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Chapter 1 Policy on Title VI

Uintah Basin Association of Governments & Basin Transit Association

The Agency affirms:

1. Title VI of the Civil Rights Act of 1964 prohibits discrimination in federally assisted programs. Title VI was amended by the Civil Rights Restoration Act of 1987 (P.L. 100-259), effective March 22, 1988, which added Section 606, expanding the definition of the terms “programs or activities” to include all of the operations of an educational institution, governmental entity, or private employer that receives federal funds if any one operation receives federal funds.

2. Uintah Basin Association of Governments and the Basin Transit Association are public entities. It is the policy of UBAOG and the BTA to ensure compliance with Title VI of the Civil Rights Act of 1964 and all related statutes or regulations in all programs and activities so administered.

3. The Uintah Basin Association of Governments Title VI Coordinator is granted the authority to administer and monitor the Title VI Plan as promulgated under Title VI of the Civil Rights Act of 1964 and any subsequent legislation. The Title VI Coordinator will provide assistance as needed.

4. Uintah Basin Association of Governments and the Basin Transit Association will take all steps to ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the Agency.

5. The Agency recognizes the need for annual Title VI training for Agency personnel.

Laurie Brunmond  
Uintah Basin Association of Governments  
Executive Director  

[Signature]  
1/7/2014  
1/7/14
### BTA Board Percentage by Race

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>White Persons not Hispanic</td>
<td>90%</td>
</tr>
<tr>
<td>Native American</td>
<td>10%</td>
</tr>
</tbody>
</table>

Commissioner Darlene Burns, Chairman  
152 East 100 North  
Vernal, Utah 84078  
dburns@uintah.utah.gov

Karen Perry, 1st Vice Chairman  
P.O. Box 219  
Manila, Utah 84046  
kperry@daggettcounty.org

Commissioner Ron Winterton, 2nd Vice Chairman  
P.O. Box 270  
Duchesne, Utah 84021  
rwinterton@duchesne.utah.gov

Uintah County Elected Official

Commissioner Mark Raymond  
152 East 100 North  
Vernal, Utah 84078  
mraymond@uintah.utah.gov

Duchesne County Elected Official

Mayor Kathleen Cooper  
P.O. Box 337  
Myton, Utah 84052
Duchesne County Transportation

Commissioner Kirk Wood
P.O. Box 270
Duchesne, Utah 84021
kwood@duchesne.utah.gov

Don Winterton
Route 3 Box 3990
Roosevelt, Utah 84066
dbwinterton@ubtanet.com
UTSSD

Cheri McCurdy
P.O. Box 144
320 North Aggie Blvd.
Vernal, Utah 84078
cmcurdy@utssd.utah.gov

Dave Haslem
186 East 1200 North
Vernal, Utah 84078
No email available

At Large
Ronald Groves
woodyc@utetribce.com
Shelly Ivie
140 W. 425 S. (330-13)
Roosevelt, Utah 84066
sivic@utah.gov

The BTA board is comprised of elected officials, public administrators, and two at large board members in order to create fair opportunities to the public and minorities in the region, such as the Ute Tribe. The Executive Director at the Uintah Basin Association of governments has the signatory power to act on behalf of the BTA board on the adoption of policies and procedures.
Service Standards

In the Title VI plan FTA requires that all fixed route providers develop service standards for the services provided. Further, a list of quantitative standards for the vehicle load, vehicle headway, on-time performance, and service availability are included in the plan. The Basin Transit Association has developed a list of service standards that should be met in the fixed route service.

1. Vehicle Loading Standards
   - The average loads of each individual bus should not exceed the vehicle’s capacity in peak operating periods. The Basin Transit Association uses three different sizes of buses.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Average Passenger Capacities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Seated</td>
</tr>
<tr>
<td>22' Bus</td>
<td>14</td>
</tr>
<tr>
<td>25' Bus</td>
<td>16</td>
</tr>
<tr>
<td>37' Bus</td>
<td>38</td>
</tr>
</tbody>
</table>

2. Vehicle Headway Standards
   - Basin Transit Association operates three separate routes. These routes include the redline which consists of a circular route around the city of Vernal, the green route, which includes service from Vernal to Roosevelt, and the blue route, which transports individuals from Roosevelt to Duchesne. These services are available Monday through Friday each week. These routes begin at 4:50 AM until 7:00 PM. The times between stops varies due to the large vast space that is covered. Scheduling routes involves a variety of factors, including, ridership, densely populated areas, demand, and reaching the targeted populations as outlined in the regional Transportation plan.
<table>
<thead>
<tr>
<th>Weekday</th>
<th>Peak</th>
<th>Midday</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vernal Loop</td>
<td>110</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>Roosevelt-Duchesne</td>
<td>151</td>
<td>151</td>
<td>151</td>
</tr>
<tr>
<td>Vernal-Roosevelt</td>
<td>185</td>
<td>185</td>
<td>185</td>
</tr>
</tbody>
</table>

(Indicates Minutes Between Stops on Circular Motion)

Buses

3. On-Time Performance Standards
   - The Basin Transit Association transit’s vehicles will complete their assigned routes as close to the time as provided by the BTA schedule. The driver will not leave a stop early upon arrival, and will not leave later than 5 minutes late. The Basin Transit Association has a minimum on time standard of 90 percent. The Basin Transit Association monitors the performance of the driver’s arrival times daily and is in constant contact with the drivers through the local dispatch.

4. Service Availability Standards
   - The Basin Transit Association’s service area encompasses Uintah and Duchesne counties between the cities of Duchesne to Vernal Utah. The Basin Transit Association fixed route service targets the major population centers that are found on US-40. The BTA service ability standards permit that 90% of residents in the cities of Duchesne, Roosevelt, and Vernal be served within a one mile radius of US-40. Spacing between stops is inconsistent due to the large distance between population centers that ranges from 28-30 miles.
In addition to the quantitative methods in the Basin Transit Association's policies, it is required by FTA regulations in a Title VI program to give qualitative methods in vehicle assignment and transit amenities policies.

1. **Vehicle Assignment Policy**
   - Vehicles that serve in the fixed route service in the Basin Transit Association will be assigned by the amount of ridership the route receives. For example, the route between Vernal and Roosevelt early mornings and late afternoons will receive a larger bus such as the 40 passenger, than the bus that travels the same route during the middle of the day due to the larger amount of passengers that ride.

2. **Transit Amenities Policy**
   - The amenities installed on the fixed route will be based on the amount of passengers that board the given stop. This may include the amount of benches, signs, or covered seating at a given stop.
Demographics

The geographic region for the Title VI plan efforts is located in northeastern Utah on the Wyoming and Colorado border. The region is known as the Uintah Basin. The region includes Duchesne, Uintah, and Daggett counties. The Uintah Basin was originally established as a farming and ranching community by a sparse population of Caucasian settlers around the turn of the end of the 19th Century and did not see a significant increase in population until oil was first discovered in Uintah County in 1948. In the late 1950's and early 1960's the Uintah and Daggett County populations increased dramatically during the construction of Flaming Gorge Dam. The discovery and exploration of oil and natural gas resources caused a large population increase primarily Uintah and Duchesne Counties in the early 1970's.

In the 2010 census, the area's population was 52,254, with more than half of the population living in Uintah County. 12.3% of the area's population identified themselves as racial or ethnic minority on the 2010 Census questionnaire. More than half (52.3%) of this minority population identified themselves as Native American.

![Non-White Population Chart]

- Native American
- Asian
- Black or African American
- Native Hawaiian
- Some other Race
- Two or More Races
In addition, according the 2010 United States National Census 4.2% of the population of Duchesne County speaks a language other than English at home, while Uintah County is 6.5%, and Daggett County at 3.4%. The second most used language other than English in the service area is Spanish.

The Basin Transit Association and its board members, ensures that the minority populations of the area receive equal treatment in the routes designed and serviced. As indicated in the map below, the BTA gives equal services to areas in Roosevelt, Vernal, and Ft. Duchesne where minority populations reside. Further, specific stops along the Ute Tribe Reservation have been put in place in order to give equal opportunities for ridership in the most densely minority populated areas. To ensure the equality in service, the Basin Transit Association charges a fee of $1.00 in congruence with their counterpart the Ute Tribe Transit system. By equaling the costs between the two transit systems, the minority populations have affordable public transportation.
Chapter 2 UDOT Compliance/Monitoring Review and Training

Basin Transit Association agrees to participate in on-site reviews and cooperate with Compliance Staff throughout the review process.

In conducting on-site reviews, the UDOT PTT Compliance Officer looks for the following:

1. Clearly displayed Title VI posters with the required information (in vehicles and in public spaces)
   a. Description of Title VI
   b. Explanation of how to obtain Title VI information
   c. Explanation of how to file a complaint
   d. Available complaint forms
2. Current file containing complaints
3. UDOT conducts periodic on-site monitor assessments to determine the subrecipient’s compliance with the FTA Title VI regulations. These reviews include service measurements, location of transit service and facilities, participation opportunities in the transit planning and decision-making processes, and communication needs of persons with limited English proficiency (LEP).

Basin Transit Association agrees to participate in training that includes Title VI and its requirements. The UDOT PTT Compliance Officer presents the following:

1. Introduces Title VI and its requirements for compliance
   a. Provides information regarding outreach opportunities to minority populations and demographic information
2. Provides sample Title VI posters (including required signatures and contact information)
   a. Discusses required poster locations
3. Discusses LEP and provides the sample UDOT LEP tools
4. Discusses Title VI complaint forms
5. Provides sample Title VI complaint forms
6. Discusses the required maintenance of a Title VI file readily available for review
7. Discusses the reporting requirements and the annual Certification and Assurances
   a. Discusses the required Title VI verification, including a description of lawsuits and complaints for the past year
In addition to new subrecipients, training by the UDOT PTT Compliance Officer and UDOT Civil Rights staff is also conducted as requested and as changes in the law occur, as needed. Both the Compliance Officer and the Civil Rights staff are also available any time as a technical resource for questions or concerns regarding Title VI and its requirements.

B. Certification and Assurance Submission

Basin Transit Association agrees to submit the annual Title VI assurance to UDOT as part of the annual Certification and Assurance submission.

C. Title VI Complaint Procedures

UDOT investigates and tracks Title VI complaints filed with UDOT against subrecipients.

D. Procedure for Investigations, Complaints and Lawsuits

UDOT has developed and maintains a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the recipient and/or subrecipients that allege discrimination on the basis of race, color, or national origin. This list includes the date the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient or subrecipient in response to the investigation.
Chapter 3 Title VI Complaint Procedure and Investigation Guidelines

Basin Transit Association has developed procedures for investigating and tracking Title VI complaints filed against them and has made those procedures for filing a complaint available to the public. The Basin Transit Association’s complaint procedure is outlined below:

Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Basin Transit Association may file a Title VI complaint by completing and submitting the Agency’s Title VI Complaint Form. The Basin Transit Association investigates complaints received no more than 180 calendar days after the alleged incident. The Basin Transit Association will process complaints that have completed all elements of the complaint form.

Once the complaint is received, the Basin Transit Association will review it to determine if the BTA has jurisdiction. The complainant will receive an acknowledgment letter informing her/him whether the complaint will be investigated by the BTA.

The BTA has 10 business days to investigate the complaint. If more information is needed to resolve the case, the BTA may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the investigator can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue the case.

After the investigator reviews the complaint, BTA will issue one of two letters to the complainant:

1. A closure letter that summarizes the allegations and states there was not a Title VI violation and that the case will be closed.

2. A Letter of Finding (LOF) that summarizes the allegations and the interviews regarding the alleged incident, and explains if 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 10 calendar days after the date of the closure letter or the LOF to do so. If an appeal has been submitted, BTA will forward appeals to the UDOT Civil Rights Title VI Coordinator within 10 days.
When a complaint has been directly filed with another state or federal agency, the Agency is to inform the Title VI Coordinator where the complaint has been filed and coordinate any action needed by UDOT to resolve the complaint.

A person may also file a complaint directly with the Utah Department of Transportation at:
   Utah Department of Transportation
   Civil Rights Division
   P O Box 141520
   Salt Lake City, Utah 84114-1520
   (801) 965-4384

A person may also file a complaint directly with the Federal Transit Administration at:
   FTA Office of Civil Rights
   1200 New Jersey Avenue SE
   Washington, DC 20590

**Title VI Informal Complaint Policy**

Title VI complaints may be resolved by informal means. When informal means are utilized, the complainant must be informed of their right to file a formal written complaint. Such informal attempts and their results will be summarized by the Basin Transit Association’s identified Title VI Coordinator. The coordinator will log the complaint in the required complaint log (see Appendix B for a sample). If the complaint cannot be resolved informally, BTA’s identified Title VI Coordinator must inform the complainant of the formal process outlined above and instruct the complainant on how to proceed.

**Title VI Log of Complaints/Lawsuits, etc.**

BTA will prepare and maintain a list of any alleged discrimination on the basis of race, color, or national origin, including any active investigations conducted by entities other than FTA, lawsuits, and complaints naming the Agency. The list will include the date that the investigation, lawsuit or complaint was filed; a summary of the allegation(s) and date resolved. See Appendix B for sample complaint log.
Chapter 4 Title VI Notice to Beneficiaries

The Basin Transit Association will provide information to the public regarding BTA’s obligations under FTA’s Title VI regulations and apprise members of the public of the protection against discrimination afforded to them by Title VI. At a minimum, BTA shall disseminate this information to the public by posting the notice on its website and in local media. BTA will document where and when this information is posted.

BTA will widely distribute its Title VI plan. The Title VI notifications are also included with all newly printed or revised agency publications, brochures and pamphlets meant for public consumption. The following notice is standard wording for publications, brochures, flyers, etc.:

BTA is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and relevant guidance. The Agency assures that no person in the United States shall, on the grounds of race, color or nation 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.

To request additional information on BTA’s Title VI policy, or to file a discrimination complaint, please contact BTA Title VI Coordinator Kevin Yack at 435-722-4518.

The Complaint Procedure is located at 330 East 100 South Roosevelt Utah or www.ridebta.com
Chapter 5 Title VI Poster Requirements

BTA will provide a poster to meet the requirements listed below and will provide updates as required. BTA will also keep a database of the location of all Title VI posters and ensure they are clearly posted in the appropriate public places. Posters will include the following information:

- Description of agency Title VI commitment
- Information for more of UBAOG and BTA’s Title VI program and the procedures to file a complaint, contact information, email, and address
- For more information, visit [www.ridebta.com](http://www.ridebta.com)
- FTA and UDOT Office of Civil Rights, Attention Title VI Program Coordinators, address to file a complaint directly with either the state or federal agency directly
- Additional information if another language is needed (435) 722-5226 BTA Program Manager
Chapter 6 Public Participation Plan

The Basin Transit Association will work with UDOT staff to identify targeted minorities within the service area. UDOT PTT staff will supply demographic information to the lowest census level possible within the region to identify specifically what minority populations exist within the BTA service area. The BTA will identify the appropriate locations to disseminate information to the identified populations (e.g., church, neighborhood gathering space) to seek comment, interest in new service or service revisions and/or extensions. BTA will document and maintain on file all activities related to Title VI outreach. This plan and documentation will be made available at UDOT's request.

The Basin Transit Association will coordinate with the regional mobility manager to ensure that the BTA is included in regional planning efforts and that regional planning efforts include outreach to targeted populations within the BTA service area.

BTA will provide a summary to UDOT of all outreach efforts upon request or prior to future plan submittals and review.

BTA recognizes that future funding for new or revised service requires documentation of the above efforts.
Chapter 7 Limited English Proficiency

The Basin Transit Association is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. By completing the Four Factor Analysis below, BTA assures that no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any FTA service, program, or activity.

1. For Limited English Proficiency, the Uintah Basin Association of Governments provides two translators into Spanish. Both can be reached at 435-722-4518. The UBAOG, has a sufficient amount of staff to help in current translating needs.

2. The Uintah Basin Association of Governments has contact with those in need to translate into Spanish two to three times per year. If other languages are needed, the BTA program manager will personally assist in finding translation for those in need. The Uintah Basin Association will provide a flip chart with multiple languages that the client will be able to choose which language is needed. A number will then be provided specific to that language. BTA and UBAOG provide translation in word writing in the following areas:
   a. Buses
   b. Public meetings
   c. Customer service interactions
   d. Surveys

3. It is of the utmost importance that the Basin Transit Association give equal opportunity for those individuals who speak English as a second language. Therefore, all services will make available the necessary resources to ensure the equal opportunities to all who use the service. This will include services on the fixed route service, posters, and public meetings.

4. All resources will be available in Spanish and other languages as needed. Surveys and outreach will determine the need for additional course or action. Further language resources into other languages will be reviewed quarterly each year. This will ensure all needs are being met. Upon the hire date at UBAOG, employees will be instructed on how to handle LEP situations. Further, the office staff or bus operator will call UBAOG offices if encountered with an unknown language. Flip chart materials will be available and an additional phone number for multiple languages with “I speak” cards to the employees to ensure that LEP demands are being met.
Chapter 8 Staff Ongoing Title VI Training Process/Description

All BTA staff and volunteers will be trained either annually or as newly hired staff/volunteers on Title VI. Training will include the following documents:

- Non-discrimination poster
- Title VI complaint form
- Complaint log
- LEP
- Title VI brochure

BTA will utilize UDOT staff to assist with trainings. Affidavits will be signed when training is completed and filed as part of the Title VI program documentation.
APPENDIX A:

Title VI Complaint Forms
Utah Department of Transportation
Civil Rights Division
P O Box 141520
Salt Lake City, Utah 84114-1520
(801) 965-4384
Fax: (801) 965-4101

TITLE VI COMPLAINT FORM

Complaints must be in writing and filed with the UDOT Title VI Coordinator within 180 calendar days following the date of the alleged discriminatory occurrence. Complainant has a right to representation, file a written complaint with FTA, Regional Civil Rights Officer, complainant has the option to remain anonymous or to seek assistance in filling out the complaint form.

Your Name ___________________________ Date of Filing __________________

Your Address ____________________________________________________________

Work Phone ___________ Home Phone ___________ Cell Phone ___________

FTA recognizes race, color and national origin as basis for Title VI complaints. Indicate on what ground(s) you believe you were discriminated against by checking the applicable boxes below:

☐ Race  ☐ Color  ☐ Nat. Origin

Explain why you believe discrimination has taken place. Please provide date(s), time(s), and location(s) of discrimination. Please provide witness name(s), address(es), and telephone number(s). Please provide name(s) and work location(s) of person(s) you believe responsible for the discrimination. Explain the resolution you request. (Use additional sheets of paper if needed.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

20
Indicate the person(s) who are alleged to be responsible.

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Agency</th>
<th>Work Location (if known)</th>
<th>Classification (if known)</th>
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What Remedy? Requested Action? And/or Adjustment you are requesting? Please be specific. Use additional sheets as necessary.

______________________________________________
______________________________________________
______________________________________________

Your Signature ___________________________ Date ______________

Form SFN 51795
Revised: June 1, 2011
FORMULARIO DE QUEJAS TITULO VI

Quejas deben ser sometidas por escrito y presentadas al Coordinador de Titulo VI durante los 180 días a partir de la fecha en que ocurrió la presunta discriminación. El demandante tiene derecho a representación. Someta su queja por escrito a FTA, Oficial de Derechos Civiles de la Región. El demandante tiene la opción a permanecer anónimo o solicitar ayuda llenando el formulario de quejas.

Nombre __________________________________________ Fecha

Dirección

Tel Empleo ____________________ Tel Hogar ____________________ Tel Cel

FTA reconoce raza, color, y origen nacional como bases para quejas al Titulo VI. Indique el motivo por el cual cree haber sido discriminado(a) marcando una de las siguientes opciones:

☐ Raza ☐ Color ☐ Origen Nacional

Explique porqué cree que ha sufrido discriminación. Por favor provea fecha(s), hora(s), y lugar(es). Por favor provea nombres de testigo(s), dirección(es), y número(s) de teléfono. Por favor provea nombre(s) y lugar(es) de empleo de la(s) persona(s) quienes usted cree son responsables de la discriminación. Explique la resolución que está pidiendo. (Use mas hojas si es necesario)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Indique que persona(s) son presuntamente responsables

<table>
<thead>
<tr>
<th>Nombre(s)</th>
<th>Agencia</th>
<th>Lugar de empleo (si disponible)</th>
<th>Clasificación (si disponible)</th>
</tr>
</thead>
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22
¿Qué remedio, acción, o ajuste está solicitando? Por favor sea específico(a). Use más hojas si es necesario.

Firma ___________________________ Fecha:

51797

October 24, 2011
Uintah Basin Association of Governments
330 East 100 South
Roosevelt UT, 84066
(435) 722-4518
Fax: (435) 722-4890

TITLE VI COMPLAINT FORM

Complaints must be in writing and filed with the UBAOG Title VI Coordinator within 180 calendar days following the date of the alleged discriminatory occurrence. Complainant has a right to representation, file a written complaint with FTA, Regional Civil Rights Officer, complainant has the option to remain anonymous or to seek assistance in filling out the complaint form.

Your Name ____________________________ Date of Filing _______________________

Your Address __________________________

Work Phone ___________ Home Phone ___________ Cell Phone ___________

FTA recognizes race, color and national origin as basis for Title VI complaints. Indicate on what ground(s) you believe you were discriminated against by checking the applicable boxes below:

☐ Race  ☐ Color  ☐ Nat. Origin

Explain why you believe discrimination has taken place. Please provide date(s), time(s), and location(s) of discrimination. Please provide witness name(s), address(es), and telephone number(s). Please provide name(s) and work location(s) of person(s) you believe responsible for the discrimination. Explain the resolution you request. (Use additional sheets of paper if needed.)

________________________________________________________________________

________________________________________________________________________

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24
Indicate the person(s) who are alleged to be responsible.

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Agency</th>
<th>Work Location (if known)</th>
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What Remedy? Requested Action? And/or Adjustment you are requesting? Please be specific. Use additional sheets as necessary.

________________________________________________________________________

________________________________________________________________________

Your Signature _____________________________ Date __________________________

Form SFN 51795  
Revised: June 1, 2011
FORMULARIO DE QUEJAS TITULO VI

Quejas deben ser sometidas por escrito y presentadas al Coordinador de Titulo VI durante los 180 días a partir de la fecha en que ocurrió la presunta discriminación. El demandante tiene derecho a representación. Someta su queja por escrito a FTA, Oficial de Derechos Civiles de la Region. El demandante tiene la opción a permanecer anónimo o solicitar ayuda llenando el formulario de quejas.

Nombre __________________________________________________________ Fecha

__________________________

Dirección

__________________________

Tel Empleo _____________________ Tel Hogar _____________________ Tel Cel

FTA reconoce raza, color, y origen nacional como bases para quejas al Titulo VI. Indique el motivo por el cual cree haber sido discriminado(a) marcando una de las siguientes opciones:

☐ Raza  ☐ Color  ☐ Origen Nacional

Explique porqué cree que ha sufrido discriminación. Por favor provea fecha(s), hora(s), y lugar(es). Por favor provea nombres de testigo(s), dirección(es), y número(s) de teléfono. Por favor provea nombre(s) y lugar(es) de empleo de la(s) persona(s) quienes usted cree son responsables de la discriminación. Explique la resolución que está pidiendo. (Use mas hojas si es necesario)

____________________________________________________________________
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Indique que persona(s) son presuntamente responsables
<table>
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¿Qué remedio, acción, o ajuste está solicitando? Por favor sea específico(a). Use más hojas si es necesario.

____________________________________________________________________________________________________________________________________________________________________________________

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Firma __________________________ Fecha __________________________
APPENDIX B:

Title VI Complaint Log
Title VI Complaint Log

**FTA COMPLAINT LOG**

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<thead>
<tr>
<th>Date</th>
<th>Name of Agency</th>
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Person who prepared report

Contact Information: Phone Email

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<tr>
<th>Date of Complaint</th>
<th>Complainant</th>
<th>Race</th>
<th>Color</th>
<th>National Origin</th>
<th>Recipient</th>
<th>Date Investigation Completed</th>
<th>Disposition</th>
<th>Date Of Disposition</th>
<th>Other Information</th>
<th>Referred To</th>
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APPENDIX C:

Notice to the Public
Notice to the Public

Basin Transit Association

- BTA operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Uintah Basin Association of Governments Civil Rights Title VI director.

For more information on the Uintah Basin Association of Governments civil rights program and the procedures to file a complaint, Uintah Basin Association of Governments Uintah 330 East 100 South Roosevelt UT, 84066 (435) 722-4518 or www.ridebta.com

- Complaints must be filed in person or in writing. Complaints should be directed to:
  Office of Civil Rights/Or Appropriate Office
  Uintah Basin Association of Governments
  Attn: Title VI Officer
  330 East 100 South
  Roosevelt, Utah 84066

- A person may also file a complaint directly with the Utah Department of Transportation at:
  Utah Department of Transportation
  Civil Rights Division
  P O Box 141520
  Salt Lake City, Utah 84114-1520
  (801) 965-4384

- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint at:
  Federal Transit Administration, Office of Civil Rights
  Attn: Title VI Program Coordinator
  East Building, 5th Floor-TCK, 1200 New Jersey Ave., SE
  Washington, DC 20590

- For information in another language, contact the UDOT reception desk at 801-965-4000 or go to UDOT's Translators website at www.udot.utah/go/Title6VI
APPENDIX D:

Title VI Poster
Title VI Poster

NON-DISCRIMINATION TITLE VI POSTER

Title VI and Nondiscrimination Commitment (FHWA):
Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, UDOT will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age or disability.

Title VI and Nondiscrimination Commitment (FTA):
Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, UDOT will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color and national origin.

Complaint Procedures:
UDOT has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with UDOT. Any such complaint must be in writing and filed with the UDOT Title VI Coordinator within one hundred eighty (180) calendar days following the date of the alleged discriminatory occurrence. For more information, please contact the UDOT's Title VI Coordinator.

ADA/504 Statement:
Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations, UDOT will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. UDOT will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access UDOT facilities, programs, services or activities. Because providing reasonable accommodation
may require outside assistance, organization or resources, UDOT asks that requests be made at least five (5) calendar days prior to the need for accommodation. Questions, concerns, comments or requests for accommodation should be made to UDOT's ADA Coordinator.

Services are provided free without charge for individuals with special needs with disabilities. Any fees will be paid by the recipient or subrecipient. The public will have access to translators, “I Speak Cards”, TTY/TDD services and vital documents translated when requested.

**UDOT Title VI Coordinator**
Janet Rixey
Utah Department of Transportation
4501 South 2700 West, P.O. Box 141265
Salt Lake City, UT 84114-1265
Email: jrixey@utah.gov
Phone: (801) 965-4384  Fax: (801) 965-4101

**UDOT ADA Coordinator**
Cherissa Wood
Utah Department of Transportation
4501 South 2700 West, P.O. Box 143200
Salt Lake City, UT 84114-3200
Email: cwood@utah.gov
Phone: (801) 965-4486
Hearing Impaired: 711 or 1-800-346-4128

A complaint may be filed directly with UBAOG:

**UBAOG Title VI Coordinator**
Kevin Yack
Uintah Basin Association of Governments
330 East 100 South
Roosevelt UT, 84066
Email: keviny@ubaog.org
Phone: (435) 722-4518 Fax: (435) 722-4890

**UBAOG ADA Coordinator**
Cody Christensen
Uintah Basin Association of Governments
300 East 100 South
Roosevelt UT, 84066
Email: codyc@ubaog.org
Phone: (435) 722-4518
Hearing Impaired: 711 or 1-800-346-4128
CARTEL TITULO VI NO-DISCRIMINACION

Título VI y Compromiso a no discriminación (FHWA):
Según el Título VI de el Acto de Derechos Civiles de 1964 y leyes y reglamentos relacionados, UDOT no quedará libre de participación en, negará beneficios de, o sujetera a discriminación a nadie en base a raza, color, origen nacional, sexo, edad o desabilidad.

Título VI y Compromiso a no discriminación (FTA):
Según el Título VI de el Acto de Derechos Civiles de 1964 y leyes y reglamentos relacionados, UDOT no quedará libre de participación en, negará beneficios de, o sujetera a discriminación a nadie en base a raza, color, y origen nacional.

Proceso para Tramitar Quejas:
UDOT ha establecido un proceso para tramitar quejas de discriminación y tomará acción pronta y razonablemente para investigar y eliminar discriminación cuando ésta suceda. Cualquier persona que crea que él o ella ha sido ofendido(a) por una práctica ilícita y descriminadora bajo el Título VI tiene derecho a someter una queja formal con UDOT. Tal queja debe ser por escrito y sometida al Coordinador de Título VI de UDOT durante los ciento ochenta (180) días a partir de la fecha del presunto acontecimiento. Para más información, por favor comuníquese con el Coordinador de Título VI de UDOT.

Declaración ADA/504:
Según la Sección 504 de al Acto de Rehabilitación de 1973 (Sección 504), El Acto de Ley para Estadounidenses con Discapacidades de 1990 (ADA) y leyes y reglamentos estatales y federales relacionados, UDOT hará todo esfuerzo para asegurar que sus instalaciones, programas, servicios, y actividades sean accesibles a todos aquellos con discapacidades. UDOT hará modificaciones razonables para individuos con discapacidades quienes deseen participar en eventos públicos o a quienes requieren asistencia especial para accede programas, servicios o actividades. Ya que poverer tales modificaciones puede requerir asistencia de terceras personas, organización o recursos, UDOT pide que cualquier petición sea hecha al menos cinco (5) días antes de la fecha en que se necesita tal modificación. Preguntas o solicitudes deben ser dirigidas al Coordinador de ADA de UDOT.

Los servicios serán proveídos libres de cargo a individuos con necesidades especiales o discapacidades. Cualquier cargo será pagado por el beneficiario. El public tendrá acceso a
traductores, tarjetas “Yo Hablo”, servicios TTY/TDD y documentos esenciales traducidos cuando sea necesario.

Coordinador Titulo VI de UDOT
Janet Rixey
Utah Department of Transportation
4501 South 2700 West, P.O. Box 141265
Salt Lake City, UT 84114-1265
Email: jrixey@utah.gov
Tel: (801) 965-4384 Fax: (801) 965-4101

Coordinador de ADA de UDOT
Cherissa Wood
Utah Department Transportation
4501 South 2700 West, P.O. Box 143200
Salt Lake City, UT 84114-3200
Email: cwood@utah.gov
Tel: (801) 965-4486
Hearing Impaired: 711 or 1-800-346-4128

Una queja puede ser mandado directamente a UBAOG:

UBAOG Title VI Coordinator
Kevin Yack
Uintah Basin Association of Governments
330 East 100 South
Roosevelt UT, 84066
Email: keviny@ubaog.org
Phone: (435) 722-4518 Fax: (435) 722-4890

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