

Nondiscrimination Agreement
Population Under 100,000

Saline County
And Recipient Policy Statement

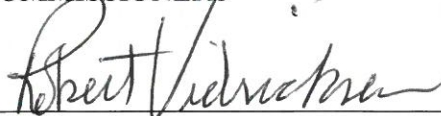
Saline County, hereinafter referred to as the "Recipient" assures that no person shall on the grounds of race, color, national origin, sex, disability, age or low income status as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded 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 of 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 Resource Director, Marilyn Leamer, 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.

SALINE COUNTY BOARD OF
COMMISSIONERS


Robert Vidricksen - Chairperson

11/24/2020
Date

Title VI Program

Organization and Staffing

Pursuant to 23 CFR 200, Saline County has designated a Title VI Coordinator who is responsible for Attachment 1, which describes the hierarchy for Saline County's Title VI Program, including an organization's chart illustrating the level and placement of Title VI responsibilities.

Assurances

49 CFR Part 21.7

Saline County hereby gives assurances:

1. That no person shall on the grounds of race, color, national origin, sex, disability, age or low income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are federally funded or not. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:
 - a. Attachment 2, Saline County Public Participation Plan Outline
2. That it will promptly take any measures necessary to effectuate this agreement.
3. That each program, activity, and facility (i.e., lands change to roadways, park and ride lots, etc.) as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the recipient by the Kansas Department of Transportation (KDOT) under the federally-funded program is binding on it, other recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Recipient.
5. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all federally-funded programs and, in all proposals for negotiated agreements.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and

will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

6. That the Recipient shall insert the clauses of Appendix 1 of this Agreement in every contract subject to the Act and the Regulations.
7. That the Recipient shall insert the clauses of Appendix 2 of this Agreement, as a covenant running with the land, in any deed from the United States effect a transfer of real property, structures, or improvements thereon, or interest therein.
8. That the Recipient shall include the appropriate clauses set forth in Appendix 3 of the Agreement, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under a federal aid program; and (b) for the construction or use of or access to space on, over and under property acquired, or improved under a federal aid program.
9. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

Implementation Procedures

This agreement shall serve as the recipient's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. Grants and loans of federal funds.
2. The grant or donation of federal property and interest in property.
3. The detail of federal personnel.
4. The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient.
5. Any federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The recipient shall:

1. Issue a policy statement, signed by the head of the recipient, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by KDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The head of the recipient shall be held responsible for implementing Title VI requirements.

3. Designate a civil rights coordinator who has a responsible position in the organization and easy access to the head of the recipient. The civil rights coordinator shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. The civil rights coordinator shall adequately implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin or sex, the nature of the complaint, the date of the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the recipient's report of investigation, will be forwarded to KDOT's Office Contract Compliance (OCC) within 10 days of the date the complaint was received by the recipient.
6. Collect statistical data (race, color, national origin, sex) of participants in, and beneficiaries of the Transportation programs and activities conducted by the recipient.
7. Conduct Title VI reviews of the recipient and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Attend training programs on Title VI and related statutes conducted by KDOT Office of Contract Compliance.

Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the recipient's Title VI Coordinator for review and action.
2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:
 - a. The date of alleged act of discrimination; or
 - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version

- of the complaint to the person for signature. The complaint shall then be handled according to the recipient's investigative procedures.
4. Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as KDOT or USDOT.
 5. The recipient will advise KDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to KDOT:
 - a. Name, address, and phone number of the complainant.
 - b. Name(s) and address(es) of alleged discriminating official(s).
 - c. Basis of complaint (i.e., race, color, national origin, or sex)
 - d. Date of alleged discriminatory act(s).
 - e. Date of complaint received by the recipient.
 - f. A statement of the complaint.

Sanctions

In the event the recipient fails or refuses to comply with the terms of this agreement, KDOT may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. Refrain from extending any further assistance to the recipient under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
4. Refer the case to the Department of Justice for appropriate legal proceedings.

