



City of Enid  
301 South Independence Avenue  
Enid, Oklahoma 73701  
580-234-0400

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## Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization

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### Notice of Meetings

Notice is hereby given that the Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization will meet in special session at 1:30 PM on Wednesday, August 7, 2024, in Room 403/404 of the Stride Bank Center, located at 301 South Independence Avenue, Enid, Oklahoma, pursuant to notice provided to the Clerk of the City of Enid no less than forty-eight hours prior to the meeting, and the agenda for said meeting is as follows:

### - AGENDA -

#### Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization

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1. Call to Order/Roll Call.	
2. Minutes.	
1. Consider approval of minutes of the May 21, 2024 MPO Technical Committee meeting.	3 - 5
<a href="#">Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization Special Meeting - May 21, 2024 - Minutes - Pdf</a>	
3. Business.	
1. Discuss and make recommendations on the First Amendment to the Bylaws of the Chisholm Trail Metropolitan Planning Organization.	6 - 11
<a href="#">First Amendment - Bylaws</a>	
2. Discuss and make recommendations on the Title VI Public Notice.	12
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3. Discuss and make recommendations on the Title VI Complaint Form.	13 - 14
<a href="#">Title VI Complaint Form</a>	
4. Discuss and make recommendations on the Title II Public Notice.	15 - 16
<a href="#">Title II Public Notice</a>	
5. Discuss and make recommendations on the Title II Complaint Process and Form.	17 - 24
<a href="#">Complaint Process</a>	
<a href="#">Title II Complaint Form</a>	

6. Discuss and make recommendations on the Title II & VI Assurances.

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[Title II Assurances](#)

[Contract Assurances Title II & VI](#)

7. Discuss the next steps of the MPO's efforts to meet federal and state objectives concerning transportation and transit planning, civil rights, safety and reporting.

8. Discuss upcoming meeting schedule.

4. Adjourn.

**City of Enid**  
**Transportation Technical Committee of the Chisholm Trail Metropolitan**  
**Planning Organization**  
**Minutes**

The Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization of the City of Enid, County of Garfield, State of Oklahoma, met in special session at 1:30 PM on Tuesday, May 21, 2024, in Room 403/404 of the Stride Bank Center, located at 301 South Independence Avenue, pursuant to notice provided to the Clerk of the City of Enid no less than forty-eight hours prior to the meeting, and which notice was posted no later than 1:30 PM on the 20th day of May, 2024. The minutes for said meeting are as follows:

**1. CALL TO ORDER/ROLL CALL.**

Chairman Jerald Gilbert called the meeting to order with the following members present and absent:

PRESENT: Enid City Manager Jerald Gilbert, Enid Director of Engineering Murali Katta, Treasurer of the Enid Public Transportation Authority Erin Crawford, Aviation Director of Woodring Airport Keston Cook, Enid Community Development Director Leroy Alsup, Representative of the Town of North Enid Jason Dockins, Executive Director of the Greater Enid Chamber of Commerce Jon Blankenship, Representative of NORTPO Brock Spencer, and ODOT Government Affairs Planning Branch Manager Designee Sarah McElroy.

ABSENT: ODOT District IV Rural Construction Engineer Ted Zachary, ODOT Government Affairs Planning Branch Manager Laura Chaney, Multimodal Division Office of Mobility and Public Transit Manager Eric Rose, FTA Regional IV Community Planner Marc Oliphant and FHWA Division Community Planner Isaac Akem.

Others present were Enid City Attorney Carol Lahman, Enid Public Transportation Authority General Manager Demetria Dixon, Enid City Clerk Summer Anderson, NODA Economic Development Director Vicki Eggers, and Enid City Engineer Jason Unruh.

**2. MINUTES.**

1. Consider approval of minutes of the Transportation Technical Committee Special Meeting of March 20, 2024.

Moved by Erin Crawford, seconded by Keston Cook, to approve the minutes of the Transportation Technical Committee Special Meeting of March 20, 2024.

