

Nondiscrimination Agreement
Population Under 100,000

Reno County
And Recipient Policy Statement

Reno County hereinafter referred to as the "Recipient" assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs and activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988).

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's Human Resources Director is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

RENO COUNTY BOARD OF
COMMISSIONERS:


Bob Bush - Chairperson

10-29-19

Date

Reno County Public Participation Plan Outline

1. Brief description of provider's activities and services

Reno County Local Government provides public services to citizens throughout our 1,271 square mile county. These services are provided through our various departments:

2. Brief description of activities that would warrant public participation.

- Board of County Commissioners host regular open meetings, addressing issues of concern to Reno County citizens and provide an opportunity for citizens to voice any concerns or request information.
- Reno County would make every reasonable effort to engage the public when making changes in fares, hours of service, route revision and service areas.
- County Appraisers and Treasurer's office notify the public of tax valuations, appraisals and any law or resolution changes affecting property.
- The Sheriff's Office provides local law enforcement and assists the public safety and security issues. Additionally, they operate the jail and escort detainees to and from court and coordinate visitations.
- The County Health Department provides local low to no cost medical care to County citizens. They are responsible for notifying the public about possible medical issues that may be affecting the County. Additionally, they travel to various areas in the County providing medical care, and education to members of the public.
- Public Works and Noxious Weed Departments provide public services in the operation and maintenance of County roads, rights of way and bridges, notifying the public of any closure or other issues. Public notifications include Requests for Proposals (RFP) in contracting for specific County projects or equipment.
- Solid Waste Department operates the landfill and informs the public about services, fees and hours of operation. Public notifications include Requests for Proposals (RFP) in contracting for specific County projects or equipment.
- The County Clerk's office is responsible for voter registration and the election process communicating required information to the public regarding their services.
- The Register of Deeds office assists the public as the repository for real estate records in the County.
- Emergency Management maintains public notification of local emergency situations, watches, warnings, and burn situations.
- Youth Services maintains a youth shelter and juvenile detention facility. Public tours of the facility are made available to the public by appointment.

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

Public notification and engagement opportunities would include but not be limited to:

- Public hearings/ meetings held at convenient time and in accessible locations
- Social media notices – currently Facebook & Twitter.
- Press releases to newspapers and local radio stations.
- Convenience and accessibility will be priority for public meetings.
- Email notification of public meetings is distributed to various organizations, stakeholders, and media and by request from any citizen by request.
- The Official Reno County Website.
- Advertising utilizing the official Reno County media per County procedure.

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).

Reno County would provide translation services and sign language interpretation at public meetings (if requested). County offices will utilize a staff interpreter when available or the Kansas Relay Center. Each office will be provided I-Speak cards to assist with interpretation needs.

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

- Reno County desires to have actively engaged citizens, stakeholders and members of the general public in the decision-making process.
- The County strives to have provided adequate public notice of public participation activities and allowed acceptable time for public review and comment at key decision points.
- The County desires to provide timely information about local government issues and processes to employees and members of the general public
- The County will provide responses to all public input as appropriate.

6. Brief summary of recent outreach efforts over the past three years.

- Public meetings were held at convenient times and at accessible locations
- Post relevant information on county website, or other Social Media.
- Citizens may opt-in to be added to an email distribution for announcement of various County meetings.
- Display ads, brochures and fact sheets
- Local newspaper articles, advertisements, radio news coverage, and public notices.

Limited English Proficiency (LEP) Plan

Four Factor Analyses

(1) Identify number of or proportion of LEP individuals that can utilize the service provided by Reno County Area Transportation

According to the 2017 American Community Survey data, the population of Reno County does not have a language group that represents more than 5% of the population and more than 50 persons who speak English less than very well.

Identify the frequency in which LEP individuals encounter the service:

No language group in Reno County met the threshold for an LEP group. Reno County Offices serve non-English speaking individuals infrequently. Typically, family members or friends provide translation. The Reno County Health Department serves non-English speaking clients frequently and provides translation through professional telephonic services or an employee of the Health Department.

(2) Identify the importance of the service to the LEP community:

Reno County government offices provide public services to its citizens. Many of the services provided are those in which alternative resources are not available such as payment of taxes, vehicle tag renewal, voting registration. The Health Department provides essential healthcare and education that would not be an option due to financial constraints.

