



# Title VI Plan

*Draft Copy*

**Comment Period:** October 3 - October 26, 2004

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**Action on Plan:** October 27, 2004 - 8:30 a.m.  
KATS Policy Committee Meeting  
3801 East Kilgore Road

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# Title VI Plan

## Kalamazoo Area Transportation Study

### POLICY STATEMENT

The Kalamazoo Area Transportation Study (KATS) assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. KATS further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Furthermore, KATS will not exclude persons based on age, religion, or disability.

In the event KATS distributes federal aid funds to another governmental entity, KATS will include Title VI language in all written agreements and will monitor for compliance.

KATS's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other KATS responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

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Jonathan R. Start, Executive Director

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Date

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Hannah McKinney, Chairperson  
Kalamazoo Area Transportation Study Policy Committee

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Date

### TITLE VI AUTHORITIES

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 23 CFR 200.9 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

***Additional Authorities and Citations Include:***

Title VI of the Civil Rights Act of 1964, 42 United States Code 2000d to 2000-4; 42 United States Code 4601 to 4655; 23 United States Code 109(h); 23 United States Code 324; Department of Transportation Order 1050.2; Executive Order 12250; Executive Order 12898; 28 Code of Federal Regulations 50.3.

## **ORGANIZATION**

The Executive Director of the Kalamazoo Area Transportation Study is responsible for ensuring the implementation of the agency's Title VI programs and shall act as the Title VI Coordinator for the agency. The Title VI Coordinator is responsible for the overall management of the Title VI programs. The day-to-day administration of the program lies with the Title VI Coordinator (hereafter referred to as "Coordinator").

### **Title VI Coordinator Responsibilities**

The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring the Kalamazoo Area Transportation Study compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received by KATS.
2. Conduct annual Title VI reviews of special emphasis program areas (planning, education and training, and consultant contracts) to determine the effectiveness of program activities at all levels.
3. Conduct Title VI reviews of all consultant contractors and recipients of federal funds directly distributed by KATS (hereinafter, "recipients of federal funds directly distributed by KATS" will be referred to as "subrecipients").
4. Review the KATS work program in coordination with Title VI liaisons for special emphasis program areas and, where applicable, include Title VI language and related requirements.
5. Assist MDOT in the distribution of information on training programs regarding Title VI and related statutes.
6. Prepare an annual Title VI update report presenting the accomplishments of the past year and goals for the following year.
7. Identify, investigate, and eliminate discrimination when found to exist.
8. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 90 days.

## **Title VI Liaison Responsibilities**

In addition to the Title VI Coordinator, each of the special emphasis program areas listed below shall have a designated Title VI Liaison (hereinafter referred to as “Liaison”). The Liaison shall be responsible for ensuring compliance, program monitoring, reporting, and education within their respective program areas (see Addendum 4). Program areas are as follows:

- P Planning Coordination
- P Education and Training Coordination
- P Consultant Contracts Coordination
- P Public Involvement

The Coordinator will meet quarterly with the Liaison to discuss issues regarding program implementation and compliance monitoring within KATS. The Title VI responsibilities for each special emphasis program area are as follows:

### **Planning Coordination**

#### **KATS Responsibilities**

- P Transportation Planning:  
The KATS has the responsibility to develop long- and short-range plans to provide efficient transportation services to Kalamazoo County.
- P Operational Guidelines:  
– The Metropolitan Planning Organization Regulations 23 CFR 450
- P Planning Process:  
A comprehensive transportation planning process is used which incorporates input from the public. The process further entails the monitoring and collection of varied data pertaining to transportation issues. KATS coordinates with MDOT, cities, and counties, seeks public involvement, and provides technical support where needed.

#### **Title VI Liaison’s Responsibilities**

- P Ensure that all aspects of the planning process operation comply with Title VI.
- P Assist the Title VI Coordinator in gathering and organizing the Planning portion of the Annual Title VI Update Report.
- P Review the Planning work program and other directives to ensure compliance with Title VI program requirements.

- P Ensure equal opportunities for participation on any Citizens Advisory Committee (CAC) by reviewing information pertaining to their selection criteria for CAC members and obtaining information on membership makeup (race, gender, and position within the organization) for evaluation.
- P Assist Title VI Coordinator with visits to CAC meetings as well as public meetings when offered in predominantly ethnic minority communities to verify the level of participation of Title VI protected group members. Collect data on gender, race, and national origin of public forum attendees.

