

06/12/2018

Public of Rights under Title VI
THE COUNTY OF LINCOLN, KANSAS

- The County of Lincoln, Kansas operates its 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 the County of Lincoln, Kansas.
- For more information on the County of Lincoln, Kansas's civil rights program, and the procedures to file a complaint, contact 785-384-0015; email lctransbus@lincolncoks.org; or visit our administrative office at 216 E Lincoln Ave: Lincoln, Kansas.
 - 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 800-555-1212.

INTERPRETOR: JOE ORTIZ 785-658-5384

This notice is posted in the Transportation Office, next door north of Lincoln County Clerk's Office in the Lincoln County Courthouse. It is also posted on the Lincoln County website at <http://www.lincolncoks.com>

Lincoln County General Public Transportation Participation Plan Outline

1. Brief description of provider's activities and services
Lincoln County General Public Transportation has during all their years of service have provided rides for Education, Nutrition, Work, Medical and Personal with in Lincoln County and the Cities of Ellsworth, Beloit, Minneapolis and Salina Kansas.
2. Brief description of activities that would warrant public participation (i.e. fare changes, changes to service hours, route adjustments, service area changes).
Lincoln County General Public Transportation would apprise the public of any Service Changes, rates, Service Hours, Areas of Coverage.
3. Brief description of the proactive public participation strategies would be used.
Participation notices would be conveyed in the County Newspaper, The Sentinel-Republican.
4. Brief description of outreach methods to engage minority and Limited English Proficiency (LEP) individuals (i.e. translation of public meeting materials, providing translation services if requested, targeted media messages in low income neighborhoods of service area, Work with existing neighborhood and advocacy organizations).The Governing body for Lincoln County General Public Transportation is the Lincoln County Commissioners , which regularly holds an open public meeting every Monday; with prior warning a translator can be provided. Also there is a Transportation Board which meets the first Monday of every month, a translator can be provided with prior notice.
5. Brief description of the desired outcomes of the agency's public participation efforts.
This section is intended to describe what the agency hopes to achieve as a result of the public participation efforts implemented.
In general, desired outcomes could include, but are not limited to, the following:
 - The agency desires to have actively engaged transit riders, stakeholders and members of the general public in the decision making process.
 - The agency strives to have given adequate public notice of public participation activities and allowed proper time for public review and comment at key decision points.
 - The agency desires to provide timely information about transportation issues and processes to transit riders, stakeholders and members of the general public
 - The agency will provide responses to all public input as appropriate.
 - The agency will have facilitated effective communication among a diverse group of stakeholders.
 - The agency will have established a timetable for review of the Public Participation Process to ensure it provides full and open access to all.
6. Brief summary of recent outreach efforts over the past three years.
Lincoln County General Public Transportation governing bodies have held open forum meetings on a monthly basis.

Limited English Proficiency (LEP) Plan Template

Introduction: On August 11, 2000, President Bill Clinton issued Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency," (65 FR 50121). The intent of this Executive Order is to improve access to federally conducted and federally assisted programs and activities for persons who are limited in their English proficiency. The purpose of developing an LEP plan, as a recipient of federal funds, is to identify the extent of LEP individuals in the region and identify ways that the transit agency can reduce and/or eliminate the barriers to LEP individuals. The starting point for developing this plan is to perform a four factor analysis to determine the individualized needs of the region. After these needs are identified, the transit agency should develop a language assistance plan addressing the mix of services that will be provided.

American Fact Finder Analyses

(1) Identify number of or proportion of LEP individuals that can utilize the service provided by (*Lincoln County General Public Transportation*): *Used the 2012-2016(5yr Est.) American Community Survey data from the attached Spreadsheet in respect to our County service area. Any language group that has more than 5% of total population and more than 50 persons that "speak English less than very well" requires written translation and should be included in this section of the analysis. If no language group fits these criteria, briefly explain the demographics of your area. The population of Lincoln County is 2,944 of these there are 92 Spanish speaking, of which 19 speak English less than very well. There are 3 Asian and Pacific Islander speaking that speak English less than very well. See attached.*

(2) Identify the frequency in which LEP individuals come in contact with the service:

In the past nine (9) years there has not been any problem or experience with an LEP individual.

(3) Identify the importance of the service to the LEP community: *It is as important to them as it is to any other person in our service area.*

(4) Identify the resources available and the respective costs of these resources: Mr. Joe Ortiz has volunteered to be our interpreter when the need arises. He can be reached @ 785-658-5384. His name and number have been added to page one of the Title VI, attached, in each vehicle, on the dash; passenger side and the transportation office in the court house as well as the media table in the first floor of the court house.

Limited English Proficiency Plan: Utilizing the information gathered from the American Fact Finder Analysis, the following plan is developed in order to provide the necessary assistance to LEP persons.

Identified LEP individuals: There are no specific populations that require written translation.

Language Assistance Measures: Mr. Joe Ortiz (785-658-5384) has volunteered to help anyone with a Spanish speaking individuals. As a further added tool one can go on line: (<http://www.lep.gov/SpeakCards2004.pdf>).

Monitoring and Updating LEP Plan: *At the minimum our agency will update the LEP plan according to the Title VI update schedule which is every three years. The plan will also be updated anytime changes in the demographics of the agencies service area are deemed significant in regards to LEP persons.*

Training Staff: Driver's will have to cope with the language barrier as best they can, if it is impossible to manage, the driver should contact the dispatcher for assistance.

Providing Notice: *The LEP plan will be posted on agencies website (if available). LEP plan will be provided to any person or agency requesting a copy. The person of contact in regards to the LEP plan is Director/Driver and can be reached via phone at 785-384-0015. If a complaint is to be filed by and LEP individual, please utilize the Title VI Complaint Procedures.*

Title VI Complaint Procedures for Lincoln County General Public Transportation

The following pertains only to Title VI complaints regarding the services of (*Lincoln County General Public Transportation*).