(3) Identify the resources available and the respective costs of these resources:

Although not formally trained as translators, the many bilingual individuals within the community are a readily available resource whom non-English speaking individuals have utilized at no cost. Reno County Health Department employees an interpreter or contract with professional interpretation services.

Limited English Proficiency Plan

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

Identified LEP individuals

According to the 2017 American Community Survey data, the population in Reno County have no language groups that represent more than 5% of the population and more than 50 persons who speak English less than very well.

Language Assistance Measures

No language group in Reno County met the threshold for designation as a LEP group. However, when needed Reno County departments would utilize telephone translation services, online translation tools, non- formally trained bilingual community members as volunteer translators, local school district document translation services, Braille services available through the Prairie Independent Living Center and sign language interpretation services when critically necessary. Reno County Area Departments will have I Speak Cards on file and access to On-Demand Phone Interpretation Service for 100 difference languages.

Training Staff

Reno County Directors and staff will have an awareness of translation tools as a result of communication by Human Resources. All staff will be made aware of the I Speak Cards and access to On Demand Translation Services.

Providing Notice

This notice is posted on public bulletin boards in the Reno County Courthouse located at 206 W 1st, Hutchinson, KS; Human Resources and Administrative Office in the Courthouse at 206 W 1st St, the transfer station lobby ticket window, and public conference rooms of RCAT, on the Reno County website at <https://ks-renocounty.civicplus.com/259/Human-Resources> .

The contact person regarding the Reno County LEP plan is Renee Harris and can be reached via phone at 620-694-2988.

LEP individuals who wish to file a complaint will be directed to utilize the Title VI Complaint Procedures.

Monitoring and Updating LEP Plan

Reno County will update the LEP plan according to the Title VI update schedule which is every three years. The plan will also be updated anytime changes in the demographics of the agencies service area are deemed significant regarding LEP persons.

Title VI Complaint Procedure

Title VI Complaint Procedures

The following pertains to Title VI complaints regarding the services of the Reno County. 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.

Reno County 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 Reno County federally funded programs have discriminated your civil rights based on 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 Reno County, may file a written complaint with Reno County's Human Resources Director. A sample complaint form is available for download at <https://ks-renocounty.civicplus.com/259/Human-Resources> and is available in hard copy at the Human Resources Office in the Reno County Courthouse. Upon request, Reno County Human Resources 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, then contact the Human Resources Director, (620)694-2988.

Complaints should be mailed to or submitted by hand to:

Reno County Title VI Compliance Officer
206 W 1st Street
Hutchinson, Kansas 67501
ATTN: Human Resources Director

2. Referral to Review Officer

Upon receipt of the complaint, the County Administrator shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. If necessary, the Complainant shall meet with the staff review officer(s) to further explain his or her complaint. The staff review officer(s) shall complete their review no later than 45 calendar days after the date the agency received the complaint. If more time is required, the staff review officer (s) shall notify the Complainant of the estimated timeframe for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to

Reno County's processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the County Administrator for concurrence. If the County Administrator concurs, the Staff Review Officer(s) shall issue a written response to the Complainant. This final report should include a summary of the investigation, all findings with recommendations, corrective measures where appropriate.

3. Request for Reconsideration

If the Complainant disagrees with the Staff Review Officer(s) response, he or she may request reconsideration by submitting the request, in writing, to the County Administrator within 10 calendar days after receipt of the Staff Review Officer(s) response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood. The County 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 Reno County agrees to reconsider, the matter shall be returned to the staff review officer(s) to re-evaluate in accordance with Paragraph 2 above.

4. Appeal

If the request for reconsideration is denied, the Complainant may appeal the County's response by submitting a written appeal to the County Administrator no later than 10 calendar days after receipt of the County's written decision rejecting reconsideration. The County Administrator will then decide to either request re-evaluation by the staff review officer(s) 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 Reno County'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 Civil Rights Compliance
Eisenhower State Office Building
700 Southwest Harrison
3rd Floor West
Topeka, KS 66603

KANSAS DEPARTMENT
OF TRANSPORTATION:



Signature

Civil Rights Administrator

Oct. 14, 2019
Date

RENO COUNTY BOARD OF
COMMISSIONERS:



Bob Bush - Chairperson

10-29-19
Date

Reno County Title VI Complaint Form

The purpose of this form is to assist you in filing a complaint with Reno County. 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:			

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?
 Yes No

If yes, check all that apply:

- Federal Agency: _____
- Federal Court _____ State Agency _____
- State Court _____ 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:

Reno County
206 W 1st Street
Hutchinson, Kansas
ATTN: Human Resources Director

List of Title VI Investigations, Lawsuits and Complaints

	Date Submitted/Filed (Month, Day Year)	Summary of allegation (include basis of complaint: race, color or national origin)	Status	Resolution/Action Taken
Investigations				
1				
2				
Lawsuits				
1				
2				
Complaints				
1				
2				

**Table Depicting Membership of Reno County
Department Committees, Councils, Broken Down by Race**

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Reno County Population within service area	85.6%	8.5%	3.2%	0.5%	0.8%	2.3%
Board of County Commissioners	100%	0%	0%	0%	0%	0%
Reno County Planning Commission	100%					

Notifying the Public of Rights Under Title VI

Reno County Kansas

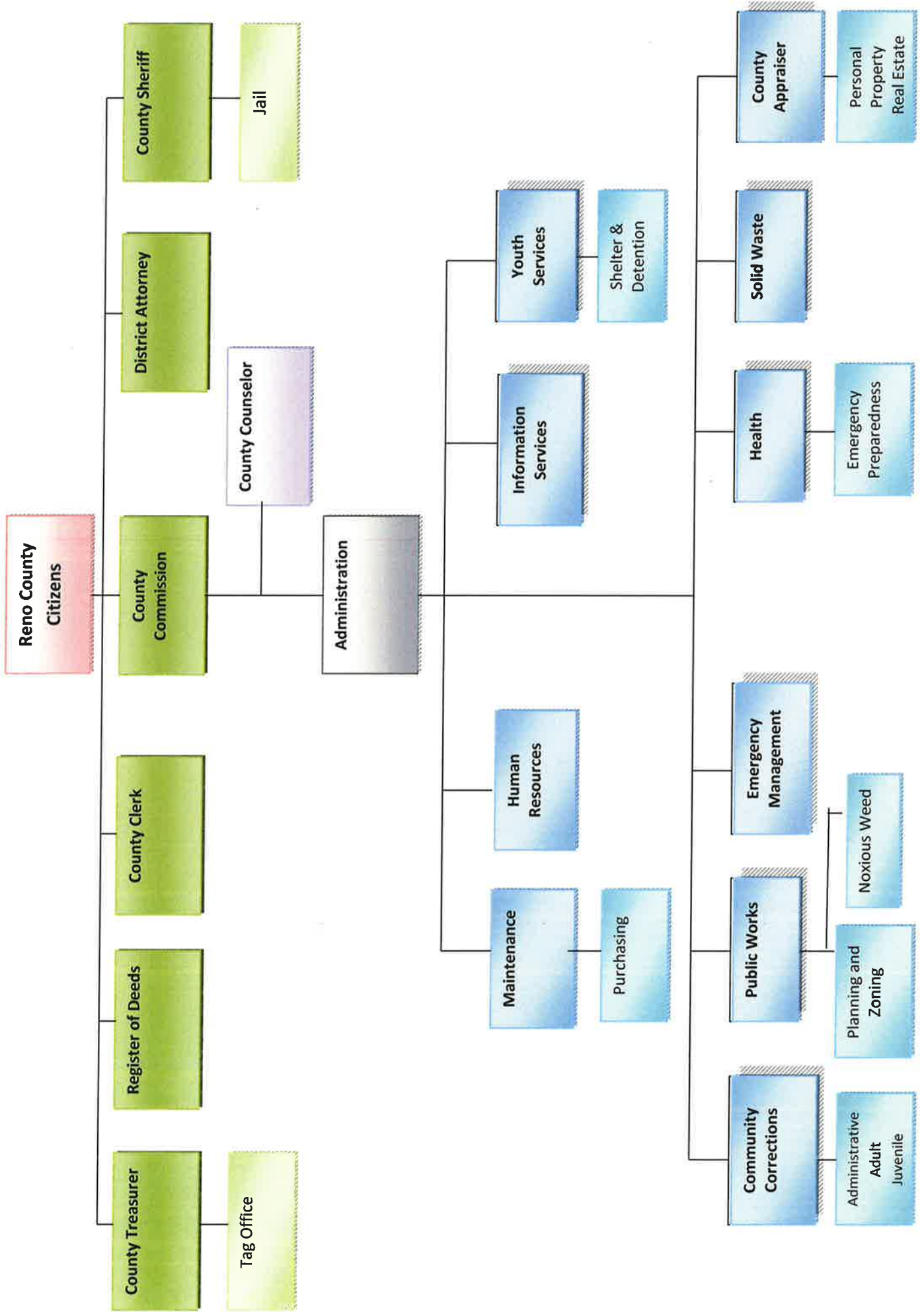
- **Reno County operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Reno County.**
- **For more information on Reno County's civil rights program, and the procedures to file a complaint, contact 620-694-2988, email renee.harris@renogov.org; or visit the Human Resources Office at 206 W 1st Street, Hutchinson, Kansas 67501. For more information, visit www.renogov.org**
- **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**
- **If information is needed in another language, contact 1-888-458-2911**

