



# TITLE VI PLAN

## Non-Discrimination



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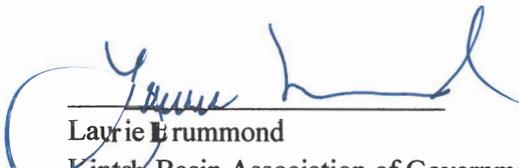


## Chapter 1 Policy on Title VI

### 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.

  
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Laurie Brummond  
Uintah Basin Association of Governments  
Executive Director

\_\_\_\_\_  
October 20, 2022

**UBAOG & BTA (ALL) Board Percentage by Race**

White Persons not Hispanic	97.3%
Minority Race	2.7%

**Uintah Basin Economic Development District\* (66% Elected Seats)  
 Strategy Committee+(27% Elected Seat)  
 UBAOG-BTA Board of Directors^ – 2022 (100% Elected Seats)**

Greg Miles^ (UBAOG Chairman)	Commissioner	Duchesne County
Bob Abercrombie^+ (UBAOG 1 <sup>st</sup> Vice Chairman)	Mayor	Ballard City
Sandy Kunkel^ (UBAOG 2 <sup>nd</sup> Vice Chairman)	Mayor	Dutch John Town
Randy Asay** (EDD Chairman)	Commissioner	Daggett County
Jack Lytle**^	Commissioner	Daggett County
Matt Tippetts^+	Commissioner	Daggett County
Irene Hansen**^ (EDD Vice Chairman)	Commissioner	Duchesne County
Greg Todd**^	Commissioner	Duchesne County
Bart Haslem**^	Commissioner	Uintah County
Brad Horrocks**^	Commissioner	Uintah County
Bill Stringer**^	Commissioner	Uintah County
Clyde Watkins^+	Mayor	Altamont Town
Rodney Rowley**^	Mayor	Duchesne City
David Coombs**^	Mayor	Manila Town
Kathleen Cooper^+	Mayor	Myton City
Dean Baker**^	Mayor	Naples City
J.R. Bird**^	Mayor	Roosevelt City
John Breakfield^	Mayor	Tabiona Town
Doug Hammond**^ (EDD Secretary)	Mayor	Vernal City
Steve Hamblin*	Vice President	Zions Bank
Sylvia Wilkins*	Business Dev	Strata Networks
Joel Brown*	Director	Vernal CoC
Mark Holmes*	Director	USSBDC
Aaron Weight*	President	UB Tech
Brandi Pearson*	Econ Dev Director	Daggett County
Lesha Colthorp+	Director	Uintah Co T&T
Sonja Norton+	Realtor	Prud. Ashley Realty
Ken Burdick+	Owner	Burdick Paving
Quinn Bennion+	City Manager	Vernal City
Dan Dilsaver+	Owner	Business
Cheryl Meier+	Exec. Director	Uintah Trans SSD
Judi Collins+	Coordinator	DWS
Bob Peterson+	Vice President	USU
Zach Whitwell+	Manager	DWS
Dorothy Carter+	Director	UB BEAR
Tyler Rasmussen+	PR Director	Strata Networks
Woody Cesspooch	Director	Ute Tribe Transit

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 four different sizes of buses on the fixed route, and two vans for paratransit.

	<b>Length</b>	<b>Seated</b>	<b>Wheel chair</b>	<b>Standing</b>	<b>Total</b>	<b>Maximum Load Factor</b>
Bus	22'	12 - 14	* 2	3	17	1.21
Bus	25'	14 - 16	* 2	4	20	1.25
Bus	29'	18 - 20	* 2	5	25	1.25
Bus	40'	32	2	8	40	1.25
Van	17'	3	1	0	4	1.33
Van	22'	5	2	0	7	1.40

*\* Identifies 2nd wheel chair space in place of two passenger seats*

2. **Vehicle Headway Standards**

- Basin Transit Association operates three separate routes. These routes include the Red Route consisting of a circular route around the city of Vernal, the Green Route consisting of a service route from Vernal to Roosevelt, and the Blue Route 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 area 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.