Carried by the following votes:

Ayes: Jerald Gilbert, Murali Katta, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Sarah McElroy

### 3. BUSINESS.

1. Review and recommend approval of the Public Participation Plan (PPP).

Sarah McElroy explained that this was a federally required plan, which went into detail about the documents that were required, and how long they had to go out for public comment. The PPP had gone through a forty-five day public comment period, with no comments received. It was common for MPO's to amend their PPP every five to ten years, with a new public comment period required for amendments.

Moved by Brock Spencer, seconded by Jason Dockins, to recommend approval of the Public Participation Plan (PPP) to the Transportation Policy Board.

Carried by the following votes:

Ayes: Jerald Gilbert, Murali Katta, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Sarah McElroy

2. Review and recommend approval of the MOU for Performance Targets.

Ms. McElroy explained that the MOU for Performance Targets was a required document which outlined that the Chisholm Trail Metropolitan Planning Organization and the Oklahoma Department of Transportation would cooperate and coordinate together on the performance targets. As the MPO went further along in the process, they may set their own targets, but at this point, they could adopt the targets set by the State.

Moved by Erin Crawford, seconded by Jon Blankenship, to recommend approval of the MOU for Performance Targets to the Transportation Policy Board.

Carried by the following votes:

Ayes: Jerald Gilbert, Murali Katta, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Sarah McElroy

3. Review and recommend approval of the MOU for Transit Targets.

Moved by Erin Crawford, seconded by Jon Blankenship, to recommend approval of the MOU for Transit Targets to the Transportation Policy Board.

Carried by the following votes:

Ayes: Jerald Gilbert, Murali Katta, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Sarah McElroy

4. Review and recommend approval of supporting ODOT Performance Targets.

Discussion was held regarding the ODOT Performance Targets and the area covered. Clarification was needed to determine if the Safety Performance Targets included all roads in the MPO, or interstates, which Enid did not have, and NHS roads.

The Oklahoma Department of Transportation was required to set these targets, and the MPO's then had one hundred eighty days to either accept the targets or set their own. It was noted that the targets set in the document presented were for the entire State of Oklahoma. At this time, it was an important step to set targets so they could move forward with developing a TIP and receive funding, however, in time, they could amend the targets for only specific areas covered by the MPO.

Moved by Jerald Gilbert, seconded by Keston Cook, to recommend approval of supporting ODOT Performance Targets to the Transportation Policy Board.

Carried by the following votes:

Ayes: Jerald Gilbert, Murali Katta, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Sarah McElroy

5. Review and recommend approval of supporting ODOT Transit State of Good Repair Targets.

Discussion was held regarding the ODOT Transit State of Good Repair Targets. The Enid Public Transportation Authority had set these targets in their TAM Plan. It was noted that although the EPTA did not have some of the items included in the targets in their rolling stock, it was a state requirement to set these targets now, in case they obtain them in the future.

Moved by Keston Cook, seconded by Erin Crawford, to recommend approval of supporting ODOT Transit State of Good Repair Targets to the Transportation Policy Board.

Carried by the following votes:

Ayes: Jerald Gilbert, Murali Katta, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Sarah McElroy

#### 4. **ADJOURN.**

There being no further business to come before the Committee at this time, Chairman Gilbert adjourned the meeting at 1:55pm.

## **THE FIRST AMENDMENT TO THE BYLAWS OF THE CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION**

### **ARTICLE I. Introduction**

The Chisholm Trail Metropolitan Planning Organization (MPO) is responsible for cooperative, comprehensive and ongoing transportation planning for the Chisholm Trail Metropolitan Planning Area as designated and approved in the Designation Agreement executed by the City of Enid and the Oklahoma Department of Transportation pursuant to 23 U.S.C. §134 and applicable federal and state regulations.

The Chisholm Trail MPO is responsible for the development and approval of plans and programs that facilitate the transportation planning process to include a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP), a Unified Planning Work Program (UPWP), an Annual Listing of Obligated Projects (ALOP), and a Public Participation Plan (PPP). The purpose of these plans and programs is to facilitate through planning an integrated intermodal transportation process that will meet the current and future needs of the communities within the MPO boundary with a horizon of at least twenty years. 23 C.F.R. §450.312(a)(1).

### **ARTICLE II. Policy Board**

#### **Section A. Purpose.**

The Transportation Policy Board (TPB) is the governing board for the Chisholm Trail MPO which provides both policy development and adoption in the local urban transportation planning process as it relates to present and future intermodal transportation systems within the Chisholm Trail Metropolitan Planning Area (MPA).

1. The TPB Board shall review:
  - a. the Long-Range Transportation Plan;
  - b. the Transportation Improvement Program;
  - c. the Unified Planning Work Program; and
  - d. any special transportation studies.
2. The TPB shall receive recommendations from the Transportation Technical Committee (TTC) related to the items listed in Article II, §A (1). If, after its review, the TPB finds any transportation plan, program, study or document unsatisfactory, the TPB will return it to the TTC for additional review, analysis, and any additional recommendations.
3. The TBP shall encourage the development of a regional, integrated, intermodal transportation system with the Chisholm Trail MPA.
4. The TBP shall coordinate with federal, state, and local agencies, as necessary, to ensure a

continuous, cooperative, and comprehensive transportation planning process.

5. The TPB may appoint additional qualified individuals to the TPB and the TTC through adoption of an amendment to these bylaws.
6. The TPB may create committees as needed.
  - a. The chairman of the TPB shall appoint the chairman of the committees, who shall be TPB members.
  - b. The chairman of the TPB shall appoint the members of each committee.

#### Section B. Membership.

1. The TPB is made up of the following voting members:
  - a. the Mayor of the City of Enid;
  - b. two Enid City Commissioners appointed by the Enid City Council;
  - c. the Mayor of the Town of North Enid or his designee;
  - d. the Chairman of the Garfield County Commissioners or his designee;
  - e. the Executive Director of Northern Oklahoma Development Authority (NODA) or his designee;
  - f. the District IV Transportation Commissioner or his designee;
  - g. ODOT District IV Engineer or his designee;
  - h. Enid's Aviation Advisory Board Chairman or his designee; and,
  - i. the General Manager of the Enid Public Transportation Authority.
2. The Policy Board also includes non-officio members that do not count towards a quorum. These members may fully participate in the meetings but do not vote on motions. The non-officio members include:
  - a. ODOT Multimodal & Planning Division, Planning Branch Manager or his designee;
  - b. a representative of Northern Oklahoma Regional Transportation Planning Organization (NORTPO) or his designee;
  - c. the Federal Highway Administration (FHWA) Division Administrator or his designee;
  - d. the Federal Transit Administration (FTA) Administrator or his designee;
  - e. a member of the Oklahoma House of Representative as determined by those members that represent the Chisholm Trail Metropolitan Area;
  - f. the Oklahoma State Senator that represents the Chisholm Trail MPA or his designee; and,

- g. the 71<sup>st</sup> FTW Commander for Vance Air Force Base or his designee.
- 3. All members shall serve as long as they hold their position within their respective organization.
- 4. Members that designate a designee must provide the MPO Secretary of the contact information of the designee.
- 5. Designees of voting members will count towards a quorum and may vote on any matter before the Board.
- 6. Designees of voting or ex officio members cannot be a member of the TPB in their own right. Designees cannot to serve on behalf of more than one member of the TPB at one time.

#### Section C. Officers.

- 1. The Chairman of the TPB is the Mayor of the City of Enid.
- 2. The Vice Chairman shall be elected by the TPB for a term of one year at the second meeting of the Board each year. The Vice Chairman shall chair the meetings of the TPB in the absence of the Chairman.
- 3. The Enid City Clerk shall serve as Secretary and take the minutes or provide a clerk to take the minutes when absent.
- 4. The Enid City Treasurer shall be responsible for the expenditure and tracking of MPO funds.

#### Section D. Meetings.

- 1. Meetings of the TPB will be called and noticed in compliance with the Oklahoma Open Meeting Act.
- 2. Meetings may be called by the Chairman, the MPO Planner, or the City Clerk of Enid.
- 3. A quorum consists of a majority of the voting members.
- 4. The Chairman or Vice Chairman shall have authority to execute documents in the name of the Chisholm Trail MPO, after approval of the TPB.

### **ARTICLE III.** **Transportation Technical Committee**

The Transportation Technical Committee (TTC) provides technical analysis and recommendations to the TPB for its consideration and approval.

#### Section A. Purpose.

- 1. The TTC provides technical advice and guidance for transportation planning. The membership consists of technical and professional personnel from the various agencies who



review the technical aspects of transportation planning documents and makes recommendations to the TPB.

2. The TTC assists the TPB in providing planning and coordination with local governments, ODOT, the FHWA, the Federal Aviation Administration (FAA), and the FTA.

3. The TTC reviews all issues related to comprehensive transportation planning processes such as: the UPWP, the TIP, and transportation plans and policies prior to making a recommendation to the TPB.

#### Section B. Membership.

1. The TTC is made up of the following voting members:

- a. the Enid City Manager or his designee;
- b. the Enid Director of Engineering or his designee;
- c. the Treasurer of the Enid Public Transportation Authority or his designee;
- d. the Aviation Director of Woodring Airport;
- e. the Enid Community Development Director or his designee;
- f. a representative of the town of North Enid or his designee;
- g. a representative of Garfield County, appointed by the Garfield County Commissioners;
- h. the Executive Director of the Greater Enid Chamber of Commerce or his designee;
- i. a representative of NORTPO or his designee;
- j. ODOT District IV Rural Construction Engineer or his designee;
- k. ODOT Multimodal & Planning Division, Planning Branch Manager or his Designee; and,
- m. ODOT Multimodal & Planning Division, Office of Mobility and Public Transit Manager or his designee.

2. The TTC also includes non-officio members that do not count towards a quorum. These members may fully participate in the meetings but do not vote on motions. The non-officio members include:

- a. FHWA Division Community Planner or designee;
- b. FTA Regional VI Community Planner or designee; and
- c. a representative of Vance Air Force Base Engineering.

3. All members shall serve as long as they hold their position within their respective organization.

4. Members that designate a designee must provide the MPO Secretary the contact information of the designee.

5. Designees of voting members will count towards a quorum and may vote on any matter before the Board.

6. Designees of voting or ex officio members cannot be a member of the TTC in their own right. Designees cannot serve on behalf of more than one member of the TTC at one time.

Section C. Officers.

1. The Chairman of the TTC is the Enid City Manager.

2. The Vice Chairman of TTC shall be elected by the TTC for a term of two years. The Vice Chairman shall chair the meetings of the TTC in the absence of the Chairman

3. The Enid City Clerk's office will provide a city employee to take the minutes and transcribe them.

Section D. Meetings.

1. Meetings of the TTC will be called and noticed in compliance with the Oklahoma Open Meeting Act.

2. Meetings may be called by the Chairman, the MPO Planner, or the City Clerk of Enid.

3. A quorum consists of a majority of the voting members.

**ARTICLE IV.**  
**Amendments to the Bylaws**

Amendments to the Bylaws of the Chisholm Trail MPO may be approved by a majority vote of the voting members of the Chisholm Trail TPB.

This first amendment of the Bylaws of the Chisholm Trail MPO were approved on August 14, 2024 at its meeting of the TPB of the Chisholm Trail MPO.

Chairman of Chisholm Trail Transportation Policy Board

\_\_\_\_\_  
David M. Mason, Enid Mayor

ATTEST:

Secretary of Chisholm Trail MPO

\_\_\_\_\_

Summer Anderson, Enid City Clerk



### **Notifying the Public of Rights Under Title VI**

The Chisholm Trail MPO ensures that no person or groups of persons shall, on the grounds of race, color, or national origin (including Limited English Proficiency) 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 Chisholm Trail MPO, its recipients, sub-recipients, and contractors.

For more information on Chisholm Trail MPO's Title VI program, and the procedures to file a complaint, contact the person listed below. Any person who believes that they, individually, as a member of any specific class, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a complaint with the Chisholm Trail MPO Title VI Coordinator. Title VI Complaints must be filed within 180 days of the alleged discriminatory event or practice. Complaints must be filed using the Chisholm Trail MPO's Title VI Complaint Form and submitted electronically or mailed to:

**Chisholm Trail Metropolitan Planning Organization  
Title VI Coordinator, Leroy Alsup  
C/O Community Development Director  
401 Owen K Garriott  
Enid, OK 73701  
Leroy.alsup@enid.org, 580-616-7225**

Title VI Information and forms can be located at <https://www.chisholmtrailmpo.org/>. For information and forms, or information in another language, contact the Title VI Coordinator as shown above.

If information is needed in another language, other than English or Spanish contact:

Elijah Travis  
580.616.7160  
etravis@COE.local

# TITLE VI COMPLAINT FORM

The CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION 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:

Name:

Address:

City, State, Zip Code:

Work Phone:

Home Phone:

E-mail Address:


Submit Complaints to:  
**CHISHOLM TRAIL METROPOLITAN  
 PLANNING ORGANIZATION**  
**C/O Community Development Director**  
**401 Owen K Garriott**  
**Enid, OK 73701**  
**Phone: 580-616-7225**  
**Email: [leroy.alsup@enid.org](mailto:leroy.alsup@enid.org)**  
<https://www.chisholmtrailmpo.org/title-vi-civil-rights>

Indicate on what ground(s) you believe you have been discriminated against (check all that apply):

- ☐ Race
 ☐ Color
 ☐ Sex
 ☐ Religion
 ☐ National Origin  
☐ Age
 ☐ Retaliation
 ☐ Genetic Information

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 CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION. If you require any assistance in filling out this form, please contact the Community Development Director at 580-616-7225.

The CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION 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 CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION, its recipients, sub-recipients, and contractors. To request an accommodation please contact the Community Development Director at 580-616-7225. If you have any Title VI questions, please contact the Community Development Director at [leroy.alsup@enid.org](mailto:leroy.alsup@enid.org).



### **Notifying the Public of Rights Under the Americans with Disabilities Act**

The Chisholm Trail MPO and The Enid Public Transportation Authority does not discriminate on the basis of disability in its services, programs or activities.

**Employment:** The Chisholm Trail MPO and The Enid Public Transportation Authority does not discriminate on the basis of disability in its hiring or employment practices and complies with the Ada Title I employment regulations.

**Effective Communication:** The Chisholm Trail MPO and The Enid Public Transportation Authority will, upon request, provide auxillary aids and services to communicate with people with disabilities, including qualified sign language interpreters, assistive listening devices, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.

**Modification to Policies and Procedures:** The Chisholm Trail MPO and The Enid Public Transportation Authority will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities.

**Requests:** To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact the ADA Coordinator as soon as possible, preferably five days before the activity or event.

**Complaints:** Send complaints to the ADA Coordinator:

**Chisholm Trail Metropolitan Planning Organization  
ADA Coordinator, Angela Rasmuson  
Enid, OK 73701  
arasmuson@COE.local 580.616.7242**

ADA Information and forms can be located at <https://www.chisholmtrailmpo.org/>. For information and forms, or information in another language, contact the ADA Coordinator as shown above.

If information is needed in another language, other than English or Spanish contact:

Elijah Travis  
580.616.7160  
[etravis@COE.local](mailto:etravis@COE.local)







### **CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION'S ADA COMPLAINT PROCESS**

The Chisholm Trail Metropolitan Planning Organization (CTMPO) will use the following detailed internal procedures for prompt processing and resolution of all ADA complaints received. These procedures include but are not limited to:

1. Any person who believes that he or she, individually, as a member of any specific class, has been subjected to discrimination under the ADA by the CTMPO, or any of their recipients, may file a written complaint with the ADA Coordinator. A complaint may also be filed by a representative on behalf of such a person.
2. In order to have the complaint considered under this procedure, the complaint must be filed no later than 180 calendar days after:
  - a. The date of the alleged act of discrimination; or
  - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.
3. Complaints shall be filed using the CTMPO's ADA Complaint Form which is available by contacting the ADA Coordinator or accessing the form on the CTMPO Website at (<https://www.chisholmtrailmpo.org/>). Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination, the person shall be interviewed by the ADA Coordinator. If necessary, the ADA Coordinator will assist the person in reducing the complaint to writing and will submit the written version of

the complaint to the person for signature. The complaint shall then be handled in the usual manner. Once completed, the complaint should be submitted to:

**CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION**

**ADA Coordinator, Angela Rasmuson**

**Enid, OK 73701**

**arasmuson@COE.local 580.616.7242**

4. Upon receipt of the signed complaint form, the ADA Coordinator will log in the complaint, determine the basis of the complaint, the authority or jurisdiction for the complaint, and who should conduct the investigation.
5. The ADA Coordinator reviews and determines the appropriate action regarding every ADA complaint. The CTMPO will not proceed with or continue a complaint investigation if:
  - a. The complaint is, on its face, without merit;
  - b. The same allegations and issues of the complaint have been addressed in a recently closed investigation or by previous federal court decisions; or
  - c. The complainant's or injured party's refusal to cooperate (including refusal to give permission to disclose his or her identity) has made it impossible to investigate further.
6. Within ten (10) business days, the ADA Coordinator will acknowledge receipt of the allegation, inform the complainant of any action taken or proposed action to be taken to process the complaint, and the complainant will be advised of other avenues of redress available, through the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the U.S. Department of Justice, the U.S. Department of Transportation, or the Oklahoma Department of Transportation (ODOT). The notification letter contains:
  - a. The basis of the complaint.
  - b. A brief statement of the allegation(s) over which CTMPO has jurisdiction.

- c. A brief statement of CTMPO's jurisdiction over the recipient to investigate the complaint; and
  - d. An indication of when the parties will be contacted.
- 7. The ADA Coordinator will notify ODOT's Contract Compliance Division within ten (10) calendar days of receipt of the allegations, and ODOT's Contract Compliance Division will notify the appropriate Federal Agency. Generally, the following information will be included in every notification to ODOT's Contract Compliance Division:
  - a. Name, address, and phone number of the complainant.
  - b. Email address if available.
  - c. Basis of the complaint (i.e., disability or handicap).
  - d. Date of the alleged discriminatory act or acts.
  - e. Date of complaint received by the recipient.
  - f. A statement of the complaint.
  - g. Other agencies (state, local, or Federal) where the complaint has been filed.
  - h. An explanation of the actions the recipient has taken or proposed to resolve the issues raised in the complaint.
- 8. Within sixty (60) calendar days from the date the original complaint was received, the ADA Coordinator will conduct and complete an investigation of the allegations and based on the information obtained, will render a recommendation for action in a report of findings to ODOT.
- 9. The ADA Coordinator will conduct an in-depth, personal interview with the complainant. Information gathered in this interview includes: identification of each complainant by race, color, sex, age, national origin, disability/handicap, or income status; the name of the complainant; a complete statement concerning the nature of the complaint, including names, places, and incidents involved in the complaint; the date the complaint was filed; and any other pertinent information relevant to the complaint. The interviews will be recorded in audio format. The ADA Coordinator will arrange

for the complainant to read, make necessary changes to, and sign the complainant's interview transcript. Every effort will be made to obtain early resolution of complaints at the lowest possible level.

10. The ADA Coordinator forwards the investigative report to ODOT's Contract Compliance Division. ODOT will review the investigative report and forwards it to the appropriate Federal Agency. Included with the report is a copy of the complaint, copies of all documentation pertaining to the complaint, the date the complaint was filed, the date the investigation was completed, the disposition and the date of the disposition, and any other pertinent information. If for some reason, the investigation cannot be completed within the sixty days' time period, a status report will be submitted to ODOT at this stage and the report shall follow upon completion. Thereafter, the appropriate Federal Agency will review and issue the official Letter of Findings to the complainant.
11. If the complaint cannot be resolved by CTMPO to the satisfaction of all parties concerned, the party not satisfied will be advised of his or her right to appeal pursuant to Title 49, Code of Federal Regulations, Part 21. The appeal must be filed, in writing no later than 180 calendar days after the date of the official Letter of Findings, unless the time for filing is extended by the Secretary.

The appeal should be sent to:

**United States Department of Transportation  
Departmental Office of Civil Rights  
1200 New Jersey Ave, S.E., Washington, DC 20590  
(202) 366-4648  
<https://www.transportation.gov/civil-rights>**

A complainant may also file its complaint directly with:

**Oklahoma Department of Transportation  
Contract Compliance Division  
200 Northeast 21st Street, Oklahoma City, OK 73105  
(405) 521-3186  
<https://oklahoma.gov/odot/about-us/ada-and-disclaimers.html>**

**AMERICANS WITH DISABILITIES ACT - TITLE II / SECTION 504  
COMPLAINT FORM**

The CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION 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 otherwise be subjected to discrimination under any and all programs, services, or activities administered by CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator Angela Rasmuson at 580-616-7242. If you have any ADA questions email the ADA Coordinator at [arasmuson@COE.local](mailto:arasmuson@COE.local).

Date of Filing:	_____
Name:	_____
Address:	_____
City, State, Zip Code:	_____
Work Phone:	_____
Home Phone:	_____
Email Address:	_____
Date of Alleged Incident:	_____



1. Indicate below the person(s) who you believe discriminated against you:

Name(s):	_____
Work Location:	_____
Work Phone:	_____

2. Please provide a detailed description of the alleged incidence of discrimination. If there are any witnesses, please provide their contact information. Attach additional pages as necessary.

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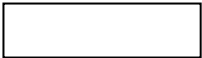
3. Please provide a suggested detailed plan or remedy for this complaint. Attach additional pages as necessary.

4. Have you filed or do you intend to file a complaint concerning this incident with any other agencies (Federal, State or Local)?

☐ Yes      ☐ No

If so, please provide the following information:

Agency Name:	
Address:	
Name of Investigator:	
Phone Number:	
Email Address:	
Date Filed:	
Status of Complaint:	



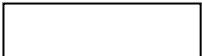
**Please attach and/or provide any additional information that might be useful in processing your complaint.**

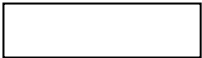
The completed form must be submitted to the CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION. If you require any assistance in filling out this form, please contact the please contact the ADA Coordinator at 580-616-7242.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION**  
**ADA Coordinator, Angela Rasmuson**  
**Enid, OK 73701**  
**arasmuson@COE.local 580.616.7242**







## TITLE II ASSURANCE

The **Chisholm Trail Metropolitan Planning Organization (CTMPO)** assures that no qualified person with a disability shall, solely by reasons of their disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity administered by the **CTMPO**.

Specifically, the following discriminatory actions are prohibited:

1. In providing any aid, benefit, or service, **CTMPO** will not directly or through contractual, licensing, or other arrangements, on the basis of disability:
  - a. Deny a qualified person with a disability the opportunity to participate in or benefit from the aid, benefit or service.
  - b. Afford a qualified person with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is not substantially equal to that afforded persons who do not have a disability.
  - c. Provide a qualified person with a disability an aid, benefit or service that is not as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as persons without disabilities.
  - d. Provide different or separate aid, benefits, or services to persons with disabilities or to any class of persons with disabilities unless such action is necessary to provide the aids, benefits or services that are as effective as those provided to persons without disabilities.
  - e. Aid or perpetuate discrimination against a qualified person with a disability by providing financial or other assistance to an agency, organization, or person that discriminates on the basis of disability.
  - f. Deny a qualified person with a disability the opportunity to participate in conferences, planning or advising opportunities.
  - g. Otherwise limit a qualified person with a disability in the enjoyment of any right, privilege, advantage or opportunity enjoyed by others receiving an aid, benefit, or service.
2. For purposes of these assurances, aids, benefits, and services, to be equally effective, are not required to produce the identical result or level of achievement for disabled and nondisabled persons, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement, in the most integrated setting that is reasonably achievable.
3. Even if separate or different aids, benefits or services are available to persons with a disability, **CTMPO** will not deny a qualified person with a disability the opportunity to participate in the programs or activities that are not separate or different.
4. **CTMPO** will not, directly or through contractual or other arrangements, utilize criteria or methods of administration:
  - a. That have the effect of subjecting qualified persons with a disability to discrimination on the basis of disability,

