

## Notifying the Public of Rights Under Title VI

### **Cottonwood, Inc.**

- Cottonwood, Inc. operates its transportation programs and services 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 Cottonwood, Inc.
- For more information on Cottonwood, Inc.'s Title VI Transportation Plan and the procedures to file a complaint, contact Cottonwood's Corporate Compliance Officer at 785/842-0550; or visit our administrative office at 2801 West 31st Street, Lawrence, KS 66047. For more information, visit [www.cwood.org](http://www.cwood.org).
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- If information is needed in another language, contact the main office at 785/842-0550.

This notice is posted in the administrative offices of Cottonwood, Inc. and on the agency website at [www.cwood.org](http://www.cwood.org). If information is needed in another language, contact 785/842-0550.



# COTTONWOOD INCORPORATED

**Title VI Complaint Form** - The purpose of this form is to assist you in filing a complaint with Cottonwood, Inc. This form is not required; a letter containing the same information will be sufficient.

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own 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
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> 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 attach additional pages.				



<b>Section IV</b>		
Have you previously filed a Title VI complaint with this agency?	Yes	No
<b>Section V</b>		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____		
<input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
<b>Section VI</b>		
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 \_\_\_\_\_



**COTTONWOOD**  
**I N C O R P O R A T E D**

Please submit this form in person at the address below, or mail this form to:

Cottonwood, Inc.  
2801 West 31<sup>st</sup> Street  
Lawrence, KS 66047  
ATTN: Corporate Compliance Officer

We help people with disabilities shape their own future.  
2801 West 31<sup>st</sup> Street □ Lawrence, Kansas 66047 □ (785) 842-0550  
[www.cwood.org](http://www.cwood.org)