KANSAS DEPARTMENT
OF TRANSPORTATION:

Doria Watson

Signature

Civil Rights Administrator

December 3, 2020

Date

SALINE COUNTY BOARD OF
COMMISSIONERS:

Robert Vidricksen

Signature

Robert Vidricksen, Chairperson

11-24-2020

Date

Appendix 1

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance With Regulations** – The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination** – The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment** – In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
4. **Information and Reports** – The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to KDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance** – In the event of the contractor’s noncompliance with the nondiscrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the contractor under the contract until the contractor complies, and/or;
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions** – The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request KDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Appendix 2

The following clauses shall be included in any deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the state of Kansas will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation KDOT (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d – 4) does hereby remise, release, quitclaim, and convey unto the state of Kansas all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the state of Kansas, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the state of Kansas, its successors, and assigns.

The state of Kansas, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)(and)* (2) that the state of Kansas, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination of Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.

Appendix 3

The following clauses shall be included in all transportation related deeds, licenses, leases, permits, or similar instruments entered into by (Recipient) pursuant to the provisions of Assurance 8.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on said property described in this lease, for a purpose of which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21,

Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease has never been made or issued.

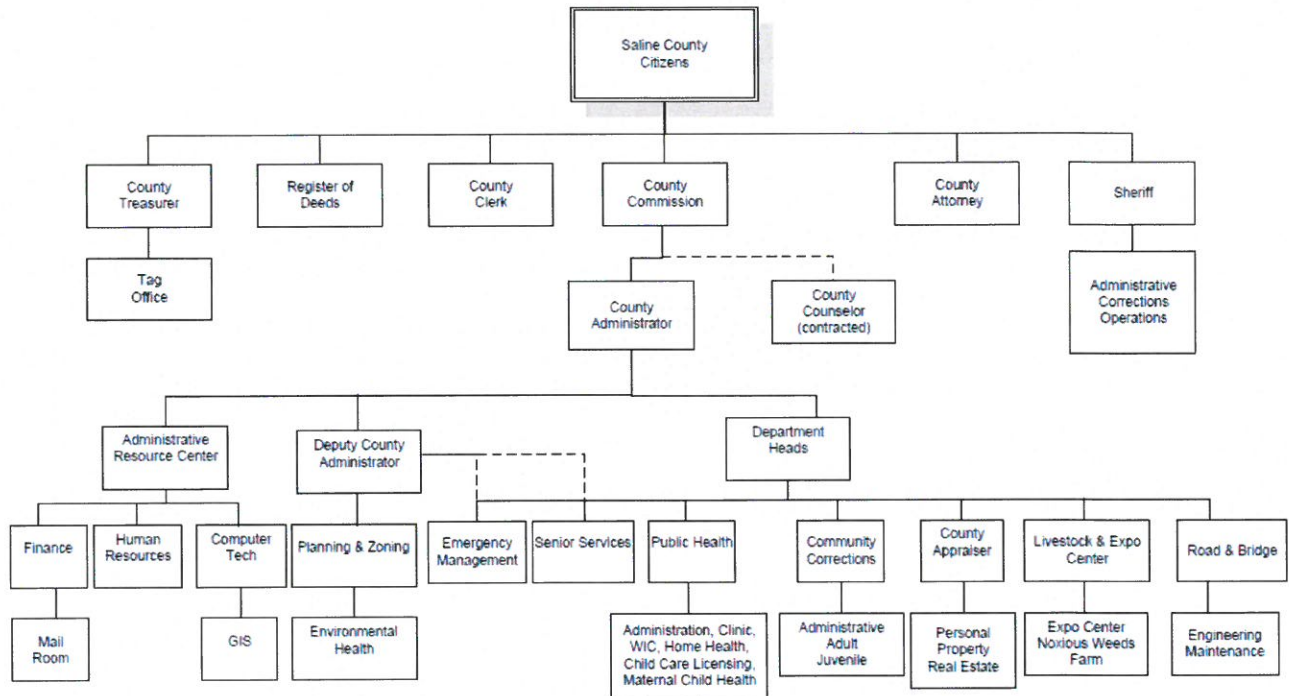
The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Kansas Department of Transportation pursuant to the provisions of Assurance 8.

The LESSEE, or himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

Attachment 1

The placement of Title VI responsibilities is with Saline County's Human Resources. For more information on Saline County's civil rights program, and the procedures to file a complaint, contact (785) 309-5812, email marilyn.leamer@saline.org; or visit the Human Resource Office at 300 W. Ash Street, Room 217, Salina, KS 67401. For more information, visit www.saline.org



The Saline County Organizational Chart can also be found at:

<https://www.saline.org/Portals/0/Content/ARC/Images/Saline%20County%20Organizational%20Chart%2012-12-19.pdf?ver=2020-07-07-161514-593>

Attachment 2

Saline County Public Participation Plan Outline

Saline County Local Government provides public services to citizens throughout our 721 square mile county. These services are provided through our various departments.