## **Education and Training Coordination**

### **KATS Responsibilities**

- P Staff Development:  
MDOT will provide training opportunities to KATS staff and subrecipients, including training provided by the National Highway Institute (NHI).

### **Title VI Liaison's Responsibilities**

- P Assist MDOT in the distribution of information on training programs regarding Title VI and related statutes.
- P Ensure equal access to, and participation in, applicable NHI courses for qualified KATS employees.

## **Consultant Contracts Coordination**

### **KATS Responsibilities**

- P Consultant Services:  
KATS is responsible for consultant selection, negotiation, and the administration of consultant contracts.
- P Consultant Selection Process:  
The KATS operates under its internal contract procedures and all relevant federal and state laws.
- P Operational Guidelines:
  - 48 CFR 31
  - 23 CFR 172

## **Title VI Liaison's Responsibilities**

- P Monitor DBE program requirements.
- P Ensure that all federally funded consultant contracts administered by the KATS have the appropriate Title VI provisions included (See Appendix 1 of Addendum 1).
- P Review directives and procedures to ensure Title VI compliance.
- P Maintain necessary data and documentation required for completion of the agency's Title VI Update Annual Report.

## **Public Involvement**

### **KATS Responsibilities**

- P Serve as a forum where the Michigan Department of Transportation, transit providers, local agencies, and the public develop local transportation plans and programs.
- P Involve the public in project selection process in accordance with Public Involvement Process.
- P Notify local organizations/groups of KATS meetings relating to the planning process.
- P Provide information to the Citizens Advisory Committee regarding plans and programs being developed by KATS.
- P Operational Guidelines:
  - Kalamazoo Area Transportation Study Public Involvement Process
  - Executive Order 12898

### **Title VI Liaison's Responsibilities**

- P Prepare materials for distribution to local organizations/groups announcing the opportunity to provide comment.
- P Review KATS activities for compliance with adopted Public Involvement Process.
- P Provide public notice materials in alternate format, as necessary, to non-English speaking individuals and those with an impairment.

## **PROGRAM ADMINISTRATION**

The Title VI Coordinator and his/her Title VI Liaison shall be responsible for coordinating the overall administration of the Title VI program, plan, and assurances (see Addendum 1). The Title VI Coordinator will be responsible for the day-to-day administration of the program. The Coordinator will report to the Kalamazoo Area Transportation Study Policy Committee of any progress or issues relating to Title VI.

### **1. Complaints**

If any individual believes that s/he or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services, or on the grounds of race, color, national origin, income, sex, or disability, s/he may exercise the right to file a complaint with KATS. A copy of the Title VI Complaint Form is attached as Addendum 5. Every effort will be made to resolve complaints informally at the agency, subrecipient, and contractor's level (see Addendum 2).

### **2. Data Collection**

Statistical data on race, color, national origin, and sex of participants in, and beneficiaries of, federally funded programs will be gathered and maintained by the Title VI Coordinator for the agency. Each of the Title VI special emphasis program areas will maintain data to be incorporated in the Title VI Annual Update. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration.

### **3. KATS's Title VI Program Reviews**

KATS's Title VI Program reviews will be performed by the Title VI Coordinator to assess the agency's administrative procedures, staffing, and resources available for Title VI compliance.

### **4. KATS Annual Reviews**

All special emphasis program areas will be reviewed annually with the Title VI Liaison to assure effectiveness in their compliance of Title VI provisions. This is in addition to the day-to-day monitoring. The Title VI Coordinator and program representatives will coordinate efforts to ensure the equal participation in all of their programs and activities at all levels.

## **5. Operational Guidelines**

All operational guidelines to contractors and special emphasis program areas will be reviewed annually to include Title VI language and provisions, and related requirements, where applicable.

## **6. Training Program**

Assist MDOT in the distribution of information on training programs regarding Title VI and related statutes.

## **7. Annual Reports**

An annual executive summary will be submitted to the KATS Policy Committee reviewing Title VI accomplishments achieved during the year. Annual reports will be required for each of the special emphasis program areas. The Title VI Coordinator will be responsible for the coordination and preparation of the report.

## **8. Title VI Plan Update**

An annual Title VI Plan Update will be submitted to the Michigan Department of Transportation (MDOT) in October of each year. The update will report on any accomplishments and changes to the program occurring during the preceding year. The update report will also include goals and objectives for the upcoming year.

## **9. Public Dissemination**

The Title VI Coordinator will disseminate Title VI Program information to KATS employees, contractors, and beneficiaries, as well as the general public. Public dissemination will include electronic posting of public statements on the agency's web site, inclusion of Title VI language in contracts, publishing annually the Title VI Policy Statement in newspapers having a general circulation in the vicinity of proposed projects, and announcements of hearings and meetings in minority publications (see Addendum 3).

