

REPUBLIC COUNTY TRANSPORTATION

FIRST COME FIRST SERVED

MONDAY thru FRIDAY 8:00 A.M. to 4:00 p.m.

Notifying the Public of Rights Under Title VI

Republic County Transportation

- Republic County Transportation (RCT) 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 Republic County Transportation.
- For more information on Republic County Transportation's civil rights program, and the procedures to file a complaint, contact 785-527-2235, email sbowen@republiccounty.org, or visit our office at 702 K St, Belleville KS 66935
- 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 785-555-1212.

Republic County Transportation's public notice will be on all RCT vehicles, in the transportation office and on the bulletin board at the courthouse.

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Republic County Transportation Public Participation Plan

Republic County Transportation's (RCT) mission is to safely enhance access of transportation for the general public of our county. By fulfilling our mission, we will connect our passengers to their daily needs and services through an efficient, courteous and reliable transit system. RCT is a demand response service provided in Republic County. Services are provided for general public transportation and are scheduled on a first come first serve basis, Monday thru Friday from 10:00am-4:00pm. Advanced notice of one day ahead of time is needed prior to services for all trips.

RCT Public Participation Requests:

From time to time due to the nature of Republic County Transportation's services public participation requests are needed for the better outcome of transit services. These situations include but are not limited to: fare changes, changes in service hours and service days. When public participation requests are needed Republic County Transportation will notify the community by public notice in local media, newspaper and local radio station. Public participants will be directed by public notice to visit the RCT office to pick up a public participation survey on particular request. All surveys will have a deadline and will be collected by RCT and reviewed by RCT Director and County Commissioners for a decision on any changes to transit service.

RCT Public Notification Planning:

All public notifications would be planned by RCT Director and County Commissioners as follows:

Public hearings, meetings and or workshops to be held at convenient times and in accessible places.

A variety of media outlets would be used which include but are not limited to: The Belleville Telescope, Cunningham Cable and KR92 radio station and Republic County website.

A database of the community contacts including but not limited to: interested members of the public; elected officials; local government staff; KDOT Public transit staff and local media outlets.

Direct mailings to RCT donor mailing list.

RCT outreach planning for minority Limited English Proficiency Individuals:

RCT will maximize all efforts to disseminate information to the public by engaging minorities through translation of public meeting materials, providing translation services if requested and working with any potential advocacy organization.

Republic County Transportation hopes to achieve as a result of our public participation the following desired outcomes which include but are not limited to:

Brief description of the desired outcomes of the agency's public participation efforts.

RCT desires to have actively engaged transit riders, county commissioners and the members of the public in the decision-making process.

RCT strives to have given adequate public notice of public participation activities and allowed proper time for public review and comment at key decision points.

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RCT desires to provide timely information about transportation issues and processes to transit riders, county commissioners and members of the general public.

RCT will provide responses to all public input as appropriate.

RCT will have facilitated effective communication among the county commissioners.

RCT will have established a timetable for review of the Public Participation Process to ensure it provides full and open access to all.

Republic County Transportation has been a provider of transit services since 2007. During this time the RCT Director and the County Commissioners have made a concerted effort to work with general public and extend efforts to engage the public in decision making processes that involve but are not limited to fare changes, changes to service hours and service days and service changes to county area.

Limited English Proficiency (LEP) Plan

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 the Executive Order is to improve access to federally conducted and federally assisted programs and activities for person 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.

Four Factor Analysis

1. Utilizing the 2020 American Community Survey data RCT found that there are no current language barrier groups that fit the criteria of more than 5% of total population and more than 50 persons that “speak English less than very well.” We do not serve any individuals who may be categorized as a limited English proficiency passenger, but if we did in those specific cases a translator will be available to assist RCT with communication and scheduling rides for those potential LEP clients.
2. Identify the frequency in which LEP individuals come in contact with the service: Although no current language English proficiency groups currently exist for RCT we have opportunity to work with translators for this type of assistance if requested from potential RCT passengers.
3. Identify the importance of the to the LEP community: RCT provides access of transportation for the general public of Republic County. By fulfilling our mission, we connect our passengers to their daily needs and services through an efficient, courteous and reliable transit system.
4. Identify the resources available and the respective costs of these resources: Current translation resources for RCT are based on volunteer service provided by local faith organizations, educational entities or provided by the passengers contacting RCT.

