

Notifying the Public of Rights Under Title VI Phillipsburg General Public Transportation

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 City of Phillipsburg.

- For more information on the Phillipsburg's General Public Transportation civil rights program, and the procedures to file a complaint, contact:

City of Phillipsburg
PO Box 447
945 2nd St
Phillipsburg, KS 67661
(785) 543-5234

- 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

Title VI Complaint Procedure

The following pertains only to Title VI complaints regarding the services of Phillipsburg 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.

Phillipsburg 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 Phillipsburg General Public Transportation 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 Phillipsburg General Public Transportation Program, may file a written complaint with the City of Phillipsburg City Clerk.. A sample complaint form is available for download at www.cityofphillipsburg.com and is available in hard copy at the City of Phillipsburg. Upon request, the City of Phillipsburg will mail the complaint form. **Such complaints must be filed within 180 calendar days after the date the discrimination occurred.**

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, please contact Brenda Chance, (785) 543-5234.

Complaints should be mailed to or submitted by hand to:

**City of Phillipsburg
945 2nd St
PO Box 447
Phillipsburg, KS 67661
ATTN: City Clerk**

2. Referral to Review Officer

Upon receipt of the complaint, the City Clerk, will evaluate and investigate the complaint. If necessary, the Complainant shall meet with the City Clerk to further explain his or her complaint. The City Clerk shall complete his/her review no later than 45 calendar days after the date the agency received the complaint. If more time is required, the City Clerk shall notify the Complainant of the estimated time frame for completing the review. Upon completion of the review, the City Clerk shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the City Clerk may recommend improvements to the City of Phillipsburg City Council relative to Title VI, as appropriate. The City Clerk will issue a written response to the Complainant in regards to his/her findings. This final report should include a summary of the investigation, all findings with recommendations, corrective measures where appropriate,

Upon receipt of a complaint, Phillipsburg 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 City Clerk's response, he or she may request reconsideration by submitting the request, in writing, to the City Clerk within 10 calendar days after receipt of the City Clerk's prior response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the City Clerk. The City Clerk 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 City Clerk agrees to reconsider, the matter shall be reevaluated in accordance with Paragraph 2 above.

4. Appeal

If the request for reconsideration is denied, the Complainant may appeal the City Clerk's response by submitting a written appeal to the City of Phillipsburg City Council no later than 10 calendar days after receipt of the City Clerk's written decision rejecting reconsideration. The Phillipsburg City Council will then make a determination to either request re-evaluation by the City Clerk 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 Phillipsburg City Council'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

Title VI Complaint Form

The purpose of this form is to assist you in filing a complaint with Phillipsburg 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:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> 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
Section V:		
Have you filed this complaint with any other Federal, State, or local 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:		
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:

City of Phillipsburg
PO Box 447
945 2nd St
Phillipsburg, KS 67661
ATTN: City Clerk

List of Title VI Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Phillipsburg General Public Transportation Transit Public Participation Plan Outline

1. Brief description of provider's activities and services

Phillipsburg General Public Transportation provides services to any resident within Phillips County Monday thru Friday 10 a.m. to 4:30 p.m.

2. Brief description of activities that would warrant public participation (i.e. fare changes, changes to service hours, route adjustments, service area changes).

Phillipsburg General Public Transportation would notify the public for any fare changes, service hour changes, and policy or procedure changes.

3. Brief description of the proactive public participation strategies would be used.

All public notifications would be planned as follows:

- Public hearings/meetings/workshops to be held at convenient times and accessible locations
- Various advertising platforms would be utilized (The Advocate, Phillips County Review, KKAN/KQMA, City of Phillipsburg Website)
- A database of contacts to Include :interested members of the public, elected officials, local government staff, KDOT Public transit staff, local media)

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),

Online translation tools, Braille services, as well as interpreters will be used if requested.
Documents will be translated as requested.

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

- The agency strives to give 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 establish 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.

We continually ask our ridership their opinion on how they feel our program is working and if they feel any changes need to be made or have any suggestions to make things better.

Limited English Proficiency Plan

Using the above information collected develop a plan to provide necessary assistance to LEP persons.

Identified LEP individuals

There are no specific population groups that meet the criteria of more than 5% and more than 50 persons.

Language Assistance Measures

As we do now, we would utilize an interpreter to help us with communication and scheduling of rides for those who have a language barrier. We would use online translation tools, Braille services, as well as a sign language interpreter.

Training Staff

The dispatcher will communicate with the interpreter to schedule the rides. The drivers will communicate as best as possible with the riders during the route.

Providing Notice

The LEP Plan will be posted on the agencies website, www.cityofphillipsburg.com. An LEP plan will be provided to any person or agency requesting a copy. The person of contact in regards to the LEP Plan is Brenda Chance and can be reached by phone at (785) 543-5234.

Monitoring and Updating the LEP Plan

Phillipsburg General Public Transportation will update the plan according to the Title VI update schedule, which is every three years. The plan will also be updated any time changes in the demographics of the agencies service area are deemed significant in regards to LEP persons.

**Language Assistance Plan
Limited English Proficiency Plan (LEP) Preview**

The purpose of developing an LEP, as a recipient of federal funds, is to identify the extent of LEP individuals and identify ways that the transit agency can reduce or eliminate barriers to LEP individuals.

Four Factor Analysis

- 1) Identify the number of or proportion of LEP individuals that can utilize the service provided by Phillipsburg General Public Transportation.**

Using the 2007-2011 American Community Survey data, we find that there are no language groups that fit the criteria of more than 5% of total population and more than 50 persons who speak English less than very well.

- 2) Identify the frequency in which LEP individuals come in contact with the service.**

There are no language groups that currently qualify as a LEP group at the present time.

- 3) Identify the importance of the service to the LEP community.**

There are no language groups that currently qualify as a LEP group at the present time.

- 4) Identify the resources available and the respective costs of these resources.**

The interpreters would be either volunteer, faith based or family members of the individuals who speak English less than very well. There would be minimal or no cost associated with interpreters. The use of online translation tools would be used to translate documents. The cost associated would be determined by the number of pages required to be reprinted.

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

Body	Caucasian	Hispanic	2 or More Races	Other
Population within the service area	95.6%	2.1%	.9%	1.4%
City Council	100%	0%	0%	0%

This policy adopted by the Phillipsburg City Council on September 16, 2013.