<b>Weekday</b>	<b>Peak</b>	<b>Midday</b>	<b>Evening</b>
<b>Vernal Loop</b>	110	110	90
<b>Roosevelt-Duchesne</b>	148	148	142
<b>Vernal-Roosevelt</b>	186	186	120

*(Indicates Minutes between Stops on Circular Motion)*

## **Buses**

### 3. On-Time Performance Standards

- The Basin Transit Association transit fixed route services 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 five minutes late. 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. Paratransit trips are expected to be +/-15 minutes from appointment time.

### 4. Service Availability Standards

- The Basin Transit Association's service area encompasses Uintah and Duchesne counties between the cities of Duchesne and 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 is eligible to use a larger bus such as the thirty-two-passenger capacity as ridership demands.

#### 2. Transit Amenities Policy

- The amenities installed on the fixed route will be based on the number of passengers that board the given stop. This may include the number of benches, signs, or covered seating at a given stop. Every stop has a bus sign and reflective hand signal for morning and evening hours of low lighting. All buses and vans are lift equipped, have handrails and wheelchair restrains.

## 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 near 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 in Uintah and Duchesne Counties in the early 1970's.

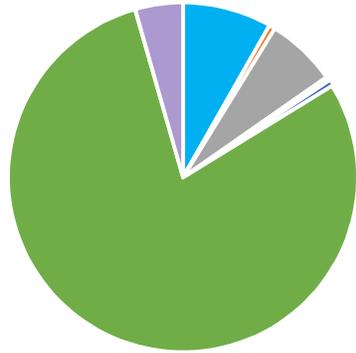
According to the United States Census Bureau Quick Facts, the estimated 2020 area's population was 56,970, with over sixty percent of the population residing in Uintah County. Minority races found within the region include, African American, Native American/Alaskan, Asian, Pacific Islander, and Hispanic. As of the 2020 estimates, the region had an African American population of .623%, Native American population of 6.81%, Asian population of .663%, Pacific Islander population of 3.95%, and Hispanic population of 8.63%.

<i>Minority population (Subtract Caucasian estimate from the county total estimate)</i>								
		Daggett	100	Uintah	6806	Duchesne	3087	9993
		Percent	Total	Percent	Total	Percent	Total	
<b>African American</b>		3%	3.00	3%	212.63	3%	99.82	<b>3%</b> 315
<b>Native American / Alaskan</b>		11%	10.74	42%	2835.04	30%	938.31	<b>35%</b> 3784
<b>Asian</b>		6%	5.92	3%	212.63	3%	99.82	<b>3%</b> 318
<b>Pacific Islander</b>		1%	0.98	2%	141.75	2%	59.89	<b>2%</b> 203
<b>Two plus races</b>		27%	27.33	12%	850.51	17%	539.03	<b>13%</b> 1417
<b>Hispanic</b>		64%	63.44	45%	3047.67	54%	1657.01	<b>44%</b> 4768
							<b>100.00%</b>	<b>10806</b>

Percentages are pulled from the U.S. Census Bureau Quick Facts. Gray numbers are extrapolated from the percentages against the total estimated population. Percentage estimate listed by the Census Bureau is greater than 100%, leading to a larger number from the gray totals.

