

**Lee County, Illinois
Lee-Ogle Transportation System**

Title VI Plan

I. Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides 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" (42 U.S.C. Section 2000d).

Lee County (hereafter "the County") is committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by the County on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A. This plan was developed to guide the County in its administration and management of Title VI-related activities.

Title VI Coordinator Contact Information

Lee County, Illinois
Lee-Ogle Transportation System
210 E. Progress Drive
Dixon, Illinois 61021
Attention: Greg Gates

II. Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in County facilities. The name of the Title VI coordinator is available on the County's website, at www.countyoflee.org. Additional information relating to nondiscrimination obligation can be obtained from the Title VI Coordinator.

Title VI information shall be disseminated to the County's employees annually via the Employee Education form (see Appendix A) in payroll envelopes. This form reminds employees of the County's policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the County's expectations for them to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from the County where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts shall contain non-discrimination language, either directly or through the bid specification package, which becomes an associated component of the contract.

IV. Record Keeping:

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of the County's Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

V. Title VI Complaint Procedures

How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Name of complainant, mailing address, and how to contact the complainant (i.e., telephone number, email address, etc.)
- How, when, where and why the complainant believes he or she was discriminated against. The complainant shall include the location, names and contact information of any witnesses.
- Other information that deemed significant by the complainant.

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with the County at the following address:

Lee County, Illinois
Lee-Ogle Transportation System
210 E. Progress Drive
Dixon Illinois 61021
Attention: Greg Gates

NOTE: The County encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than thirty (30) days from the alleged date of discrimination.

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the County will be directly addressed by the County. The County shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed by the County within seven days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

The County will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1.) appeal within seven calendar days of receipt of the final written decision from the County, and/or 2.) file a complaint externally with the appropriate Federal Agency. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

VI. Limited English Proficiency (LEP) Plan

Data from the U.S. Census Bureau indicates that the size of language groups other than English in the County and surrounding townships is 5% or less of the total population. Therefore, the County does not have a Limited English Proficiency Plan. The County reaches out to the bilingual community by identifying a translator fluent in Spanish to assist when necessary.

VII. Community Outreach

Community Outreach is a requirement of Title VI. As an agency receiving federal financial assistance, the County has made the following community outreach efforts:

1. Conducts monthly County Board meetings with the public invited to attend and participate in the legislative process.
2. Title VI statements are posted in all County facilities for public viewing. (Appendix G)
3. The County has a user-friendly website to enhance community relations efforts. The website is viewable in English. The County's Title VI plan is available to the community on the website.
4. Specific to public transit, the County:

- a. Was the Grantee lead in developing the coordinated transportation system.
- b. Submits to the Illinois Department of Transportation annually an application for funding. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.
- c. Meets monthly with a LOTS Advisory Committee to allow public comments.

Appendix A: Employee Annual Education Form Title VI Policy

No person 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.

All employees of the County are expected to consider, respect, and observe this policy. Citizen questions or complaints shall be directed to The County Board Chair.

Appendix B: Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge receipt of the County’s Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by the County on the basis of race, color, or national origin, as protected by Title VI.

Your signature

Print your name

Date

Appendix C: TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires 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.” If you feel you have been discriminated against, please provide the following information in order to assist the County in processing your complaint and send it to:

Lee County
Lee-Ogle Transportation System
210 E. progress Drive
Dixon Illinois 61021
Attention: Greg Gates

Please print clearly:

Name: _____

Address: _____

County, _____ State, _____ Zip Code: _____

Telephone Number: _____ (home) _____ (cell)

Person discriminated against: _____

Address of person discriminated against: _____

County, State, Zip Code: _____

Please indicate why you believe the discrimination occurred:

- _____ race or color
- _____ national origin
- _____ income
- _____ other

What was the date of the alleged discrimination? _____

Where did the alleged discrimination take place? _____

Please describe the circumstances as you saw it:

Please list any and all witnesses' names and phone numbers:

What type of corrective action would you like to see taken?

Please attach any documents you have which support the allegation. Then date and sign this form.

Your signature

Print your name

Date

APPENDIX D: Letter Acknowledging Receipt of Complaint

Today's Date
Ms. Jo Doe
1234 Main St.
Dixon, IL 61021
Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the Lee County alleging
_____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (815)-815-288-2117, or write to me at this address.

Sincerely,
Executive Director
Lee-Ogle Transportation System
210 E. Progress Drive
Dixon, Illinois 61021
Attention: Greg Gates

APPENDIX E: Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date
Ms. Jo Doe
1234 Main St.
Dixon, IL 61021
Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against the Lee County alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of this matter. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from Federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Lee County
Lee-Ogle Transportation System
210 E. Progress Drive
Dixon Illinois 61021
Attention: Greg Gates

APPENDIX F: Letter Notifying Complainant that the Complaint Is Not Substantiated

Today's Date
Ms. Jo Doe
1234 Main St.
Lee, IL 61350
Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against Lee County alleging _____ has been investigated. The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, have in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving Federal financial assistance.

The County has analyzed the materials and facts pertaining to your case for evidence of the County's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated. I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to appeal this decision within seven calendar days of receipt of this final written decision from the County to the appropriate Federal agency.

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to contact me.

Sincerely,

Lee County
Lee-Ogle Transportation System
210 E. Progress Drive
Dixon Illinois 61021
Attention: Greg Gates

APPENDIX G:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides 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" (42 U.S.C. Section 2000d).

The Lee County is committed to ensuring that no person is excluded from participation in, or denied the benefits or services it provides on the basis of race, color, or national origin. **If you feel you are being denied participation in or being denied services provided by the Lee County, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact:**

Lee County
Lee-Ogle Transportation System
210 E. Progress Drive
Dixon IL, 61021
Attention: Greg Gates

For more information, visit our website at www.countyoflee.org

PASSED BY THE LEE COUNTY COUNCIL

This _____ Day of _____, 2013

By: _____
County Board Chair

Attest:

County Clerk