Title VI, 42 U.S.C. §2000d et seq., was enacted as part of the Civil Rights Act of 1964. At the heart of the regulation is the statement that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The *Lincoln County General Public Transportation* has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Chapter III of the Federal Transit Administration Circular 4702.1B, dated October 1, 2012. If you believe that the (*Lincoln County General Public Transportation*)'s federally funded programs have discriminated your civil rights on the basis of race, color, or national origin you may file a written complaint by following the procedure outlined below:

1. Submission of Complaint.

Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, or national origin has been excluded from or denied the benefits of, or subjected to discrimination caused by the (*Lincoln County General Public Transportation*), may file a written complaint with the (*Lincoln County General Public Transportation*)'s (Title VI Coordinator/Director/CEO). A sample complaint form is available for downloaded at (www.lincolncoks.org) and is available in hard copy at the offices of (*Lincoln County General Public Transportation*). Upon request, the (*Lincoln County General Public Transportation*) will mail the complaint form. **Such complaints must be filed within 180 calendar days after the date the discrimination occurred.**

Notes: Assistance in the preparation of any complaints will be provided to a person or persons upon request and as appropriate.

Complaints should be mailed to or submitted by hand to:

**Lincoln County General Public Transportation
216 East Lincoln Avenue
Lincoln, Kansas 67455**

2. Referral to Review Officer

Upon receipt of the complaint, the (*Lincoln County General Public Transportation's Director*) shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. If necessary, the Complainant shall meet with the staff review officer(s) to further explain his or her

complaint. The staff review officer(s) shall complete their review no later than 45 calendar days after the date the agency received the complaint. If more time is required, the *(Lincoln County General Public Transportation's Director)* shall notify the Complainant of the estimated timeframe for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to the *(Lincoln County General Transportation's)* processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the, *(Lincoln County General Public Transportation's Director)* for concurrence. If the *(Lincoln County General Public Transportation's Director)* concurs, he or she shall issue the *(Lincoln County General Public Transportation's)* written response to the Complainant. This final report should include a summary of the investigation, all findings with recommendations, corrective measures where appropriate.

Note: Upon receipt of a complaint, the *(Lincoln County General Public Transportation)* shall forward a copy of this complaint and the resulting written response to the appropriate KDOT and FTA-Region 7 contacts.

3. Request for Reconsideration

If the Complainant disagrees with the *(Lincoln County General Public Transportation's Director's)* response, he or she may request reconsideration by submitting the request, in writing, to the *(agency director)* within 10 calendar days

After receipt of the *(Lincoln County General Public Transportation's Director)* response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the *(Lincoln County General Public Transportation's Director)*. The *(Lincoln County General Public Transportation's Director)* will notify the Complainant of his or her decision in writing either to accept or reject the request for reconsideration within 10 calendar days. In cases where the *agency (Lincoln County General Public Transportation's Director)* agrees to reconsider, the matter shall be returned to the staff review officer(s) to re-evaluate in accordance with Paragraph 2 above.

4. Appeal

If the request for reconsideration is denied, the Complainant may appeal the *(Lincoln County General Public Transportation's Director's)* response by submitting a written appeal to the *(Lincoln County General Public Transportation's Board of Directors/Lincoln County Commissioners)* no later than 10 calendar days after receipt of the *(Lincoln County General Public Transportation's Director 's)* written decision rejecting reconsideration. The *(Lincoln County General Public Transportation's Board of Directors/Lincoln County Commissioners)* will then make a determination to either request re-evaluation by the staff review officer(s) or forward the complaint to KDOT for further investigation.

5. Submission of Complaint to the State of Kansas Department of Transportation.

If the Complainant is dissatisfied with the *(Lincoln County General Public Transportation's)* resolution of the complaint, he or she may also submit a written complaint within 180 days after the alleged date of discrimination to the State of Kansas Department of Transportation for further investigation.

KDOT Office of Contract Compliance
Eisenhower State Office Building
700 Southwest Harrison
3rd Floor West
Topeka, KS 66603

LINCOLN COUNTY GENERAL PUBLIC TRANSPORTATION, Title VI Complaint Form

The purpose of this form is to assist you in filing a complaint with the (*LINCOLN COUNTY GENERAL PUBLIC TRANSPORTATION*). You are not required to use this form; a letter containing the same information will be sufficient.

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
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
Section III:				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <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:		
Section VI		
Name of agency complaint is against: LINCOLN COUNTY GENERAL PUBLIC TRANSPORTATION		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your Complaint.

Signature and date required below:

Signature _____ Date _____

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

LINCOLN COUNTY GENERAL PUBLIC TRANSPORTATION
Title VI Coordinator

**List of Title VI Investigations, Lawsuits and Complaints against
LINCOLN COUNTY GENERAL PUBLIC TRANSPORTATION**

	Date Submitted/Filed (Month, Day Year)	Summary of allegation (include basis of complaint: race, color or national origin)	Status	Resolution/Action Taken
Investigations	NONE			
1				
2				
Lawsuits	NONE			
1				
2				
Complaints	NONE			
1				
2				

216 E. LINCOLN AVENUE
LINCOLN, KS 67455

**Table Depicting Membership of Committees, Councils, Broken Down by Race (2015)
LINCOLN COUNTY GENERAL PUBLIC TRANSPORTATION**

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Population within service area	94.6%	2.5%	0.5%	0.5%	0.7%	1.2%
Agency Board of Directors	100%	0%	0%	0%	0%	0%
County Commissioners	100%	0%	0%	0%	0%	0%

Agency Staff	100%	0%	0%	0%	0%	0%
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