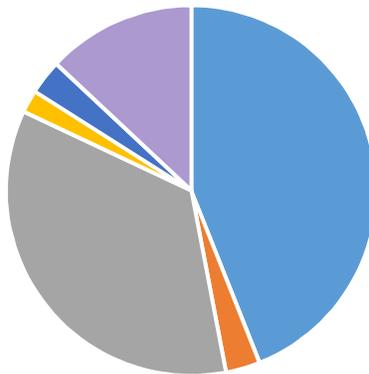
<i>Population estimates by county</i>								
		Daggett	976	Uintah	36204	Duchesne	19790	56970
		Percent	Total	Percent	Total	Percent	Total	
<b>Caucasian</b>		89.8%	876	81.2%	29398	84.4%	16703	<b>82.46%</b> 46977
<b>African American</b>		0.3%	3	0.7%	253	0.5%	99	<b>0.62%</b> 355
<b>Native American / Alaskan</b>		1.1%	11	7.9%	2860	5.1%	1009	<b>6.81%</b> 3880
<b>Asian</b>		0.6%	6	0.7%	253	0.6%	119	<b>0.66%</b> 378
<b>Pacific Islander</b>		0.1%	1	0.4%	145	0.4%	79	<b>0.39%</b> 225
<b>Two plus races</b>		2.8%	27	2.5%	905	8.6%	1702	<b>4.62%</b> 2634
<b>Hispanic</b>		6.5%	63	8.7%	3150	8.6%	1702	<b>8.63%</b> 4915
		<b>101.2%</b>	<b>988</b>	<b>102.1%</b>	<b>36964</b>	<b>108.2%</b>	<b>21413</b>	<b>104.20%</b> 59365

Minority Percentage of Total Population



- Hispanic
- African American
- American Indian and Alaskan Native
- Native Hawaiian or Pacific Islander
- Asian
- White
- 2 Races

Minority Population



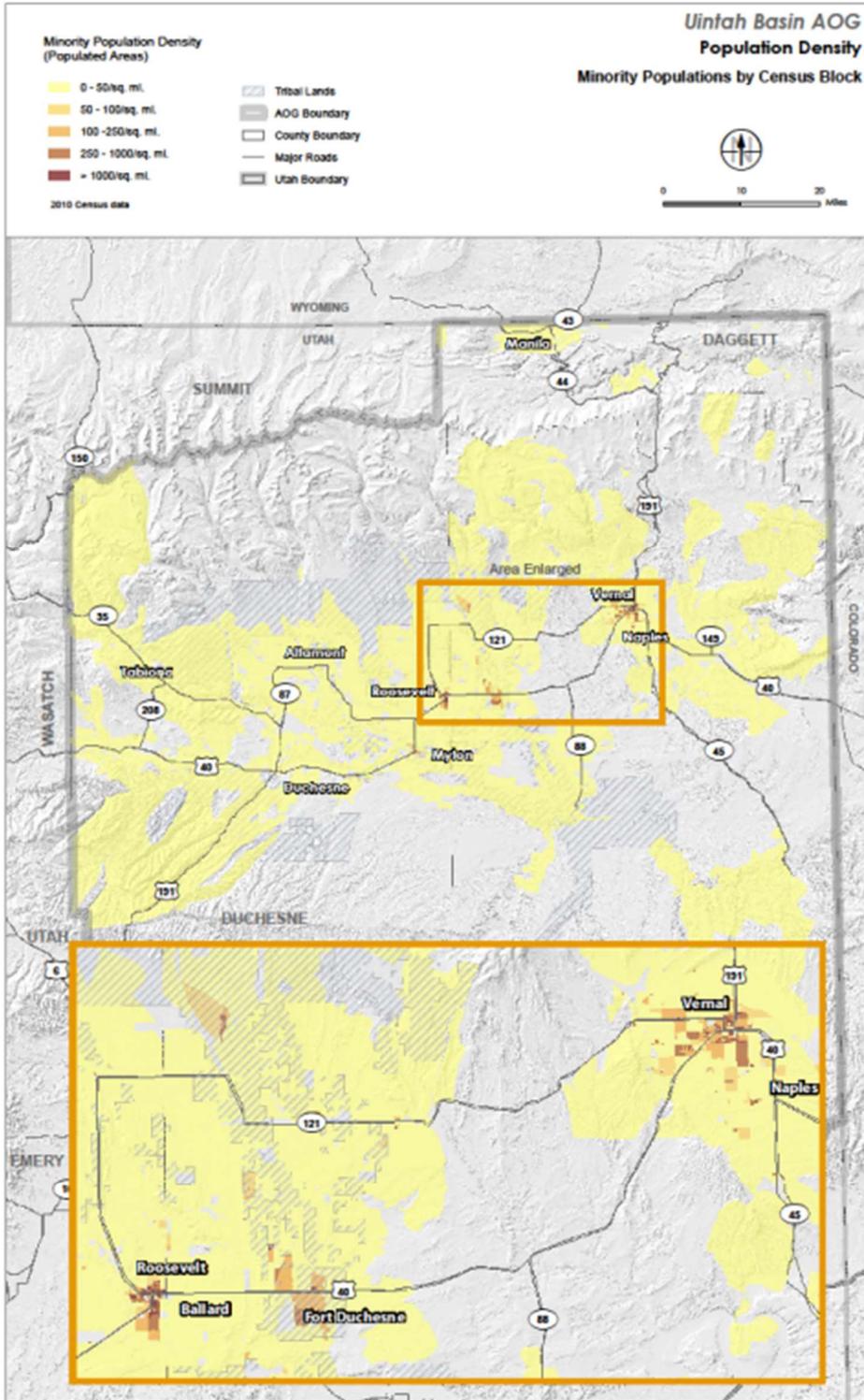
- Hispanic
- African American
- American Indian/Alaskan Indian
- Pacific Islander
- Asian
- Two Races