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Limited English Proficiency Plan

Utilizing the information gathered from the Four Factor Analysis, the following plan is developed in order to provide the necessary assistance to LEP persons.

Identified LEP individuals

Currently there are no specific population groups that meet the criteria of more than 5% and more than 50 individuals with the RCT service area.

Language Assistance Measures

Due to the lack of specific population group RCT will remain utilizing current resources of translation and interpreter services to communicate and schedule potential language barrier trips.

Training Staff

The RCT trip coordinator will work and coordinate with local resource interpreters to communicate and schedule riders. RCT drivers will communicate to the best of their ability with potential LEP passengers during scheduled trips.

Providing Notice

RCT's LEP will be provided to any person or agency requesting a copy. The person to contact in regard to the LEP plan is Stacey Bowen and can be reached via phone at (785)527-7239.

Monitoring and Updating LEP Plan

RCT will update the current LEP plan every three years according to the Title VI update plan. The plan will also be updated any time changes in the demographics of RCT's service area are deemed significant in regards to LEP persons.

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Title VI Complaint Procedure

The following pertains only to the Title VI complaints regarding the services of Republic County 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 grounds 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 Republic County 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 4705.1B, dated October 1, 2012. If you believe that Republic County 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, individual 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 Republic County Transportation, may file a written complaint with Republic

County Transportation's Director or County Commissioners. A sample complaint form is available in hard copy at the office of Republic County Transportation. Upon request, the Republic County Transportation will mail the complaint form. **Such complaints must be filed within 180 calendar days after the date the discrimination occurred.**

Note: Assistance of the preparation of any complaints will be provided to a person or persons upon request and as appropriate. If information is needed in any other language, the contact Stacey Bowen, (785)527-7239. Complaints should be mailed to or submitted by hand to:

Republic County Transportation, 702 K. Street, Belleville, Ks. 66935

2. Referral to Review Officer

Upon receipt of the complaint, the Republic County Transportation Director shall appoint one of more staff to 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 Republic County Transportation Director shall notify

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the Complainant of the estimated time frame 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 officer(s) may recommend improvements to Republic County Transportation's processes relative to the Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the Republic County Transportation Director for concurrence. If the Republic County Transportation Director concurs, he or she shall issue the Republic County 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, Republic County Transportation shall forward a copy of the complaint and the resulting response to the appropriate KDOT and FTA Region 7 contacts.

3. Request for Reconsideration:

If the Complainant disagrees with the Republic County Transportation's response, he or she may request reconsideration by submitting the request in writing to the Republic County Transportation Director within 10 calendar days after receipt of the Republic County Transportation Director's response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the Republic County Transportation Director. The Republic County Transportation 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 Republic County Transportation Director agrees to reconsider, the matter shall be returned to the staff review officer(s) to reevaluate in accordance with Paragraph 2 above.

4. Appeal

If the request for reconsideration is denied, the Complainant may appeal the Republic County Transportation's response by submitting a written appeal to the Republic County Transportation Director no later than 10 calendar days after receipt of the Republic County Transportation Director's written decision rejecting reconsideration. The Republic County Transportation Director will then make a determination to either request reevaluation 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 Republic County 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**

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Title VI Complaint Form

The purpose of this form is to assist you in filing a complaint with the RCT. 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

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Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court _____

State Court _____

State Agency _____

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:

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:

Republic County Transportation
702 K St
Belleville KS 66935

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List of Title VI Investigations, Lawsuits, Complaints

	Date Submitted/Filed (Month, Day Year)	Summary of allegation (include basis of complaint: race, color or national origin)	Status	Resolution/Action Taken
Investigations				
1				
2				
Lawsuits				
1				
2				
Complaints				
1				
2				

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Population within service area	98%	.01%	.01%	.01%	.01%	2%
Agency Board of Directors	100%	0%	0%	0%	0%	0%
Citizens Advisory Council	100%	0%	0%	0%	0%	0%
Finance Committee	100%	0%	0%	0%	0%	0%