1. Brief description of activities that would warrant public participation. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:
 - a. Board of County Commissioners host regular open meetings, addressing issues of concern to Saline County citizens and provide an opportunity for citizens to voice any concerns or request information.
 - i. Saline County provides this Citizen Board and Commission of Interest Form for Saline County Citizens to serve on various Boards and Commissions. The Expression of Interest form can be found at <https://www.saline.org/Government/County/Expression-of-Interest> either by electronic submission or by a printable form.
 - ii. Boards and Commissions include Public Building Commission, Salina Community Economic Development Organization, Inc., and Solid Waste Management Committee.
 - b. The County Administrator serves as administrative officer of the County and performs research on a variety of administrative and operational issues and presents recommendations to improve efficiency and effectiveness of county government services including reviewing all requests for action brought before the County Commission, coordinating County Departments in implementation of the policies established by the Commission, prepares the annual budget, represents the County on Boards and Commissions as required and directly supervises the functions of accounts payable, payroll, human resource division, computer technology and central purchasing for the county.
 - c. Human Resources serves Saline County by creating an environment for a committed motivated work force, by encouraging equal opportunity while maintaining county compliance with employment laws.
 - d. The County Attorney's Office is tasked with prosecuting violations of state law and county ordinances, felony violations that occur anywhere in Saline County and misdemeanor and traffic violations that occur outside the city limits. They prosecute all juvenile cases that occur within the county, represent the State of Kansas in child in need of care cases, and represent the petitioner in involuntary commitment proceedings.
 - i. A Crime Victim Fund Board is coordinated with the County Attorney's Office. The 28th Judicial District Lawyer and Non-Lawyer Board is coordinated with the Saline County District Court.
 - e. The County Appraiser's Office notifies the public of tax valuations, sets values and notifies the public of any law or resolution changes affecting personal and real property.
 - f. The County Treasurer's Office receives, records and disburses taxes and other revenues due to Saline County and other taxing entities within the county. The Treasurer's Office also monitors all investments of funds for the County. Vehicle Registration oversight is done by the County Treasurer.

- g. 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 other facilities and coordinate visitations.
- h. The 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.
 - i. A Saline County Health Department Advisory Board works with staff to make recommendations regarding public health for the Board of Health.
- i. The Road & Bridge Department provides 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.
- j. The Livestock & Expo Center and Noxious Weed Department oversees projects and farming methods on a 1,100 acre farm owned by Saline County, host livestock shows, organizes and sets up for County Fair, farm shows, hosts rodeos, rented facilities and sets up for auctions, dinners, receptions and meetings.
- k. The County Clerk's office is responsible for voter registration, the election process, communicating required information to the public regarding their services.
- l. The Register of Deeds office assists the public as the repository for real estate records in the County and is a Passport Application Acceptance Agent for the U.S. Department of State.
- m. Emergency Management provides a comprehensive emergency management program to effectively mitigate against, prepare for, respond to, and recover from all types of major emergencies or disasters; and to educate and train Saline County citizens, responders, and governing officials so that a disaster's impact on people, property, and communities is minimized.
 - i. The Local Emergency Planning Committee represents local governments, facilities, environmental groups, the media, community groups, law enforcement, fire, EMS, hospitals, health agencies and emergency management and are tasked with establishing plans for the Title III Hazardous Materials Emergency Preparedness Program for the county, coordinating exercises based on its plans, and serving as the Right-to-Know program's point of contact for our jurisdiction. Emergency Management also coordinates the Rural Fire District Board.
- n. Community Corrections provides intensive supervision and surveillance for adults and juveniles who would otherwise be incarcerated in State facilities.
 - i. The 28th Judicial District Community Corrections Program is governed by an Advisory Board made up of members who are either statutorily mandated or who are appointed by the Saline County Commission, the Ottawa County Commission, and the Salina City Commission, all having three appointments each.
- o. Planning & Zoning, under the direction of the County Administrator, is responsible for building safety by reviewing permits for water, sewage, road, floodplain, and other basic zoning requirements while preserving the rich agricultural heritage of Saline County.
 - i. The Planning & Zoning Commission provides a recommendation to the County Commissioners for Comprehensive Plan amendments, Zoning text and map changes and Final plat and plat amendments. The Planning & Zoning Commission also serves as the Board of Appeals and will hold a public hearing for the public to voice concerns