- b. That have the purpose or effect of defeating or substantially reducing the likelihood that persons with disabilities can benefit from the objectives of the program or activity, or
  - c. That yield or perpetuate discrimination against another recipient of federal funds if both recipients are subject to common administrative control or are agencies of the same State.
- 5. In determining the site or location of a facility, **CTMPO** will not make selections:
  - a. That have the effect of excluding persons with disabilities from, denying them the benefits of, or otherwise subjecting them to discrimination under any program or activity, or
  - b. That has the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the program or activity with respect to persons with disabilities.
- 6. As used in these assurances, the aid, benefit or service provided under a program or activity includes any aid, benefit or service provided in or through a facility that has been constructed, expanded, altered, leased or rented, or otherwise acquired, in whole or in part, with Federal financial assistance.

#### **Future Effect of Assurances**

Recipients of Federal financial assistance, and transferees of property obtained by a recipient with the participation of Federal financial assistance, are bound by the above assurances under the following circumstances:

- 1.) When Federal financial assistance is provided in the form of a conveyance of real property or an interest in real property from the U.S. Department of Transportation, the instrument of conveyance shall include a covenant running with the land binding the recipient and subsequent transferees to comply with the requirements for so long as the property is used for the purpose of which the Federal financial assistance was provided or for a similar purpose.
- 2.) When Federal financial assistance is used to purchase or improve real property, these assurances shall obligate the recipient to comply with the requirements and require any subsequent transferee of the property, who is using the property for the purpose for which Federal financial assistance was provided, to agree in writing to comply with the requirements. The obligations of the recipient and transferees shall continue in effect for as long as the property is used for the purpose for which Federal financial assistance was provided or for a similar purpose.
- 3.) When Federal financial assistance is provided in the form of, or is used to obtain, personal property, these assurances shall obligate the recipient to comply with the requirements for the period it retains ownership or possession of the property or the property is used by a transferee for purposes directly related to the operations of the recipient.
- 4.) When Federal financial assistance is used for purposes other than to obtain property, these assurances shall obligate the recipient to comply with the requirements for the

period during which the Federal financial assistance is extended to the program or activity.

### **Notice**

**CTMPO** will take appropriate initial and continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with **CTMPO** that it does not discriminate on the basis of disability using the notice in Appendix A (Public Notice).

Methods of initial and continuing notification may include the posting of notices, publication in newspapers and magazines, placement of notices in agency publications and distribution of memoranda or other written communications.

### **Effect of State or local law**

The obligation to comply with Section 504 of the Rehabilitation Act of 1973 is not obviated or affected by any State or local law.

Chairman of Chisholm Trail MPO  
Transportation Policy Board

\_\_\_\_\_  
David M. Mason, Chairman

\_\_\_\_\_  
Date

## CONTRACTUAL ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “Contractor”) agrees 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 “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, national origin, age, sex or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the 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.

**(3) Solicitation of Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements 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, national origin, sex, age, or disability.

**(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 ODOT or CTMPO 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 the contract, CTMPO shall impose such contract sanctions as it or ODOT may determine to be appropriate, including but not limited to withholding of

payments to the Contractor under the contract until the Contractor complies, and/or 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 (6) in every subcontract, including procurements 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 subcontract or procurement as CTMPO or ODOT 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 directions, the Contractor may request CTMPO to enter into such litigation to protect CTMPO, and, in addition, the Contractor may request the United State to enter into such litigation to protect the interests of the United States.