



# TITLE VI PLAN

**Board Adopted: January 12, 2021**

*Bureau County  
700 South Main Street  
Princeton, IL 61356*

## INTRODUCTION

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal funding. As a recipient of federal funds from the Federal Transit Administration (FTA), Bureau County must certify that the transit program is being carried out in conformance with these regulations.

## TITLE VI POLICY STATEMENT TO THE PUBLIC

### BUREAU COUNTY TITLE VI POLICY STATEMENT

**Bureau County assures that no person shall, on the basis of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity. Bureau County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are Federally funded or not. In the event Bureau County distributes Federal-aid funds to another governmental entity, Title VI language will be included in all written agreements and will be monitored for compliance. The County Administrator is responsible for ensuring implementation of Bureau County's Title VI Plan and provides direction to the Bureau-Putnam Area Regional Transit (BPART) Services Director.**

Bureau County has posted a policy statement regarding the civil rights of the public under Title VI and information on contacting Bureau County if a citizen believes unlawful discrimination has occurred related to the transit programs and activities of Bureau-Putnam Area Regional Transit (BPART). The notice can be found:

- Posted in the Bureau County Courthouse at 700 South Main Street, Princeton, IL.
- Posted on the Bureau County website at [www.bureaucounty-il.gov](http://www.bureaucounty-il.gov).
- In **Attachment A** of this document.

## Administration of Title VI

The County Administrator is responsible for ensuring implementation of Bureau County's Title VI Plan. The BPART Services Director, under supervision of the County Administrator, is responsible for coordinating the overall administration of the Title VI

Plan and assurances. The Services Director is responsible for ensuring that BPART staff understand and adhere to the various Title VI requirements and produce a report documenting compliance annually to the federal agencies from which Bureau County receives financial assistance.

The County Administrator, or designee, will have the responsibility of carrying out and overseeing compliance with applicable nondiscrimination authorities in the transportation planning and programming areas. Other staff members are expected to provide information and support to assist the County Administrator in performing the tasks pertaining to nondiscrimination regulations and procedures set forth in federal guidance and in accordance with this Plan.

### **TITLE VI COMPLAINT PROCEDURES**

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Bureau County or BPART may file a Title VI complaint by completing and submitting the Bureau County Title VI Complaint Form found in **Attachment B**. The procedure for submittal and review of the complaint is outlined below.

1. The Bureau County Title VI Complaint Form should be submitted to the County Administrator no more than 180 days after the alleged incident. The form will be stamped with the date upon receipt by Bureau County.
2. Only forms that are complete will be processed.
3. Once the complaint is received, the complaint will be reviewed to determine if the office has jurisdiction. The complainant will be sent a letter informing her/him whether the complaint will be investigated by Bureau County.
4. Bureau County has 20 business days to investigate the complaint.
5. If more information is needed, the County Administrator may contact the complainant by letter. The complainant has 30 business days from the date of the letter to send requested information to the County Administrator. If the County Administrator is not contacted by the complainant or does not receive the additional information within 30 business days, Bureau County can administratively close the case.

- 6. After reviewing the complaint issue, one of two letters will be issued to the complainant: a closure letter or a letter of finding (LOF).
  - ⇒ 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 any disciplinary action, additional training of the staff member, or other action will occur.
- 7. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter to do so.

A person may also file a complaint directly with:

- ◇ Federal Transit Administration, FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590 or the
- ◇ Illinois Department of Transportation, Bureau of Civil Rights, 2300 South Dirksen Parkway, Room 317, Springfield, IL 62764

**TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS**

There have been no complaints received or lawsuits filed against Bureau County in regards to discrimination based on race, color, or national origin. A log as shown below will be kept by Bureau County staff to note and track complaints that could come to Bureau County through the Title VI complaint process.