- before making a decision. The Board of Appeals decides on zoning exceptions up to 30%, variances and administrative appeals.
- p. The Department of Senior Services operates Meals on Wheels, a lunchroom open to individuals of all ages and several wellness and recreational activities for seniors.
 - i. The Department of Senior Services has an advisory board to assist staff in offering programs, activities and funding for area seniors.
2. Brief description of the proactive public participation strategies would be used. Public notification and engagement opportunities would include but not be limited to:
- a. Public hearings/ meetings held at convenient time and in accessible locations
 - b. Social media notices – currently Facebook, Twitter, LinkedIn, Instagram, You Tube.
 - c. Convenience and accessibility will be priority for public meetings.
 - d. Email notification of public meetings is distributed to various organizations, stakeholders, and media and by request from any citizen.
 - e. The Official Saline County Website.
 - f. Advertising utilizing the official Saline County media per County procedure.
3. 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).
- a. Saline 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 at 1-800-766-3777. Each office will be provided I-Speak cards to assist with interpretation needs.
4. Brief description of the desired outcomes of the agency's public participation efforts.
- a. Saline County desires to have actively engaged citizens, stakeholders and members of the general public in the decision making process.
 - b. 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.
 - c. The County desires to provide timely information about local government issues and processes to employees and members of the general public
 - d. The County will provide responses to all public input as appropriate.
5. Brief summary of recent outreach efforts over the past three years.
- a. Public meetings were held at convenient times and at accessible locations.
 - b. Post relevant information on county website, or other Social Media.
 - c. Citizens may opt-in to be added to an email distribution for announcement of various County meetings.
 - d. Display ads, brochures and fact sheets when needed.
 - e. 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 Saline County.
 - a. According to the 2015 Limited English Proficiency data at LEP.gov, the population in Saline County has no language groups that represent more than 3.1% of the population and more than 50 persons who speak English less than very well. Saline County has a significant number of bilingual (Spanish or Asian and Pacific Islander) individuals.
2. Identify the frequency in which LEP individuals come in contact with the service:
 - a. No language group in Saline County met the threshold for a LEP group. However, Saline County Offices serve non-English speaking individuals infrequently and family members or friends have provided translation. Saline County Health Department serves non-English speaking clients frequently and provides translation or an employee of the Health Department.
3. Identify the importance of the service to the LEP community:
 - a. Saline 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 from other medical providers due to financial constraints. Services for family planning, sexually transmitted diseases and vaccines for children cannot be refused.
4. Identify the resources available and the respective costs of these resources:
 - a. 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. Saline County offices have access to the State of Kansas, District County language resource list if needed. Saline County Health Department employs 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.

1. Identified LEP individuals
 - a. According to the 2015 Limited English Proficiency data at LEP.gov, the population in Saline County has no language groups that represent more than 3.1% of the population and more than 50 persons who speak English less than very well.
2. Language Assistance Measures
 - a. Although no language group in Saline County met the threshold for designation as a LEP group. When needed Saline 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 and sign language interpretation services when critically necessary. Saline County Area Departments will have "I Speak Cards" on file.

3. **Training Staff**

- a. Saline County Directors and staff will have an awareness of translation tools as a result of communication via Human Resources and self-teaching.
- b. All staff will be made aware of the I Speak Cards.

4. **Providing Notice**

- a. This notice is posted on public bulletin boards in the Saline County City/County Building located at 300 West Ash, outside of room 217, Salina, KS and on the Saline County website at <https://www.saline.org/Portals/0/Content/Human%20Resources/Documents/Title%20VI%20docs/Saline%20County%20Public%20Participation%20Plan%20Outline.pdf?ver=2017-06-13-153840-000&ver=2017-06-13-153840-000>
- b. The contact person in regard to the Saline County LEP plan is Marilyn Leamer and can be reached via phone at 785-309-5812.
- c. LEP individuals who wish to file a complaint will be directed to utilize the Title VI Complaint Procedures.

Monitoring and Updating LEP Plan

Saline 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 in regards to LEP persons.