## **10. Post-grant Reviews**

Post-grant Title VI Compliance reviews of consultants with KATS will be conducted annually. The reviews will determine the contractor's compliance with Title VI contractual provisions.

## **11. Remedial Action**

KATS will pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program requirements, both within KATS and with KATS's subrecipients. When irregularities occur in the administration of the federal-aid highway program's operation, corrective action will be taken to resolve Title VI issues. When conducting Title VI compliance reviews on subrecipients, KATS will reduce to writing a remedial action agreed upon by KATS and MDOT to be necessary, all within a period not to exceed 90 days.

KATS will seek the cooperation of subrecipients in correcting deficiencies found during the review. KATS will also provide the technical assistance and guidance needed to aid the subrecipients to comply voluntarily. Subrecipients placed in a deficiency status will be given a reasonable time, not to exceed 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies.

When a subrecipient fails or refuses to voluntarily comply with requirements within the time frame allotted, the KATS will submit to MDOT and FHWA two copies of the case file and a recommendation that the recipient be found in noncompliance.

A follow-up review will be conducted within 180 days of the initial review to ensure that the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the subrecipient refuses to comply, KATS may, with MDOT and FHWA's concurrence, initiate sanctions per 49 CFR 21.

## **12. Procedures Manual**

All day-to-day administration of the Title VI Program will be incorporated in a Procedures Manual that will be updated regularly to incorporate changes and additional responsibilities.

## **ADDENDUM 1**

### **KATS Title VI Assurances**

The Kalamazoo Area Transportation Study (hereinafter referred to as the “Recipient”), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d - 42 USC 2000d-4 (hereinafter referred to as the “Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the “Regulations”), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and

HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program:

1. That the Recipient agrees that each “program” and each “facility”, as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements:

*“The Kalamazoo Area Transportation Study, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d - 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and all requirements issued pursuant to such Act, hereby notifies all bidders that minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.”*

3. That the Recipient shall insert the clauses of Appendix 1 of this Assurance in every contract subject to the Act and the Regulations.

4. The Recipient shall provide for such methods of administration for the program, as are found by the State Secretary of Transportation or the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.
5. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of, and for the purpose of obtaining, any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

\_\_\_\_\_  
Jonathan R. Start, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hannah McKinney, Chairperson  
Kalamazoo Area Transportation Study Policy Committee

\_\_\_\_\_  
Date

## **APPENDIX 1 (of ADDENDUM 1)**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agree as follows:

### **1. Compliance With Regulations**

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the “Regulations”), which are herein incorporated by reference and made a part of this contract.

### **2. Nondiscrimination**

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations. Discrimination shall also not occur on the grounds of age, religion, or disability.

### **3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

### **4. Information and Reports**

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Kalamazoo Area Transportation Study or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Kalamazoo Area Transportation Study, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

### **5. Sanctions for Noncompliance**

In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, the Kalamazoo Area Transportation Study shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

P Withholding of payments to the Contractor under the contract until the Contractor complies; and/or

P Cancellation, termination, or suspension of the contract, in whole or in part.

**6. Incorporation of Provisions**

The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontractor or procurement as the Kalamazoo Area Transportation Study or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Kalamazoo Area Transportation Study enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **ADDENDUM 2**

### **Nondiscrimination Complaint Procedures for Federally Assisted Programs or Activities**

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by the Kalamazoo Area Transportation Study (KATS) as to subrecipients, consultants, and contractors.

Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution.

#### **Procedure**

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with KATS's Title VI Coordinator (Addendum 5). A formal complaint must be filed within 180 calendar days of the alleged occurrence. A copy of the Title VI Complaint Form is available through the Kalamazoo Area Transportation Study by mail at 3801 East Kilgore Road, Kalamazoo, MI 49001; Phone (269) 343-0766; FAX (269) 381-1760; or E-mail: info@katsmpo.org.
2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against one of KATS's subrecipients of federal funds, KATS will assume jurisdiction and will investigate and adjudicate the case.
3. Once KATS decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged in the KATS's records identifying its basis and the race, color, national origin, and gender of the complainant.
4. In cases where KATS assumes the investigation of the complaint, KATS will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days to furnish KATS his/her response to the allegations.
5. Within 50 calendar days of receipt of the complaint, KATS's Investigator\* will prepare an investigative report for the Executive Director's review. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. \*This can be one of KATS's Title VI Liaisons or KATS's Title VI Coordinator.

