

# Your Rights under Title VI of the Civil Rights Act of 1964



## Title VI

“ 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. ”

## NOTICE TO BENEFICIARIES

LCAT provides its services in a consistent manner without regard to race, color, national origin, or limited English proficiency. Members of the public may obtain additional information regarding LCAT's Title VI non-discrimination obligations by contacting the LCAT Director and /or Transit Manager (Contact information shown below).

## WHO MAY FILE A TITLE VI COMPLAINT?

A Title VI complaint may be filed by anyone who believes that they may have been excluded from or denied the benefit of any program, service or activity of LCAT on the basis of race, color, national origin, or limited English proficiency.

Members of the public may initiate a complaint with LCAT by:

- Calling Lyon County Area Transportation (620) 343-4207
- Making an in-person complaint to the Lyon County Area Transportation offices at 402 Commercial, Emporia, Kansas.
- Mailing a written complaint to LCAT, 430 Commercial, Emporia KS 66801
- E-mail to [janarb@lyoncounty.org](mailto:janarb@lyoncounty.org) or [s.brunner@lyoncounty.org](mailto:s.brunner@lyoncounty.org)

Title VI complaints must be filed within 180 days of the date of the alleged discrimination. LCAT's Title VI complaint form can be accessed at 402 Commercial, Emporia, KS, though you are not required to use this form to initiate a complaint. If you have questions regarding Title VI, limited English proficiency (LEP), or a complaints please refer to LCAT's Director or the Transportation Manager:



## TITLE VI COMPLAINT PROCEDURES

The following pertains only to Title VI complaints regarding the Lyon County Area Transit (LCAT).

**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.*

Lyon County Area Transit 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 LCAT's federally funded programs have discriminated against you 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 LCAT, may file a written complaint with the Lyon County Area Transportation's Director. A sample complaint form is available at the offices of LCAT. Upon request, LCAT will mail the complaint form. **Such complaints must be filed within 180 calendar days after the date the discrimination allegedly occurred.**

**Note: Assistance in the preparation of any complaints will be provided to a person or persons upon request and as appropriate. If information is needed in another language, then contact the Title VI Coordinator, LCAT, (620)343-4207.**

**Nota: la asistencia en la preparación de cualquier queja será proporcionada a la persona o personas a petición y en la forma adecuada. Si necesita información en otro idioma, a continuación, póngase en contacto con el Coordinador Título VI, LCAT, (620)343-4207.**

Complaints should be mailed or submitted by hand to:

Mail To:  
Lyon County Area Transportation  
430 Commercial Street  
Emporia Kansas 66801

Submit by Hand To:  
Lyon County Area Transportation  
402 Commercial Street  
Emporia Kansas 66801

### 2. Referral to Review Officer

Upon receipt of the complaint, the Lyon County Area Transportation Manager 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 Lyon County Area Transportation Manager shall notify 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 review officer(s) may recommend improvements to LCAT's processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the Lyon County Area Transportation Manager for concurrence. If the Transportation Manager concurs, he or she shall issue LCAT's written response to the Complainant. The final report should include a summary of the investigation, all findings with recommendations, corrective measures where appropriate.

**Note: Upon receipt of a complaint, LCAT 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 Lyon County Area Transportation Directors response, he or she may request reconsideration by submitting the request, in writing, to the Lyon County Area Transportation Manager within 10 calendar days after receipt of the Manager's response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the Manager. The Transportation Manager 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 Lyon County Area Transportation Manager 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 Lyon County Area Transportation Director's response by submitting a written appeal to the Lyon County Kansas Board of County Commissioners no later than 10 calendar days after receipt of the Lyon County Area Transportation Director's written decision rejecting reconsideration. The Lyon County Board of 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 Lyon County Area 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  
3<sup>rd</sup> Floor West  
Topeka Ks. 66603

## Title VI Complaint Form

### Civil Rights Act of 1964

The purpose of this form is to assist you in filing a Title VI complaint with the **Lyon County Area Transit (LCAT)**. 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

TDD

Audio Tape

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:

I believe the discrimination I experienced was based on (check all that apply):

Race

Color

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.