Title VI Complaint Procedure

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

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 Saline County, may file a written complaint with Saline County's Human Resource Director. A complaint form is available for downloaded at <https://www.saline.org/Portals/0/Content/Human%20Resources/Documents/Title%20VI%20docs/Saline%20County%20Title%20VI%20Complaint%20Form.pdf?ver=2017-06-13-153158-000&ver=2017-06-13-153158-000> and is available in hard copy at the Human Resource Office in the City/County Building, 300 West Ash, Room 217, Salina, KS 67401. Upon request, Saline 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 Resource Director, (785) 309-5812.

Complaints should be mailed to or submitted by hand to:

Saline County Title VI Compliance Officer
300 W. Ash Street, Room 217
Salina, Kansas 67401
ATTN: Human Resource 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 Saline 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 Saline 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 make a determination 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 Saline 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
Eisenhower State Office Building
700 Southwest Harrison
3rd Floor West
Topeka, KS 66603

Saline County Title VI Complaint Form

The purpose of this form is to assist you in filing a complaint with Saline 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: Description of your complaint				

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:

Saline County
ATTN: Human Resource Director
300 W. Ash Street, Room 217
Salina, Kansas 67401

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 Saline County
Department Committees, Councils, Broken Down by Race**

Body	Caucasian	Hispanic or Latino	African American	Asian American	Native American	Other
Saline County Population within service area	79.6%	11.8%	3.6%	2.3%	0.1%	2.6%
Board of County Commissioners (BOCC)	100%	0%	0%	0%	0%	0%
Saline County Planning Commission	90%	10%	0%	0%	0%	0%
Senior Center Advisory Board	100%	0%	0%	0%	0%	0%
Community Corrections Board	78%	9%	9%	0%	0%	4%
Health Board	100%	0%	0%	0%	0%	0%
Central Kansas Mental Health (BOCC appoints 4 members)	100%	0%	0%	0%	0%	0%
Rural Fire District Boards (6 Boards)	100%	0%	0%	0%	0%	0%
LEPC (Local Emergency Planning Committee)	95%	1%	4%	0%	0%	0%
SEDIC (Salina Economic Development Incentives Council), (BOCC appoints 1 member)	No volunteers or members selected at this time	No volunteers or members selected at this time	No volunteers or members selected at this time	No volunteers or members selected at this time	No volunteers or members selected at this time	No volunteers or members selected at this time
City of Salina Solid Waste Management Committee (BOCC appoints 3 members)	No volunteers or members selected at this time	No volunteers or members selected at this time	No volunteers or members selected at this time	No volunteers or members selected at this time	No volunteers or members selected at this time	No volunteers or members selected at this time
Department of Senior Services	100%	0%	0%	0%	0%	0%
Building Authority (BOCC appoints three County Commissioners)	100%	0%	0%	0%	0%	0%

Notifying the Public of Rights Under Title VI

Saline County Kansas

- Saline 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 Saline County.
- For more information on Saline County's civil rights program, and the procedures to file a complaint, contact (785) 309-5812, email marilyn.leamer@saline.org; or visit the Human Resource Office at 300 W. Ash Street, Room 217, Salina, KS 67401. For more information, visit www.saline.org
- A complainant may file a complaint directly with the U.S. Department of Transportation by filing a complaint with the Department 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 1-800-854-3613

This notice is posted at:

1. Saline County Administrative Offices, located at 300 W. Ash, Salina, KS (Public Bulletin Board outside room 217);
2. Road & Bridge, 3424 Airport Road, Salina, KS;
3. Health Department, 125 W. Elm Street, Salina, KS;
4. Department of Senior Services, 245 N. 9th Street, Salina, KS;
5. Community Corrections, 309 S Broadway Blvd, Salina, KS;
6. Emergency Management, 255 N. 10th Street, Salina, KS;
7. Livestock & Expo Center, 900 Greeley Avenue, Salina, KS;
8. Sheriff's Office, 251 N. 10th Street, Salina, KS; and
9. Posted on the Saline County website: www.saline.org

Copies are available to the public upon request.

Notifying the Public of Rights Under Title VI

Saline County Kansas

- Saline 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 Saline County.
- For more information on Saline County's civil rights program, and the procedures to file a complaint, contact (785) 309-5812, email marilyn.learmer@saline.org; or visit the Human Resource Office at 300 W. Ash Street, Room 217, Salina, KS 67401. For more information, visit www.saline.org
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