In addition, according the 2020 United States Census Bureau Quick Facts<sup>1</sup>, 6.9% of the population of Duchesne County speaks a language other than English at home, while Uintah County is 8.1%, and Daggett County at 3.6%. 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.

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<sup>1</sup> Data listed is information from 2016 – 2020.



## **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.

### **2.1 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 also on [www.ubaog.org](http://www.ubaog.org) and [www.ridebta.com](http://www.ridebta.com) )
  - 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 sub recipient'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.

## **2.2 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.

## **2.3 Title VI Complaint Procedures**

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

## **2.4 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:

### **3.1 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 ten business days to investigate the complaint. If more information is needed to resolve the case, the BTA may contact the complainant. The complainant has ten 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 ten 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 ten 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 ten 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

### **3.2 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 D 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.

### **3.3 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 D 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 Carl Conrad at 435-722-4518.

The Complaint Procedure is located at 330 East 100 South Roosevelt, Utah or [www.ridebta.com](http://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) 722-5221 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 one translator into Spanish. The designated individual can be reached at 435-722-4518. The UBAOG, has a sufficient number 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** (*next page*)



Utah Department of Transportation  
Civil Rights Complaint Form

The Utah Department of Transportation (UDOT) Office of Civil Rights is responsible for ensuring that highway construction contractors, consultants, and providers of rural public transit properly implement several civil rights laws and programs, including Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 (ADA), the Disadvantaged Business Enterprise (DBE) program, and the External Equal Employment Opportunity (EEO) program.

Please mail or email your completed form to:

UDOT Office of Civil Rights  
Title VI Specialist  
P. O. Box 141520  
Salt Lake City, Utah 84114-1520  
(801) 965-4384  
[civilrights@utah.gov](mailto:civilrights@utah.gov)

If you have questions about how to prepare a complaint using this form, you may contact the UDOT Office of Civil Rights at, (801) 965-4384.

More information about highway construction civil rights requirements may be found on the UDOT Civil Rights website: <https://udot.utah.gov/connect/business/civil-rights/>.

More information about rural public transit-related civil rights requirements may be found on the UDOT Rural Transit website: <https://udot.utah.gov/connect/business/public-entities/rural-public-transit-team/>.

**Note:** Apart from the form, *on separate pages*, please describe your complaint. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint, including any related correspondence from the highway construction contractor or transit provider.

**Important:** We cannot accept your complaint without a signature, so please sign on the last page of the form after printing out.