**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 Agency \_\_\_\_\_  
 State Court \_\_\_\_\_                       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:

**In-Person**  
Title VI Coordinator  
Lyon County Area Transit (LCAT)  
402 Commercial Street  
Emporia Kansas 66801

**Mail To:**  
Title VI Coordinator  
Lyon County Area Transit  
430 Commercial Street  
Emporia Kansas 66801

**TITLE VI INVESTIGATIONS, LAWSUITS AND COMPLAINTS**

Lyon County Area Transit (LCAT) will follow the requirements and guidelines relating to preparation and maintenance of any transit related Title VI Investigations, complaints and lawsuits as set forth in FTA C 4702.1 B.

**Lyon County Area Transit (LCAT)  
List of Title VI Investigations, Lawsuits and Complaints**

	<b>Date Submitted / Filed: (Month, Day, Year)</b>	<b>Summary of allegation (include basis of complaint: race, color, or national origin)</b>	<b>Status</b>	<b>Resolution / Action Taken</b>
Investigations				
1.				
2.				
3.				
4.				
5.				
Lawsuits				
1.				
2.				
3.				
Complaints				
1.				
2.				
3.				
4.				
5.				
6.				

# LCAT Public Participation Plan

## 1. Brief Description of Provider's Activities and Services:

Lyon County Area Transit (LCAT) provides general public transportation to citizens of Lyon County Kansas. Service is provided through demand response and deviated fixed route segments. Primary demographics include elderly, disabled, low income and the general public. Trip purposes include; Medical, Educational, Employment, Retail Shopping and Personal Business, Nutrition and Others. The service area encompassed is Lyon County Kansas

## 2. Brief Description of Activities that would warrant public participation:

LCAT would notify the public of any changes for fares, service hours, service area, route adjustments, policies, procedures, and public meetings.

## 3. Brief Description of proactive public participation strategies that would be used:

LCAT will notify and involve the public as follows:

- Advertising and public service announcements through local newspapers and radio stations covering the service area.
- Public meetings held at convenient times and accessible locations
- Continued interaction, cooperation, and input with local civic, governmental, educational and community social organizations
- Posting relevant information on the agency's website including fares, service hours and deviated fixed routes bus stop locations.
- Develop informational brochures for distribution to riders and the general public
- Annual public notification and requests for comments published in local newspapers prior to KDOT grant application renewal each year.

## 4. Brief Description of outreach methods to engage minority and Limited English Proficiency (LEP) individuals:

- Informational brochures and regulations are printed in both English and Spanish languages and are available to the general public.
- Continued contact /input from current riders and act upon their concerns whenever possible.
- See LEP Plan for complete summary of methods used.

## 5. Brief description of the desired outcomes of LCAT's public participation efforts:

- Public will be better informed of available transportation services and their value to the community.
- Transportation operations will be more efficient and effective in meeting community needs due to public and stakeholder input and communication.
- LCAT riders, stakeholders and members of the general public will be involved in the decision-making process.
- LCAT will have facilitated effective communication among a diverse group of stakeholders
- LCAT will provide adequate public notice of public participation activities and allow proper time for public review and comment at key decision points.

## **6. Brief summary of outreach efforts over the past three years:**

- Monthly advertisements in local newspaper and radio informing the public of services.
- Major transportation plans and policies are communicated to the Lyon County Board of County Commissioners during open and public commission meetings.
- Public notices requesting input and comments from the public for the transportation program are published each year in local newspaper prior to KDOT grant application renewal process.
- Surveys have been conducted with individuals, civic and stakeholder social organizations to evaluate transportation services and identify community needs.
- Informational brochures listing routes, fares, service hours and rider rules are published and made available to the general public in both English and Spanish Language formats.
- KDOT Equal Opportunity and Civil Rights Information brochures in both English and Spanish language formats are displayed in the LCAT offices and are available to the general public.



## Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Population within service area	70.50%	21.80%	2.50%	2.70%	1.40%	1.10%
Board of Directors (Board of County Commissioners)	100%	0%	0%	0%	0%	0%
Citizens Advisory Council (Lyon Co. Council on Aging)	100%	0%	0%	0%	0%	0%
Finance Committee (Board of County Commissioners)	100%	0%	0%	0%	0%	0%
Per July 2021 Census						

**Title VI Policy Approved by Lyon County Commission: Date\_\_\_\_\_**

\_\_\_\_\_  
Rollie Martin, Chairman Lyon County Commission

\_\_\_\_\_  
Doug Peck, Commissioner Lyon County Commission

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Scott A. Briggs, Commissioner Lyon County Commission