

City of Haysville

# Title VI Program



**HAYSVILLE**  
K A N S A S

2019

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## **INTRODUCTION**

Title VI of the Civil Rights Act of 1964 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 subject to discrimination under any program or activity receiving federal financial assistance.” To fulfill this basic civil rights mandate, each federal agency that provides financial assistance for any program is authorized and directed by the United States Department of Justice to apply provisions of Title VI to each program by issuing applicable rules, regulations, or requirements. The Federal Transit Administration (FTA) of the United States Department of Transportation issued guidelines in October 2012, FTA C 4702.1B describing the contents of Title VI compliance programs to be adopted and maintained by recipients of FTA administered funds for transit programs.

The City of Haysville submits this Title VI Program as a new program.

Haysville Hustle is an on-demand transportation service within Haysville City limits that includes service options along a recommended route into Wichita/Derby. The Haysville Hustle is partly funded by Section 5310. The service will not conduct planned activities. The program operates as a Federal Transit Administration direct recipient. Haysville Hustle operates a fixed route and on-demand response vehicles for ADA transportation. Haysville Hustle is located in Haysville, Kansas, population of 11,278.

**NOTICE TO THE PUBLIC**

**Notifying the Public of Rights under Title VI**

# THE CITY OF HAYSVILLE, KANSAS

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. The City of Haysville, Kansas is committed to a policy of non-discrimination and operates its program and services without regard to race, color and national origin in accordance with Title VI.

Any person who believes he or she has been aggrieved by any unlawful discriminatory practices under Title VI may file a complaint with the City of Haysville Title VI Coordinator:

City of Haysville/Title VI Coordinator/City Attorney  
200 West Grand  
Haysville, KS 67060  
(316) 529-5900

Complaints may also be filed directly with the Federal Transit Administration:

Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Avenue SE  
Washington, DC 20590

- If information is needed in another language, contact (316) 529-5900.
- Si necesita información en otro idioma, llame al (316) 529-5900.

## AVISO AL PÚBLICO

### Notificación al Público de Derechos bajo el Título VI

# LA CIUDAD DE HAYSVILLE

El Título VI de la Ley de Derechos Civiles de 1964 prohíbe la discriminación por motivos de raza, color u origen nacional en los programas y actividades que reciben asistencia financiera federal. La ciudad de Haysville, Kansas está comprometida con una política de no discriminación y opera su programa y servicios sin tener en cuenta la raza, el color y el origen nacional de acuerdo con el Título VI.

Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante el Coordinador del Título VI de la Ciudad de Haysville:

Coordinador del Título VI de la Ciudad de Haysville/Abogado de la Ciudad

200 West Grand

Haysville, KS 67060

(316) 529-5900

Las quejas también pueden presentarse directamente ante la Administración Federal de Tránsito:

Oficina de Derechos Civiles

Atención: Coordinador del Programa Título VI

Edificio Este,<sup>5º</sup> Piso – TCR

1200 New Jersey Avenue SE

Washington, DC 20590

- Si se necesita información en otro idioma, póngase en contacto con el (316) 529-5900.

Si necesita información en otro idioma, llame al (316) 529-5900.

## **CITY OF HAYSVILLE COMPLAINT PROCEDURE**

In order to comply with Federal Transit Administration's requirements and guidelines, as a recipient of federal funds, the City of Haysville must develop procedures for investigating and tracking Title VI complaints filed, and make procedures for filing a complaint available to members of the public.

### **RESPONSIBILITIES:**

Any person who believes he or she has been discriminated against on the basis of race, color, or national origin may file a Title VI complaint. The City of Haysville investigates complaints received no more than 180 days after the alleged incident and will process complaints that are complete.

### **PROCEDURE:**

Once the complaint is received, the City of Haysville will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgment letter informing her/him whether or not the complaint will be investigated by our office.

The City of Haysville has 60 business days to investigate the complaint. If more information is needed to resolve the case, the City of Haysville may contact the complainant. The complainant has 15 business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 15 business days, the City of Haysville can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, he/she will issue one of two letters to the complainant: 1) a closure letter or 2) a letter of finding. A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter of finding summarizes the allegations and the interviews regarding the alleged incident and explains whether or not any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, he/she has 30 days after the date of either letter to do so.

A complainant may also file a complaint directly with the Federal Transit Administration:

Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Avenue SE  
Washington, DC 20590

### Title VI Complaint Form

<b>Section I</b>				
Name:				
Address:				
Home Telephone:			Work Telephone:	
E-Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II</b>				
Are you filing this complaint on your 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
<b>Section III</b>				
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 use the back of this form.				
<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No
<b>Section V</b>				
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:				
<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:
<b>Section VI</b>
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 Haysville  
 Attn: Title VI Coordinator/City Attorney  
 200 West Grand  
 Haysville, KS 67060  
 (316) 529-5900



## Title VI Investigations, Lawsuits, and Complaints

The City of Haysville has not had any Title VI Complaints filed. There are currently no pending investigations or lawsuits pertaining to Title VI complaints against The City of Haysville.

	<b>Date</b> (Month, Day, Year)	<b>Summary (Include basis of complaint: Race, Color or National Original)</b>	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

## **PUBLIC PARTICIPATION ELEMENT**

### **PURPOSE:**

The purpose of this procedure is to prescribe those actions required to inform and invite public participation from targeted Title VI communities in pending Haysville Transit activities.

### **REFERENCE:**

Guidelines

### **GENERAL:**

Notices of public hearing will be published 15 days in advance of the hearing, or as early as practicable, and are required generally for the following actions of the City of Haysville:

1. All fare changes, service hour's changes, routes changes affecting the total service area.
2. Implementation of other significant changes.
3. Legal notices pertaining to grants

### **RESPONSIBILITIES:**

1. Department Heads are responsible for the preparation of hearing notices pertaining to their areas of responsibility. Example: The Deputy Administrative Officer will be responsible for hearing notices of a route change.
2. The Community Relations Director is responsible for the publication of notice of public hearings and distribution of all notices.
3. The City Clerk will be responsible for maintaining a file of certified notices of public hearing as provided by the publisher.
4. The Senior Center Director is responsible to reach out to low-income and minority groups through the Senior Center.
5. Outreach to specific groups will be based on census data collected determining if any low-income, minority or LEP groups are affected.

### **PROCEDURES:**

1. All notices shall be publicized as follows:
  - a. Legal notices pertaining to grants, fare/route changes and any other significant change will be published 15 days in advance of the hearing if possible, or as early as practicable before the hearing.
  - b. Times-Sentinel, will be used.
  - c. General releases (PSAs), if necessary
2. Bulletins will be posted at City facilities and in the Hustle van that discuss changes and information for how to provide comments.
3. Notification on the City of Haysville website and social media accounts.
4. Public hearings and meetings will be scheduled generally in the evening to accommodate work schedules. Haysville Hustle will provide on-demand pickup for the meeting when needed. All meeting locations will be accessible.
5. Public comments can be provided through email to the senior center staff, a recorded phone line, postal mail, social media, comment cards provided at Senior Center and open City Council meetings under citizens to be heard.
6. Public hearings will be open to the public and posted in advance. Citizens will be encouraged to attend to provide comment. Language or sign interpretation will be provided upon request since less than 1% of the population speaks Spanish or English less than very well.

## **FOUR FACTOR ANALYSIS**

### **1. Identify number of proportion of LEP individuals that can utilize the service provided by City of Haysville.**

Using information from the 2007 – 2011 American Community Survey data, the Spanish group has less than 1% of the total population and less than 30 persons that “speak English less than very well” and will require written translation.

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

The City of Haysville has not begun to offer services yet, but our frequency will be low due to the small population of LEP’s.

### **3. Identify the importance of the service to the LEP community.**

Providing services to everyone in the community is a priority to the City of Haysville, we will use an interpreter to communicate and schedule rides for individuals who speak English less than very well.

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

Currently, the interpreters are City of Haysville employees. There are no additional costs associated with this service.

## **LIMITED ENGLISH PROFICIENCY PLAN**

The purpose of developing a Limited English Proficiency (LEP) Plan, 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.

Haysville Hustle is committed to providing equal opportunity in all programs and services to ensure full compliance with all civil rights laws, including Title VI of the 1964 Civil Rights Act which requires non-discrimination on the basis of race, color or national origin. Equal opportunity includes program access for persons with Limited English Proficiency (LEP).

Limited English Proficient (LEP) persons refer to: Persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

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

### **1. Identified LEP Individuals.**

Since less than 1% of the population speaks Spanish or English less than very well no language meets the requirements. Haysville Hustle (or City of Haysville) will provide translated materials and interpretation services when needed.

### **2. Language Assistance Measures.**

Since less than 1% of the population speaks Spanish or English less than very well no language meets the requirements.

### **3. Training Staff.**

Drivers will be trained to identify those needing assistance and assist riders as well as possible using phone translators. An interpreter will help with scheduling a ride.

### **4. Providing Notice.**

The LEP Plan is posted on the agency's website, [www.haysville-ks.com](http://www.haysville-ks.com). The LEP plan will be provided to any person or agency requesting a copy. The person to contact in regards to the LEP Plan is the Human Resource Manager and can be reached via phone at (316) 529-5900.

### **5. Monitoring and Updating the LEP Plan.**

City of Haysville 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 agency's service area are deemed significant in regards to LEP persons.

City of Haysville Human Resources is designated as the Equal Opportunity/Limited English Proficiency Coordinator and may be reached at 316-529-5900 for information, access or to file a complaint.

## FACILITY LOCATION EQUITY ANALYSIS

The City of Haysville has no facilities.

### PLANNING AND ADVISORY BOARDS

Haysville

Body	White	African American	Native American	Asian American	Other	More than One Race
Population	91.8%	0.6%	1.1%	0.9%	1.4%	4.2%
City Council	100%					

Members are elected to these position.

# HAYSVILLE TRANSIT TITLE VI PROGRAM

APPROVED on \_\_\_\_\_, 2019.

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Bruce Armstrong, Mayor

ATTEST:

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Janie Cox, City Clerk

Approved as to Form:

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Josh Pollock, City Attorney