<b>Section I:</b>		
I believe that I have been (or someone else has been) discriminated against on the basis of (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Disability <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other (Please specify) <hr/>		
Date of Alleged Discrimination (Month/Day/Year):		
I believe the following entity is the subject of this complaint: <input type="checkbox"/> Highway Construction Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Rural Public Transit		
I believe that a highway construction project/contractor or rural public transit provider has failed to comply with the following program requirements: <input type="checkbox"/> Title VI <input type="checkbox"/> ADA <input type="checkbox"/> Disadvantaged Business Enterprise <input type="checkbox"/> External Equal Employment Opportunity <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other (Please specify) <hr/>		
On separate pages, please describe your complaint. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint, including any related correspondence.		
<b>Section II:</b>		
Name:		
Street Address:		
City:	State:	Zip Code:
Telephone (Home):	Telephone (Cell):	
E-Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Recording
	<input type="checkbox"/> TDD/TTY	<input type="checkbox"/> Not Applicable
	<input type="checkbox"/> Other (Please describe):	
<b>Section III:</b>		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section IV.</i>		

<b>If not, please supply the name and relationship of the person for whom you are complaining.</b>		
<b>Please explain why you have filed for a third party:</b>		
<b>Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section IV:</b>		
<b>Have you previously filed a Discrimination Complaint with UDOT?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, please provide any case reference information regarding your previous complaint.</b> .		
<b>Have you filed this complaint with any other Federal, State, or local (transit) agency, or with any Federal or State court?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, check all that apply:</b> <input type="checkbox"/> Federal Agency <input type="checkbox"/> State Agency <input type="checkbox"/> Federal Court <input type="checkbox"/> Local Agency <input type="checkbox"/> State Court <input type="checkbox"/> Other: _____ <b>If yes, please attach a copy of any response you received to your previous complaint.</b>		
<b>Have you filed a lawsuit regarding this complaint with any Federal or State court?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Please provide information about a contact person at the agency/court where the complaint or lawsuit was filed.</b>		
<b>Name:</b>		
<b>Title:</b>		
<b>Agency:</b>		
<b>Address:</b>		
<b>Telephone:</b>		
<b>FHWA/FTA/UDOT/Agency Complaint or Court Case Number:</b>		
<b>Section V:</b>		
<b>Name of UDOT contractor or agency complaint is against:</b>		
<b>Contact person:</b>		
<b>Title:</b>		
<b>Location:</b>		
<b>Telephone Number (if available):</b>		

<b>Section VI:</b>		
<b>May we release your identity and a copy of your complaint to the highway construction contractor, consultant, or rural public transit provider?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Note: We may be unable to investigate your allegations without permission to release your identity and complaint.</b>		

**You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A copy of this form can be found online at: <https://udot.utah.gov/connect/business/civil-rights/>

**If information is needed in another language, use the above contact information to request language assistance.**

**Este formulario también está disponible en español. Para información en español utilice la misma información de contacto anterior.**



APPENDIX C:

**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](http://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, 5<sup>th</sup> Floor-TCR, 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](http://www.udot.utah/go/Title6VI)

APPENDIX D:

**Title VI Complaint Log Statement**

“The BTA has not had any complaints for Title VI violation.”

APPENDIX E:

**Title VI Poster** (*next page*)

A complaint may be filed directly with UBAOG:

**UBAOG Title VI Coordinator**

Carl Conrad  
Uintah Basin Association of Governments  
330 East 100 South  
Roosevelt UT, 84066  
Email: [carlc@ubaog.org](mailto:carlc@ubaog.org)  
Phone: (435) 722-4518 Fax: (435) 722-4890

**UBAOG ADA Coordinator**

Laurie Brummond  
Uintah Basin Association of Governments  
300 East 100 South  
Roosevelt UT, 84066  
Email: [laurieb@ubaog.org](mailto:laurieb@ubaog.org)  
Phone: (435) 722-4518  
Hearing Impaired: 711 or 1-800-346-4128



## CIVIL RIGHTS/TITLE VI NON-DISCRIMINATION

### **Title VI and Nondiscrimination Commitment (FHWA)(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, national origin, sex, age, disability or income status.

### **Limited English Proficiency (LEP):**

In accordance with Presidential Executive Order 13166 – *Improving Access to Services for Persons with Limited English Proficiency (LEP)*, UDOT is committed to taking the steps necessary to provide meaningful access to its services, programs and activities for people with limited English proficiency.

### **Language Assistance:**

Services are provided free without charge for individuals with special needs and/or disabilities. The public will have access to translators, “I Speak Cards”, Text Telephone (TTY), Telecommunication Device (TDD) services, and vital documents translated when requested.

### **Environmental Justice:**

Utah Department of Transportation is committed to full compliance with the requirements of Title VI of the Civil Rights Act of 1964 and Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.” During the public participation process, minority populations, including but not limited to low-income, minority, persons with disabilities, and senior citizen groups that have been traditionally under-served by existing transportation systems, shall be sought out in order to obtain their input relative to transportation needs. Title VI states that “no person in the United States, shall, on the grounds 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.” UDOT has developed and adopted a comprehensive Title VI Plan, available at:  
<https://www.udot.utah.gov/connect/business/civil-rights/>

### **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 Title VI Specialist.

### **Complaint Procedures:**

FHWA/FTA 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 FHWA/FTA. Any such complaint must be in writing and filed with the FHWA/FTA 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 Specialist or visit our website: <https://www.udot.utah.gov/connect/business/civil-rights/>

### **UDOT Title VI Specialist**

PO BOX 141265  
Salt Lake City, UT 84114-1265  
Phone: 801-965-4384

Email: [civilrights@utah.gov](mailto:civilrights@utah.gov)

Fax: 801-965-4101

## **DERECHOS CIVILES/TÍTULO VI NO DISCRIMINACIÓN**

### **Título VI y Compromiso de No Discriminación (FHWA)(FTA):**

De conformidad con el Título VI de la Ley de Derechos Civiles de 1964 y las leyes y reglamentos conexos, UDOT no excluirá de la participación en, negará los beneficios o sujeto a discriminación a cualquier persona por motivos de raza, color, origen nacional, sexo, edad, discapacidad o ingresos Estado.

### **Dominio limitado del inglés (LEP):**

De acuerdo con la Orden Ejecutiva Presidencial 13166 – Mejorar el acceso a los servicios para personas con dominio limitado del inglés (LEP), UDOT se compromete a tomar las medidas necesarias para proporcionar un acceso significativo a sus servicios, programas y actividades para personas con dominio limitado del inglés.

### **Asistencia de idiomas:**

Los servicios se proporcionan de forma gratuita para personas con necesidades especiales y/o discapacidades. El público tendrá acceso a traductores, "I Speak Cards", Text Telephone (TTY), servicios de dispositivos de telecomunicaciones (TDD) y documentos vitales traducidos cuando se solicite.

### **Justicia Ambiental:**

El Departamento de Transporte de Utah está comprometido con el pleno cumplimiento de los requisitos del Título VI de la Ley de Derechos Civiles de 1964 y la Orden Ejecutiva 12898, "Acciones Federales para Abordar la Justicia Ambiental en Poblaciones Minoritarias y Poblaciones de Bajos Ingresos". Durante el proceso de participación pública, se buscarán poblaciones minoritarias, incluidos, entre otros, los grupos de bajos ingresos, minorías, personas con discapacidad y personas de la tercera edad que tradicionalmente han sido desatendidos por los sistemas de transporte existentes, a fin de obtener sus aportaciones en relación con las necesidades de transporte. El Título VI establece que "ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional será excluida de la participación en, se les negarán los beneficios de, o será objeto de discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal." UDOT ha desarrollado y adoptado un plan completo del Título VI, disponible en [www.udot.utah.gov/go/titlevi](http://www.udot.utah.gov/go/titlevi)

### **Declaración ADA/504:**

De conformidad con la Sección 504 de la Ley de Rehabilitación de 1973 (Sección 504), la Ley de Estadounidenses con Discapacidades de 1990 (ADA) y las leyes y regulaciones federales y estatales relacionadas, UDOT hará todo lo posible para garantizar que sus instalaciones, programas, servicios y actividades sean accesibles para las personas con discapacidades. UDOT proporcionará adaptaciones razonables a las personas discapacitadas que deseen participar en eventos de participación pública o que requieran asistencia especial para acceder a las instalaciones, programas, servicios o actividades de UDOT. Debido a que proporcionar adaptaciones razonables puede requerir asistencia, organización o recursos externos, UDOT solicita que las solicitudes se realicen al menos cinco (5) días calendario antes de la necesidad de adaptación. Las preguntas, inquietudes, comentarios o solicitudes de adaptación deben hacerse al Especialista Titulo VI de UDOT.

### **Procedimientos de reclamación:**

FHWA / FTA ha establecido un procedimiento de queja por discriminación y tomará medidas rápidas y razonables para investigar y eliminar la discriminación cuando se encuentre. Cualquier persona que crea que ha sido agraviada por una práctica discriminatoria ilegal bajo el Título VI tiene derecho a presentar una queja formal ante FHWA / FTA. Cualquier queja de este tipo debe presentarse por escrito y presentada ante la FHWA / FTA dentro de los ciento ochenta (180) días calendario siguientes a la fecha del presunto hecho discriminatorio. Para obtener más información, comuníquese con el Especialista Titulo VI de la UDOT.

Email: [civilrights@utah.gov](mailto:civilrights@utah.gov)

UDOT Especialista Titulo VI  
PO BOX 141265  
Salt Lake City, UT 84114-1265  
Phone: 801-965-4384

Fax: 801-965-4101

APPENDIX F:

**Title VI Outreach** (*next page*)

Where do you live?								
<i>Ballard</i>	<i>Duchesne</i>	<i>Ft Duchesne</i>	<i>Myton</i>	<i>Naples</i>	<i>Roosevelt</i>	<i>Tridell</i>	<i>Maeser</i>	<i>Vernal</i>
4	1	4	5	0	17	0	1	23
<i>Lapoint</i>	<i>Boneta</i>	<i>Tabiona</i>	<i>Hanna</i>	<i>Bluebell</i>	<i>Altamont</i>	<i>Mtn. Home</i>	<i>Altonah</i>	<i>Upalco</i>
4								
<i>Talmage</i>	<i>Randlett</i>	<i>Neola</i>	<i>Utahn</i>	<i>Montwell</i>	<i>Bridgeland</i>	<i>Bennett</i>	<i>Fruitland</i>	<i>Other</i>
		1						1
What is your preferred language?								
<i>English</i>	<i>Spanish</i>	<i>Sign Language</i>	<i>NA</i>					
57	3							
What is your age?								
<i>17</i>	<i>18-25</i>	<i>26-35</i>	<i>36-45</i>	<i>46-55</i>	<i>56-65</i>	<i>66+</i>		
5	9	12	11	11	10	2		
Do you have any disabilities?								
<i>No</i>	<i>Yes</i>	<i>NA</i>						
6	54							
What is your preferred mode of transportation?								
<i>Pub Tran</i>	<i>Taxi</i>	<i>Senior Service</i>	<i>POV</i>	<i>Other</i>				
28	4	0	35	3				
What prevents you from traveling throughout the region?								
<i>Finances</i>	<i>No POV</i>	<i>No License</i>	<i>No Public Trans</i>	<i>NA</i>				
22	20	19	1	14				
How often do you utilize public transit?								
<i>Daily</i>	<i>Sev Wkly</i>	<i>Weekly</i>	<i>Sev Monthly</i>	<i>Monthly</i>	<i>None</i>			
15	12	5	12	15	1			
What is your main purpose for transportation?								
<i>Work</i>	<i>Education</i>	<i>Medical</i>	<i>Leisure</i>	<i>Shopping</i>	<i>Other</i>			
33	11	9	6	9	14			
What is your ethnicity								
<i>Caucasian</i>	<i>Hispanic Latino</i>	<i>Non Hispanic Latino</i>	<i>Native American</i>	<i>Other Multi Race</i>	<i>Indian &amp; Black</i>	<i>Indian &amp; White</i>	<i>Black &amp; White</i>	
36	7	1	11	2	1	1	1	