

Champaign County Board of Commissioners

Title VI Plan Statement

Adopted October 18, 2012 Revised 2014. Revised August 2015
February 5, 2018. March 15, 2024

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).

Champaign Transit System (CTS) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

Any person who believes he or she has been denied benefits or excluded from participation in CTS services on the basis of race, color, or national origin (including Limited English Proficiency) may file a complaint pursuant to Title VI and/or related statutes. Procedures on filing a Title VI Complaint can be accessed by calling 937-653-8777.

Champaign Transit System
C/o Brandy Koons
1512 S US Highway 68
Suite K 100
Urbana, Ohio 43078

Notifying the Public of Rights Under Title VI

Champaign County Board of Commissioners

- The ChampaignCounty board of Commissioners operating as Champaign Transit System 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 Champaign County Board of Commissioners.
- For more information on the Champaign Transit System civil rights program, and the procedures to file a complaint, contact 937-653-8777; email bkoons@co.champaign.oh.us; or visit our administrative office at 1512 S US Highway 68, Suite K 100 Urbana, Ohio 43078.

- 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, or with The Ohio Department of Transportation, Office of Public Transportation @ 1980 West Broad Street, Columbus, Ohio 43223.
- If information is needed in another language, contact 1-937-653-8777.
- Si se necesita informacion en otro idioma, llame al numero 1-937-653-8777
- Copies of this document are located in the Champaign Transit Office Entry @ 1512 S US Highway 68, Suite K 100, Urbana, Ohio 43078. Laminated Copies are also posted in each vehicle used for transportation of CTS riders.

Section 2: Title VI Policy Statement

Policy Statement

Champaign Transit System, operating demand response transit provider, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Ohio Department of Transportation (ODOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and ODOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan. Champaign Transit System operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

Section 3: Notice to the Public

Title VI Notice to the Public

Champaign Transit System's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

Champaign Transit System

- The Champaign Transit System 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 Champaign Transit System.
- For more information on the Champaign Transit System's civil rights program, the procedures to file a complaint, or to file a complaint, please contact the Brandy Koons at 937-653-8747 (TTY 800-750-0750); email bkoons@co.champaign.oh.us; or visit our administrative office at 1512 US Hwy 68 S, Ste K100 Urbana, OH 43078. For more information, visit <https://co.champaign.oh.us/transit/>.
- For transportation-related Title VI matters, a complaint may also be filed directly with the:

Ohio Department of Transportation, Attn: Office of Opportunity, Diversity, and Inclusion,
Title VI Coordinator, 1980 West Broad Street, Mailstop 3270, Columbus, Ohio 43223

Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East
Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- If information is needed in another language, contact 1-877-492-7754.

FTA states that: *agencies shall inform the public of their rights under Title VI through such measures as posting the Title VI notice on posters, comment cards, or flyers placed at stations, bus shelters, and in transit vehicles. The type, timing, and frequency of these measures are at the recipient's discretion, as long as the type, timing, and frequency are sufficient to notify passengers and other interested persons of their rights under DOT's Title VI regulations with regard to the recipient's program.* As such, Champaign Transit System's Notice to the Public can be found at the following locations (check all that apply):

- ☒ In public areas of the office, including reception room and meeting rooms.
- ☒ On the agency website.
- ☒ In the agency brochure.
- ☒ In the agency vehicles.
- ☐ At stations and/or stops.
- ☐ Other: _____

Sample Title VI Notice to the Public in Spanish

Note: The translation of vital documents must be verified for accuracy. You cannot assume that what is written in this template accurately conveys the rights included in your Title VI notice. You also cannot rely on Google Translate without additional verification such as a language translator.

Note: Follow this template below for any additional languages required by your Language Assistance Plan.

Notificación al público de derechos bajo el Título VI

- El Champaign Transit System opera sus programas y servicios sin distinción de raza, color y origen nacional, según el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con el Champaign Transit System.
- Para obtener más información sobre el programa de derechos civiles de Champaign Transit System, o para obtener más información sobre los procedimientos para presentar una queja, por favor llame a Brandy Koons 937-653-8747 (TTY 800-XXX-XXX), bkoons@co.champaign.oh.us, o visite nuestra oficina administrativa en 1512 US Hwy 68 S, Ste K100 Urbana, OH 43078.
- Un demandante puede presentar una queja directamente a la el Departamento de Transporte del estado de Ohio, Attn: Office of Opportunity, Diversity and Inclusion 1980 West Broad Street, Mailstop 3270, Columbus, OH 43223.
- Un demandante puede presentar una queja directamente a la Administración Federal de tránsito, Office of Civil Rights, Atención: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- Si se necesita información en otro idioma, comuníquese con 1-877-492-7754.

Section 4: Title VI Complaint Procedure

Champaign Transit System's Title VI Complaint Procedure is made available in the following locations (check all that apply):

- ☒ Agency website at: bkoon@co.champaign.oh.us
 - ☒ Hard copy in the central office
 - ☒ Agency Title VI Plan
 - ☒ Other: Located in all CTS passenger vehicles
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Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, or national origin by Champaign Transit System may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

A complaint must be filed with Champaign Transit System no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued of the latest instance of the conduct.

Once the complaint is received, Champaign Transit System will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the New Hampshire Department of Transportation within ten (10) calendar days of receipt. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Champaign Transit System has 45 days to investigate the complaint. If more information is needed to resolve the case, Champaign Transit System may contact the complainant requesting further information. The complainant has 15 business days from the date of the letter to send 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, Champaign Transit System can administratively close the case.

After the investigator reviews the complaint, the agency will issue one of two (2) letters 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 (LOF) 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.

If the complainant wishes to appeal the decision it must direct the appeal to the agency initially. The complainant has 7 days after the date of the closure letter or the letter of finding to do so. If there is

outstanding concern, the appeal may be directed to the state DOT or FTA. The appeal process information will be included in the letter.

A person may also file a complaint directly with the: Ohio Department of Transportation, Attn: Office of Opportunity, Diversity and Inclusion 1980 West Broad Street, Mailstop 3270, Columbus, OH 43223
Or

Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building,
5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, then contact 1-877-492-7754.

Section 5: Title VI Complaint Form

Champaign Transit System's Title VI Complaint Procedure is made available in the following locations:

- ☒ Agency website, if available: <https://co.champaign.oh.us/transit/>
 - ☒ Hard copy in the central office
 - ☒ Agency Title VI Plan
 - ☒ Other: Located in all CTS passenger vehicles
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Title VI Complaint Form

Section I:			
Name: _____			
Address: _____			
Telephone (Home): _____		Telephone (Work): _____	
Email Address: _____			
Accessible Requirements?	Format	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):			
<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.			

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 agency, or with any Federal 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

If information is needed in another language, contact 1-877-492-7754.

Please submit this form to:

Champaign Transit System
Brandy Koons
1512 US Hwy 68 S, Ste K100 Urbana, OH 43078
937-653-8747
bkoons@co.champaign.oh.us