

**DeKalb County Government**  
**Statement of Policy on Providing Non-Discriminatory Services per**  
**Title VI of the Civil Rights Act of 1964**  
(Board Adopted: May 16, 2018)

DeKalb County Government (the "County") is committed to a policy of non-discrimination in the conduct of its business, including its Title VI of the Civil Rights Act of 1964 ("Title VI") responsibilities - the delivery of equitable and accessible services. The County recognizes its responsibilities to the communities in which it operates. It is the County's policy to utilize its best efforts to assure that no person shall, on the grounds of race, color, national origin, or any other protected class as amended from time to time, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under its program of transit service delivery and related benefits or any other program or activity for which DeKalb County receives Federal financial assistance.

Toward this end, it is the County's objective to:

- A. Ensure that the level and quality of service is provided without regard to race, color, national origin, or any other protected class as amended from time to time;
- B. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- C. Promote the full and fair participation of all affected populations in service provision decision making;
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- E. Ensure meaningful access to programs and activities by persons with limited English proficiency.

The responsibility for carrying out the County's commitment to this Program has been delegated to the County Administrator by the DeKalb County Board. The County Administrator is responsible for the day-to-day operations of this Program and will receive and investigate Title VI complaints which come through the complaint procedure. However, all managers, supervisors, employees, and transit operators share in the responsibility for making the County's Title VI Program a success. The County Administrator shall be responsible for maintaining all records relating to this Policy including, but not limited to, this Title VI Policy, copies of all Title VI complaints or lawsuits and related documentation, all records of correspondence to and from Complainants, and Title VI investigations.

Additional information concerning the County's Title VI obligations and the complaint procedure can be obtained by contacting the County Administrator's Office by telephone at (815) 895-1630, via email at [administration@dekalbcounty.org](mailto:administration@dekalbcounty.org), or via mail at DeKalb County Administrator, 200 N. Main Street, Suite 280, Sycamore, Illinois 60178-1431.

## **TITLE VI INFORMATION DISSEMINATION & COMMUNITY OUTREACH**

The Title VI public notice attachment shall be posted in the DeKalb County Legislative Center, 200 N. Main Street, Sycamore, Illinois 60178-1431. Information relating to DeKalb County's non-discrimination obligation can also be obtained from DeKalb County's website at [www.dekalbcounty.org](http://www.dekalbcounty.org).

During employee orientation and subsequent employee trainings, information relative to the provisions of Title VI and the County's expectations of employees to perform their duties accordingly will be reviewed and discussed.

Community outreach is a requirement of Title VI recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected populations, the public involvement process, and the resources of the recipient. As stated above, the Title VI Policy will be located on DeKalb County's website and will be available for review at the DeKalb County Administrator's Office. Additionally, all DeKalb County Board meetings are open to the public and follow the Illinois Open Meetings Act.

## **SUBCONTRACTORS AND VENDORS**

All subcontractors and vendors who receive payments from DeKalb County where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts with such subcontractors and vendors shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

## **LIMITED ENGLISH PROFICIENCY POLICY STATEMENT AND AVAILABLE RESOURCES**

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., provides 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 financial assistance. Title VI and its implementing regulations require that certain federal grant recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). To that end, the County provides translation and interpretation services free of charge upon request by calling (815) 895-1630 or by contacting the DeKalb County Administrator via email at [administration@dekalbcounty.org](mailto:administration@dekalbcounty.org), or via mail at 200 N. Main Street, Suite 280, Sycamore, Illinois 60178-1431.

## **TITLE VI COMPLAINT PROCEDURES**

If you believe that you have been excluded from participation in, denied the benefits of, or subjected to discrimination based on race, color, national origin, or any other protected class as amended from time to time, under the County's programs or related benefits, you may file a complaint with the DeKalb County Administrator by telephone at (815) 895-1630, via email at [administration@dekalbcounty.org](mailto:administration@dekalbcounty.org), or via mail at 200 N. Main Street, Suite 280, Sycamore, Illinois 60178-1431. We encourage you to make your complaint in writing.

All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The County Administrator will review every complaint, and when necessary, assign a neutral party to investigate. At a minimum the investigating officer will:

- Identify and review all relevant documents, practices, and procedures;
- Identify and interview persons with knowledge of the Title VI violation, i.e., the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity; or anyone with relevant information.

Upon completion of the investigation, the County Administrator will complete a final report for the DeKalb County Board. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a final report together with any remedial steps. The investigation process and final report should take no longer than twenty-five (25) business days to complete. If no violation is found and the Complainant wishes to appeal the decision, he or she may appeal directly to the DeKalb County Board at 200 N. Main Street, Suite 280, Sycamore, Illinois 60178-1431.

Complaints may also be filed with the Federal Transit Administration's Office of Civil Rights, no later than 180 days after the date of the alleged discrimination via the following contact information:

Federal Transit Administration  
Office of Civil Rights  
200 West Adams Street, Suite 320  
Chicago, Illinois 60606  
Phone: (312) 353-3770

The DeKalb County Administrator shall maintain a log of Title VI complaints received from this process which log shall include the date the complaint was filed; a summary of the allegations; the status of the complaint; and actions taken by the County in response to the complaint. Should the County receive a Title VI complaint in the form of a formal charge or lawsuit, the DeKalb County State's Attorney shall be responsible for the investigation and maintaining a log as described herein.

### **Appendices**

1. Title VI Public Notice
2. Title VI Complaint Form

## **Non-Discrimination Rights Under Title VI of the Civil Rights Act of 1964**

DeKalb County Government (the “County”) operates its programs and services without regard to race, color, national origin, or any other protected class as amended from time to time in accordance with Title VI of the 1964 Civil Rights Act (“Title VI”). Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the County. Any such complaint must be in writing and filed with the County within 180 days following the date of the alleged discriminatory occurrence. For information on the County’s non-discrimination obligations or how to file a complaint, please contact the DeKalb County Administrator, who is the designated Title VI Officer, by any of the methods listed below.

DeKalb County Administration Department  
200 N. Main Street. Suite 280  
Sycamore, Illinois 60178-1431

815-895-1630 (Phone)  
815-895-7129 (Fax)  
administration@dekalbcounty.org (email)  
www.dekalbcounty.org (website)

*If this information is needed in another language, please contact the DeKalb County Administrator via the above contact information.*

**DeKalb County Government  
Title VI of the Civil Rights Act of 1964  
Discrimination Complaint Form**

DeKalb County Government (the "County") is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, or any other protected class as amended from time to time, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the DeKalb County Administrator by telephone at (815) 895-1630, via email at [administration@dekalbcounty.org](mailto:administration@dekalbcounty.org), or via mail at DeKalb County Administrator, 200 N. Main Street, Suite 280, Sycamore, Illinois 60178-1431. This completed form must be returned to the DeKalb County Administrator via any of the contact methods indicated above.

Your Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Person discriminated against (if someone other than complainant):

Name(s): \_\_\_\_\_

Street Address, City, State & Zip Code: \_\_\_\_\_

Which of the following best describes the reason for the alleged discrimination that took place?

- Race
- Color
- National Origin (Limited English Proficiency)
- Other Protected Class (please list): \_\_\_\_\_

Date of Incident: \_\_\_\_\_



Complainant's Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Have you filed a complaint with any other federal, state or local agencies?  Yes  No

If yes, list agency/agencies and contact information below:

Agency: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address, City, State & Zip Code: \_\_\_\_\_

Agency: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address, City, State & Zip Code: \_\_\_\_\_

I affirm that I have read the above charge and that it is true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Complainant's Signature Date

Print or type name of Complainant: \_\_\_\_\_

**For County Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_