u>All Other</u>					
Speak English "less than very well"					

2. Frequency of Contact by LEP Persons with Logan County Historical Society, Inc dba First Capital Trolley's Services:

The Logan County Historical Society, Inc dba First Capital Trolley's staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons. To date, Logan County Historical Society, Inc dba First Capital Trolley's has, on average, **once per year a request** for an interpreter. Logan County Historical Society, Inc dba First Capital Trolley's averages **14,250** phone calls per month.

LEP Staff Survey Form

Logan County Historical Society, Inc dba First Capital Trolley's 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 **Logan County Historical Society, Inc dba First Capital Trolley's** to LEP persons:

Outreach activities, summarized in **Logan County Historical Society, Inc dba First Capital Trolley'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: _____
<ol style="list-style-type: 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 **Logan County Historical Society, Inc dba First Capital Trolley's** 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) **Logan County Historical Society, Inc dba First Capital Trolley's** has determined that no language group(s) within its service area meets Safe Harbor criteria requiring written translated "vital documents" by language group(s).

Logan County Historical Society, Inc dba First Capital Trolley's will provide assistance and direction to LEP persons who request assistance.

Staff LEP Training

The following training will be provided to **Logan County Historical Society, Inc dba First Capital Trolley's** staff:

1. Information on **Logan County Historical Society, Inc dba First Capital Trolley's** 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 **Logan County Historical Society, Inc dba First Capital Trolley's** Title VI Plan requirement.

Logan County Historical Society, Inc dba First Capital Trolley's 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 **Logan County Historical Society, Inc dba First Capital Trolley's** 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 **Logan County Historical Society, Inc dba First Capital Trolley's** financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether **Logan County Historical Society, Inc dba First Capital Trolley's** has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning **Logan County Historical Society, Inc dba First Capital Trolley's** failure to meet the needs of LEP individual.

G. Advisory Bodies

Table Depicting Membership of Committees, Councils, By Race

Committee	Caucasian	Latino	African American	Asian American	Native American	Total
Population Committee	5		1		1	100%
Access Committee						100%
Citizens Advisory Council						100%

Description of efforts made to encourage minority participation on committees:

H. Subrecipient Assistance

Logan County Historical Society, Inc dba First Capital Trolley does not have any subrecipients.

I. Subrecipient Monitoring

Logan County Historical Society, Inc dba First Capital Trolley's does not have any subrecipients.

J. Equity Analysis of Facilities

Logan County Historical Society, Inc dba First Capital Trolley's has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.

For Fixed Route Transit Providers

K. System-Wide Service Standards and Policies

Logan County Historical Society, Inc. dba First Capital Trolley
Service Standards

(REQUIREMENTS FOR ALL FIXED ROUTE TRANSIT PROVIDERS)

BACKGROUND

FTA requires all fixed route transit providers of public transportation to develop quantitative standards for the following indicators. Individual public transportation providers will set these standards; therefore, these standards will apply to each individual agency rather than across the entire transit industry.

Vehicle load for each mode: Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. For example, on a 40 seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. Transit providers can specify vehicle loads for peak vs off peak times, and for different modes of transit.

Vehicle headways for each mode: The amount of time between two vehicles traveling in the same direction on a given line or combination of lines.

On-time performance for each mode: A measure of runs completes as scheduled.

Service availability for each mode: A general measure of the distribution of routes within an agency's service area.

VEHICLE LOAD STANDARDS

Expressed in writing

The average of all loads during the peak operating period should not exceed vehicle's achievable capacities, which are 28 passengers for a Trolley and 20 passengers for a 16' bus.

Expressed in Tabular Format

<i>Vehicle Type</i>	<i>Average Passenger Capacities</i>			<i>Maximum Load Factor</i>
	<i>Seated</i>	<i>Standing</i>	<i>Total</i>	
<i>Trolley</i>	28	16	44	1.6
<i>16' Bus</i>	20	0	20	1

VEHICLE HEADWAY STANDARDS

Expressed in Writing

Services operate for Langston Shuttle Monday through Friday from 2:36pm until 8:18pm, with set scheduled pick up times.

Services operate for the Historic shuttle Saturdays at 12:00 noon and 2:00 pm

Expressed in Tabular Format / Not Applicable

Our fixed route services are on set time schedules, we do not operate the standard loop fixed route.

ON-TIME PERFORMANCE STANDARDS

Ninety-five (95%) of the First Capital Trolley Transit Vehicles will complete their established runs no more than 5 minutes early or late in comparison to the established schedule/published time tables.

SERVICE AVAILABILITY STANDARDS

Expressed in writing

First Capital Trolley will distribute transit service so that 90% of all residents in the service area are within a 1/4th mile walk of bus service.

Logan County Historical Society, Inc. DBA First Capital Trolley

Service Policies

(REQUIREMENTS FOR ALL FIXED ROUTE TRANSIT PROVIDERS)

BACKGROUND

FTA requires that all providers of fixed route public transportation develop *qualitative* policies for the following procedures. These policies are to be set by individual transit providers; therefore these policies will apply to individual agencies rather than across the entire transit industry.

Vehicle Assignment

Transit Amenities

Policy

Expressed in writing

Vehicles will be assigned according to the contracted passenger estimated seating. All current buses are the same age and style. All buses have air conditioning and provide accessibility. Bus assignments take into account the distance of the routes. Buses offer cushioned seating so they are used in our longer distance routes. Our in-town services are offered by the Trolley because of the wood seating.

Expressed in Writing

Installation of amenities along bus stops are based on the number of passengers boarding at stops and stations along those routes. Currently, We do not offer amenities at stops. Our stops are businesses who offer seating and covered areas.

ATTACHMENTS

Attachment- Title VI Complaint Form

First Capital Trolley

Title VI Discrimination Complaint Form Title VI - Program Recipients, Vendors, or Public

First Capital Trolley 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. Completed forms must be submitted to First Capital Trolley. If you require any assistance in filling out this form please contact the EEO Officer at 405-282-6000.

Complainant's Information			Filing Date:		
Full Name:					
Address:		City, State, Zip:			
Home Phone:		Work Phone:			
Email Address:					
Indicate on what grounds you believe you have been discriminated against (check all that apply):					
<input type="checkbox"/>	Race	<input type="checkbox"/>	Color	<input type="checkbox"/>	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:					
Email 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 person 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:

Email Address:

Date Filed:

Status of Case:

I confirm that the above information is true to the best of my knowledge, information, and belief:

Print or type name of complainant:

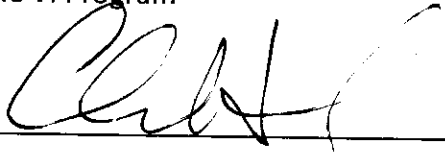
Signed:

Date:

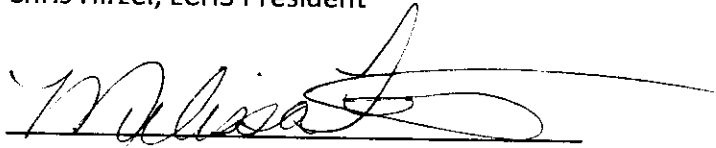
First Capital Trolley ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors.

Logan County Historical Society, Inc. dba First Capital Trolley

On July 13th, 2023 the Logan County Historical Society board of Directors approved the current Title VI Program



Chris Hirzel, LCHS President



Melissa Fesler, FCT Director