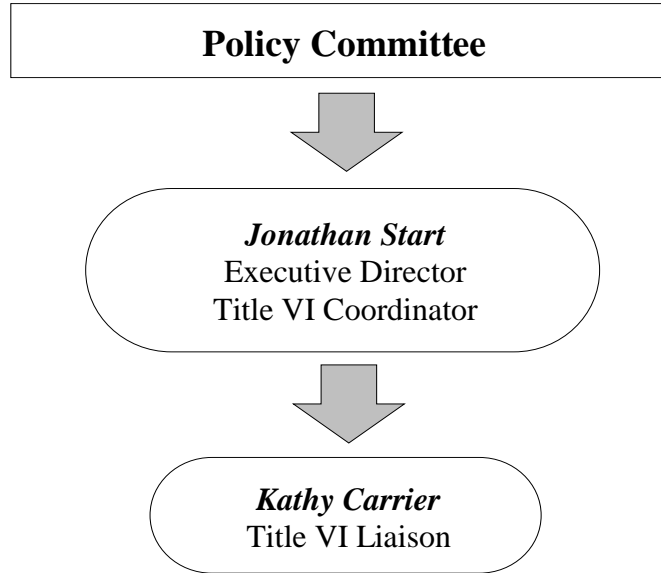
6. The investigative report and its findings will be sent to KATS's Legal Counsel for review. The Counsel will review the report and associated documentation and will provide input within 10 calendar days.
7. Any comments or recommendations from KATS's Legal Counsel will be reviewed by the KATS's Investigator. The Investigator will discuss the report and recommendations with the KATS Policy Committee. The report will be modified as needed and made final for its release.
8. Once KATS's investigative report becomes final, the parties will be properly notified of the outcome and appeal rights.
9. KATS's investigative report and a copy of the complaint will be forwarded to MDOT's Office of Equal Opportunity within 60 calendar days of the receipt of the complaint. The Office of Equal Opportunity will share the report with Federal Highway Administration, Michigan Division Office, as part of its Annual Title VI Update and Accomplishment Report.
10. If the complainant is not satisfied with the results of the investigation, s/he shall be advised of their rights to appeal KATS's determination to the MDOT Office of Equal Opportunity. If a complainant is still not satisfied, the next right of appeal is to Federal Highway Administration, Michigan Division Office; United States Department of Transportation (USDOT); or the United States Department of Justice (USDOJ). Appeals must be filed within 180 days after KATS's final resolution. Unless new facts not previously considered come to light, reconsideration of KATS's determination will not be available.
11. KATS will serve as an appeal forum to a complainant that is not satisfied with the outcome of an investigation conducted by one of its subrecipients. KATS will analyze the facts of the case and will issue its conclusion to the appellant within 60 days of the receipt of the appeal.

### **ADDENDUM 3**

#### **KATS Title VI Notice to Public**

The Kalamazoo Area Transportation Study (KATS) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which KATS receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with KATS. Any such complaint must be in writing and filed with the KATS Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. A Title VI Complaint Forms may be obtained from the KATS at no cost by calling (269) 343-0766 or by E-mail at [info@katsmpo.org](mailto:info@katsmpo.org).

**ADDENDUM 4**  
**KATS Organization Chart**





**Alleged Discrimination:**

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you or others by the agency or department indicated on Page 1, please indicate below the bases on which you believe these discriminatory actions were taken.

*Example:* If you believe that you were discriminated against because you are African American, you would mark the box labeled *race/color* and write African American in the space provided.

*Example:* If you believe the discrimination occurred because you are female, you would mark the box labeled *sex* and write *female* in the space provided.

- |  |   |
|--|---|
| <input type="checkbox"/> Race/Color _____      | <input type="checkbox"/> Religion _____   |
| <input type="checkbox"/> National Origin _____ | <input type="checkbox"/> Age _____        |
| <input type="checkbox"/> Sex _____             | <input type="checkbox"/> Disability _____ |

**Explain:**

Please explain as clearly as possible what happened. Provide the name(s) of witnesses and others involved in the alleged discrimination. (Attach additional sheets if necessary and provide a copy of written materials pertaining to your case.)

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note:** *The laws enforced by this department prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint or if you have questions regarding the completion of this form, please contact:*

Kalamazoo Area Transportation Study  
3801 East Kilgore Road  
Kalamazoo, MI 49001

Phone: (269) 343-0766  
FAX: (269) 381-1760  
E-Mail: info@katsmpo.org