This notice is posted at:

1. Reno County Courthouse, located at 206 W 1st, Hutchinson KS (Public Bulletin Board in the Basement)
2. Public Works 600 Scott Blvd, South Hutchinson
3. Health Department 209 W 2nd Hutchinson and,
4. Posted on the Reno County website:

<https://ks-renocounty.civicplus.com/259/Human-Resources> .

Copies are available to the public upon request.



LANGUAGE IDENTIFICATION FLASHCARD

ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.

1. Arabic

Խնդրում ենք նշում կատարել այս քառակուսում,
եթե խոսում կամ կարդում եք հայերեն:

2. Armenian

যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।

3. Bengali

ល្អប្រសើរណាស់ប្រសិនបើ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។

4. Cambodian

Motka i kakhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.

5. Chamorro

如果你能读中文或讲中文，请选择此框。

6. Simplified
Chinese

如果你能讀中文或講中文，請選擇此框。

7. Traditional
Chinese

Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.

8. Croatian

Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.

9. Czech

Kruis dit vakje aan als u Nederlands kunt lezen of spreken.

10. Dutch

Mark this box if you read or speak English.

11. English

اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بزنيد.

12. Farsi

- | | | |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Cocher ici si vous lisez ou parlez le français. | 13. French |
| <input type="checkbox"/> | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. | 14. German |
| <input type="checkbox"/> | Σημειώστε αυτό το πλαίσιο αν διαβάσετε ή μιλάτε Ελληνικά. | 15. Greek |
| <input type="checkbox"/> | Make kazyè sa a si ou li oswa ou pale kreyòl ayisyen. | 16. Haitian Creole |
| <input type="checkbox"/> | अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ। | 17. Hindi |
| <input type="checkbox"/> | Kos lub voj no yog koj paub twm thiab hais lus Hmoob. | 18. Hmong |
| <input type="checkbox"/> | Jelölje meg ezt a kockát, ha megérta vagy beszéli a magyar nyelvet. | 19. Hungarian |
| <input type="checkbox"/> | Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. | 20. Ilocano |
| <input type="checkbox"/> | Marchi questa casella se legge o parla italiano. | 21. Italian |
| <input type="checkbox"/> | 日本語を読んだり、話せる場合はここに印を付けてください。 | 22. Japanese |
| <input type="checkbox"/> | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. | 23. Korean |
| <input type="checkbox"/> | ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືຢາກພາສາລາວ. | 24. Laotian |
| <input type="checkbox"/> | Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish |

- Assinale este quadrado se você lê ou fala português. 26. Portuguese
- Însemnați această căsuță dacă citiți sau vorbiți românește. 27. Romanian
- Поставьте этот квадратик, если вы читаете или говорите по-русски. 28. Russian
- Обележите овај квадратик уколико читате или говорите српски језик. 29. Serbian
- Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. 30. Slovak
- Marque esta casilla si lee o habla español. 31. Spanish
- Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. 32. Tagalog
- ให้กาเครื่องหมายลงในช่องสี่เหลี่ยมด้านหรือทุกภาษาไทย. 33. Thai
- Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. 34. Tongan
- Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. 35. Ukrainian
- اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ 36. Urdu
- Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. 37. Vietnamese
- באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. 38. Yiddish