		Date of Incident	Summary of Incident	Incident Status	Action(s) Taken
Complaints	1				
	2				
	3				
	4				
	5				

**BUREAU COUNTY SERVICE MONITORING & PUBLIC PARTICIPATION PLAN**

Bureau County will monitor the service level and service quality to ensure that no person or group of persons shall be discriminated against with regard to the route, scheduling or quality of transportation service furnished by the Bureau-Putnam Area Regional Transit (BPART), on the basis of race, color, national origin, age, sex, or disability. Frequency of service, quality of vehicles assigned and location of routes shall not be determined on the basis of race, color, national origin, age, sex or disability.

Bureau County will update its Public Participation Plan (PPP) as required by statute. The Plan will outline the efforts to be taken to engage all citizens in the transportation planning process. **(See below Table I. of Bureau County Demographics)**. In compliance with Federal Transportation Administration and Illinois Department of Transportation regulations, Bureau County, Gateway Services and BPART conducts public outreach and involvement activities with all members of the public including LEP, minority and low-income populations by the following:

- A Provide notice and afford members of the public, including minority and low-income populations, the opportunity to comment on proposed services and fare charges;
- B Provide members of the public, including minority and low-income populations, notice and the opportunity to participate in or comment on any strategic plan or capital improvement program for said transportation system;
- C Offer the public, including minority and low-income populations, routine opportunities to provide feedback or comment on the level and quality of service by providing ridership surveys.
- D Documentation/Process for non-elected committees and councils. Currently BPART does not appoint or otherwise select members of committees or councils.

**Table I. Bureau County, Illinois Demographics**

<b>TOTAL</b>	<b>33,122</b>	
White	30,937	
Black or African American	350	
American Indiana and Alaska Native	65	
Asian	291	
Native Hawaiian and Other Pacific Islander	3	
Other race	1,022	
Two or more races	113	
Three or more races	341	

Source: <https://data.census.gov/cedsci/>

(Accessed: January 2021)

### BUREAU COUNTY LANGUAGE ASSISTANCE PLAN (LEP)

Bureau County and BPART will utilize the most current U.S. Census data to identify how many residents in unincorporated Bureau County, who do not speak English -- "not at all", in order to develop the most effective LEP outreach plan. **(See below Table II. Population by Race)**

When a rider is in need of language assistance Bureau County will utilize online services such as Google Translate (<http://translate.google.com/>) or a telephone interpreter service such as Language Line <http://www.language.com/> at no additional cost to the rider.

**Table II. Language Spoken at Home by Residents in the BPART Area**

	TOTAL	% of Total
<b>Speak Only English</b>	12,892	91.0
<b>Speak Spanish</b>	758	5.40
<i>Speak English "not at all"</i>	90	0.63
<b>Speak other Indo-European languages</b>	203	1.43
Speak English "not at all"	22	0.15
<b>Speak Asian and Pacific Island Languages</b>	136	0.96
Speak English "not at all"	30	0.21
<b>Speak Other Languages</b>	34	0.24
Speak English "not at all"	0	0
<b>TOTAL SPEAK ENGLISH "NOT AT ALL"</b>	142	1.00
	14,165	

Source: <https://data.census.gov/cedsci/>

(Accessed: January 2021)

### COUNTY BOARD RESOLUTION APPROVING TITLE VI PLAN

The County Board adopted this Title VI Plan on January 12, 2021. The resolution of adoption can be found in **Attachment C**.

**ATTACHMENT A**  
**Public Notice of Rights Under Title VI**



## **PUBLIC NOTICE OF RIGHTS UNDER TITLE VI**

Bureau County conducts its programs and planning activities without discrimination against any person on the basis of race, color, or national origin in accordance with 1964 Title VI of the Civil Rights Act.

Any person who believes she or he has suffered due to unfair treatment by any unlawful discriminatory practice under Title VI may file a complaint with Bureau County.

For more information on the Bureau County civil rights program and the procedures to file a complaint, please contact the County Administrator, at 815-876-3555, email at [sschallhorn@bureaucounty-il.gov](mailto:sschallhorn@bureaucounty-il.gov) or mail or visit the office at 700 South Main Street, Princeton, IL 61356.

For more information, visit [www.bureaucounty-il.gov](http://www.bureaucounty-il.gov)

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