

# Title VI Notice to the Public

City of Tecumseh Johnson County Public Transit

This agency operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint of discrimination by completing and submitting the agency's Title VI Discrimination Complaint Form. This form can be downloaded on the agency website; additionally, the form can be requested by contacting the agency at the address provided below.

To request more information on the agency's Title VI obligations, or to obtain a detailed description of the agency's Title VI discrimination complaint procedures, please visit the agency website or contact the agency using the information provided. Title VI Discrimination Complaint Forms and additional information can also be obtained through the Nebraska Department of Transportation (NDOT) website at [www.dot.nebraska.gov](http://www.dot.nebraska.gov), or by contacting NDOT using the information provided below. A telephone interpreter can be provided by NDOT to assist persons of limited English proficiency.

**City of Tecumseh Johnson County  
Public Transit**

Attn: Title VI Transit Manager  
122 South 4th Street  
Tecumseh, NE 68450  
(402) 335-4011  
[jmoran@tecumsehne.com](mailto:jmoran@tecumsehne.com)

**Nebraska Department of  
Transportation**

Attn: Sarah Soula  
1500 Nebraska Parkway  
Lincoln, NE 68502  
(402) 479-4871  
[sarah.soula@nebraska.gov](mailto:sarah.soula@nebraska.gov)

**Federal Transit Administration  
Office of Civil Rights**

Attn: Title VI Program Coordinator  
East Building, 5th Floor-TCR  
1200 New Jersey Ave., SE  
Washington, D.C. 20590

Esta agencia opera sus programas y servicios sin tomar en cuenta raza, color, u origen nacional de conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona que cree que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja de discriminación por completar y enviar el Formulario de Queja de Discriminación de Título VI de la agencia. Este formulario se puede descargar en el sitio de web de la agencia; adicionalmente, se puede solicitar el formulario poniéndose en contacto con la agencia a la dirección proporcionada arriba.

Para solicitar mas información sobre las obligaciones de Título VI de la agencia, o para obtener una descripción detallada del procedimiento de Quejas de Discriminación del Título VI, favor de visitar la pagina de la agencia o contactar la agencia a la dirección proporcionada arriba. También se puede obtener los Formularios de Quejas de Discriminación del Título VI y información adicional en el sitio de web del Departamento de Transporte de Nebraska (NDOT) en [www.dot.nebraska.gov](http://www.dot.nebraska.gov) o poniéndose en contacto con NDOT a la dirección proporcionada arriba. Un interprete telefónico puede ser proporcionada por NDOT para asistir personas de dominio de Inglés limitado.





# Title VI Complaint Procedures

## City of Tecumseh Johnson County Public Transit

Any person who believes they have been discriminated against on the basis of race, color, or national origin by City of Tecumseh Johnson County Public Transit may file a complaint by completing and submitting the agency's Title VI Complaint Form. Complaints must be submitted within 180 days following the alleged incident. Complaints received after 180 days will not be eligible for investigation.

All Title VI and related statute complaints are considered formal—there is no informal process. Complaints must be made in writing and signed by the complainant on the Complaint Form provided. If complaints are received by telephone, the information will be documented in writing and provided to the complainant for confirmation or revision and signature prior to processing. Complaints must include the complainant's name, address, and telephone number, and should specify all issues and circumstances of the alleged discrimination. Allegations must be based on issues involving race, color, or national origin. Complaints can be submitted to the agency at the following contact information:

**City of Tecumseh Johnson County Public Transit**

Attn: Title VI Transit Manager  
122 South 4th Street  
Tecumseh, NE 68450  
(402) 335-4011  
jmoran@tecumsehne.com

Complaints may also be filed directly with the Nebraska Department of Transportation at:

**Nebraska Department of Transportation**

Attn: Sarah Soula  
1500 Nebraska Parkway  
Lincoln, NE 68502  
(402) 479-4871  
sarah.soula@nebraska.gov

Complaints can also be filed directly with the Federal Transit Administration at:

**Federal Transit Administration**

Attn: Title VI Program Coordinator  
East Building, 5th Floor-TCR  
1200 New Jersey Ave. SE  
Washington, D.C. 20590

Title VI complaints of discrimination received by City of Tecumseh Johnson County Public Transit will be directed to the Nebraska Department of Transportation (NDOT) Intermodal Planning for review. NDOT will notify the Federal Transit Administration that a complaint has been received. The complainant will receive an acknowledgment letter informing her/him whether the complaint will be investigated. NDOT has 30 days to investigate the complaint. If more information is needed to resolve the case, the agency may contact the complainant to request additional information. The complainant has 15 days from the date of the letter to supply requested information to the investigator assigned to the case.

After the investigator reviews the complaint, she/he will issue one of two 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. An LOF summarizes the allegations and 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, she/he has 30 days following the closure letter or LOF to do so.

*Este documento describe el Título VI Procedimiento de City of Tecumseh Johnson County Public Transit. Para obtener una copia de este documento en Español, favor de visitar el sitio de web de la agencia. Para asistencia adicional, favor de ponerse en contacto con la agencia o el Departamento de Transporte de Nebraska al número telefónico dado anteriormente. Un interprete telefónico puede ser proporcionada por NDOT para asistir personas de dominio de Inglés limitado.*





# Title VI Discrimination Complaint Form

City of Tecumseh Johnson County Public Transit

To file a Title VI complaint of discrimination, please complete this Complaint Form in full and submit it within 180 days following the alleged incident using the provided agency contact information. Complaints received after 180 days will not be eligible for investigation. Title VI complaints must involve issues pertaining to race, color, or national origin. Complaint Forms may be submitted by an individual or a representative of that individual.

Complaints must be made in writing and contain as much information as possible about the alleged discrimination. If complaints are received by telephone, the information will be documented in writing and provided to the complainant for confirmation or revision and signature prior to processing. The written complaint should include the complainant's name, address, and telephone number, as well as a detailed description of the issues and the name(s) and job title(s) of individuals perceived as parties in the complaint.

After completing this Complaint Form, please return it to the address below:

**City of Tecumseh Johnson County Public Transit**

Attn: Title VI Transit Manager  
122 South 4th Street  
Tecumseh, NE 68450  
(402) 335-4011  
jmoran@tecumsehne.com

Complainants may also choose to return this form to the Nebraska Department of Transportation at the following address:

**Nebraska Department of Transportation**

Attn: Sarah Soula  
1500 Nebraska Parkway  
Lincoln, NE 68502  
(402) 479-4871  
sarah.soula@nebraska.gov

This form may also be submitted to the Federal Transit Administration at the following address:

**Federal Transit Administration**

Office of Civil Rights  
Attn: Title VI Program Coordinator  
East Building, 5th Floor-TCR  
1200 New Jersey Ave., SE  
Washington, D.C. 20590

*Para obtener una copia de este documento en Español, favor de visitar el sitio de web de la agencia. Para asistencia adicional, favor de ponerse en contacto con el Departamento de Transporte de Nebraska al numero telefónico dado anteriormente. Un interprete telefónico puede ser proporcionada por NDOT para asistir personas de dominio de Inglés limitado.*



Complainant:	Phone:
Address:	Email:
Person Discriminated Against if Different from Above:	Phone:
Address:	Email:
What is the full legal name of the organization that discriminated against you?	
Type of Discrimination: <input type="checkbox"/> Race/Color <input type="checkbox"/> National Origin <input type="checkbox"/> Retaliation	Date of Incident:
Date and place of alleged discriminatory actions. Please include earliest date of discrimination and most recent date of discrimination:	
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also, attach any written material pertaining to your complaint (attach additional pages if necessary):	
Names and contact information of persons (witnesses, others) whom we may contact for additional information to investigate your complaint:	

The complaint will not be accepted if it has not been signed. Please sign and date this complaint form below. You may attach any written materials or other supporting information that you believe is relevant to the complaint.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attachments: ☐ Yes ☐ No

Please submit this completed form using the contact information provided on page 1.

NDOT USE ONLY	
Received By:	Date: