

# FEDERAL TRANSIT ADMINISTRATION TITLE VI PLAN

**Agency: Park County Windrider Transit**

**Title VI prohibits discrimination in all Federal Transit Administration (FTA) services, programs, or benefits on the basis of race, color or national origin.**

## **Title VI Program**

*FTA Circular 4702.1B, Chapter 3 for FTA Sub-Recipients:*

<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/title-vi-requirements-and-guidelines-federal-transit>

The Federal Transit Administration has updated the Title VI Circular to 4702.1B. FTA's revised circular provides guidance to grantees on how to comply with Title VI regulations, as well as to ensure grantees provide meaningful language access to persons who are limited English proficient. The circular provides specific compliance information for each type of grantee and provides comprehensive appendices including additional guidance and examples to ensure recipients understand the requirements.

By filling out the required fields you are stating that your board of directors, appropriate governing entity, or officials responsible for policy decisions and/or approval of board meeting minutes understand the required *FTA Circular 4702.1B, Chapter 3* regulations and agree to adopt all Title VI Program guidelines:

**Date:** 9/25/17

**Title VI Contact Name:** Jill Oeullette, Human Resource Analyst

**Title VI Contact Phone:** 406-222-4180

# Title VI Program Requirements

## SUB-RECIPIENT MDT TITLE VI PAMPHLET COMPLAINT FORM:

- MDT Title VI Pamphlet  
<http://mdtwwwdev/other/civilrights/external/title-vi-complaint-form.pdf>
- Copy of notice to passengers that indicates the recipient complies with Title VI and informs the public of protections against discrimination with Title VI. Must notify passengers that they can file complaint with the State or directly with the transit provider alleging discrimination based on race, color, or national origin. Post in appropriate locations such as in transit vehicles, online/websites, and office/reception areas. Additional requirements are at Chap. III-5. Of FTA Circular 4702.1B. List locations where posted:
  - *In buses, on Windrider Transit website and in Windrider Transit office.*

## COMPLAINT FORM:

- Adopt MDT Complaint Form and Title VI Pamphlet Complaint Form.
- Complaint form includes instructions on how to file complaint. If significant LEP population then the complaint form should be in appropriate languages.

<http://www.mdt.mt.gov/other/webdata/external/civilrights/forms/civil-rights-discrimination-complaint-form.pdf>

## COMPLAINT LOG:

- List of Title VI related complaints, investigations, or lawsuits filed with transit provider since date of last submission.
- Adopt sub-recipient complaint log format below:

Investigation (I), Lawsuit (L) or Complaint (C)	Date Filed	Allegations: Race (R), Gender (G), Color (C) or National Origin (NO)	Complainant Male (M) or Female (F)	Status	Final Findings	Comments

## MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES:

If transit provider has a non-elected transit related planning board, advisory council, or committee, please submit:

- Complete table depicting racial breakdown of the membership.
- Adopt table below depicting racial breakdown:

Board or Committee Name	Member #	White (M/F)	American Indian (M/F)	Hispanic (M/F)	Black (M/F)	Pacific Islander (M/F)	Asian (M/F)
<i>Transit Board</i>	8	3/5					

Description of efforts made to encourage participation of minorities (outreach efforts include identifying designated minority groups or populations (e.g.: Native American reservations, minority alliances) and contacting them regarding committee membership. If there are no designated groups or populations in your area indicate that a description is not applicable):

- *N/A – Members are recruited from all of Park County through public postings. Also participation from each city/populations center is encouraged as is representation from aging groups given that ¼ of the population of Park County is age 60 or older.*

## PUBLIC PARTICIPATION PLAN:

Transit provider’s outreach plan to engage minority, LEP, or other traditionally underserved populations. Annually as part of the Transportation Coordination Plan process, Windrider Transit holds public input meetings that are advertised through multi-media efforts, including print ads, radio and newspaper PSAs, Agency on Aging newsletter and fliers and posters on buses, in service agencies and in strategic locations in all population centers. In addition, focus groups are held to ensure participation by specific groups, such as senior and disability groups and providers who serve vulnerable populations.

- Description of outreach to engage minority, LEP, or other traditionally underserved populations (outreach efforts include public notices in local media, attending meetings of area minority populations or groups (e.g.: Native American reservations, minority alliances), limited English proficiency (LEP) groups, or other traditionally underserved populations (group homes, senior centers, nursing homes, etc.), creating mailing lists and disseminating information to groups on the list. If there are no designated groups or populations in your area indicate that a description is not applicable).

- *N/A – Members are recruited from all of Park County through public postings. Also participation from each city/populations center is encouraged as is representation from aging groups given that ¼ of the population of Park County is age 60 or older. Also, Transportation Advisory Committee meetings are publicly posted on the County Commissioners’ agenda and included in the newspaper calendar of events.*

Public Participation Plan is available for use by providers:

<http://www.mdt.mt.gov/publications/docs/manuals/pubinvhb.pdf>

- Adopt MDT Public Involvement Plan. Some outreach and public participation efforts will have to be tailored to each sub-recipient depending on the agency.
- List all facilities projects that required a Title VI Equity Analysis in determining the location of the facilities since last reporting period (January 1, 2013 to date).

### **LIMITED ENGLISH PROFICIENCY (LEP) PLAN:**

- Adopt MDT LEP Plan

### **For questions regarding Title VI Program Requirements:**

- MDT Planning - Tom Stuber (406) 444-9216 [tstuber@mt.gov]
- MDT Civil Rights – Nicole Cosby (406) 444-6334 [nicosby@mt.gov]