

High Valley Transit District

Transit-Related Title VI Program

Non-Discrimination in the Federal Transit Program

March 2021

“Simple justice requires that public funds to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial discrimination.”

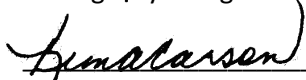
—John F. Kennedy

1. Policy on Title VI

High Valley Transit District

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. High Valley Transit District is a public entity. It is the policy of High Valley Transit District 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 High Valley Transit District 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. High Valley Transit District 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.



Kim Carson, Chair
Board of Trustees

4/22/2021

Date

2. UDOT Compliance/Monitoring Review and Training

High Valley Transit District 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)
 - 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).

High Valley Transit District 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

High Valley Transit District 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

High Valley Transit District investigates and tracks Title VI complaints filed with High Valley Transit District 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.

3. Title VI Complaint Procedure and Investigation Guidelines

High Valley Transit District 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 High Valley Transit District'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 High Valley Transit District may file a Title VI complaint by completing and submitting the Agency's Title VI Complaint Form. High Valley Transit District investigates complaints received no more than 180 calendar days after the alleged incident. High Valley Transit District will process complaints that have completed all elements of the complaint form.

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

High Valley Transit District has 10 business days to investigate the complaint. If more information is needed to resolve the case, High Valley Transit District 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 calendar 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, High Valley Transit District 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, High Valley Transit District 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
Attn: Title VI Coordinator
4501 South 2700 West, P.O. Box 141265
Salt Lake City, UT 84114-1265

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

A copy of High Valley Transit District's transit-related Title VI complaint form is included as Appendix B.

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 High Valley Transit District's identified Title VI Coordinator. The coordinator will log the complaint in the required complaint log. If the complaint cannot be resolved informally, High Valley Transit District'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.

High Valley Transit District 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. High Valley Transit District became an agency shortly after the development of this Title VI Plan, therefore no Title VI complaints, investigations, or lawsuits have been filed against High Valley Transit District.

4. Title VI Notice to Beneficiaries

High Valley Transit District will provide information to the public regarding High Valley Transit District'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, High Valley Transit District shall disseminate this information to the public by posting the notice on its website and in local media. High Valley Transit District will document where and when this information is posted.

High Valley Transit District 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.:

High Valley Transit District 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 High Valley Transit District's Title VI policy, or to file a discrimination complaint, please contact High Valley Transit District at 435-336-3113.

The Complaint Procedure is located at (www.highvalleytransit.org).

5. Title VI Poster Requirements

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

- Description of agency Title VI commitment
- Information for more of Agency's Title VI Program and the procedures to file a complaint, contact information, email, and address
- For more information, visit www.summitcounty.gov
- 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 435-336-3113

6. Public Participation Plan

High Valley Transit District has made substantial efforts to include all persons, regardless of race, language, or other factors, in its decision-making process, as demonstrated by the fact that nearly the entire High Valley Transit District web site, most likely the first point of public interaction, is provided in both Spanish and English. The County also maintains active Twitter and Facebook pages, successfully using social media to keep its customers actively engaged and informed. All public meeting notices are published in newspapers with local circulation and on the County's Facebook page.

High Valley Transit District 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 High Valley Transit District service area. High Valley Transit District 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. High Valley Transit District 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.

High Valley Transit District will coordinate with the regional mobility manager to ensure that High Valley Transit District is included in regional planning efforts and that regional planning efforts include outreach to targeted populations within the High Valley Transit District service area.

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

High Valley Transit District recognizes that future funding for new or revised service requires documentation of the above efforts.

7. Limited English Proficiency

High Valley Transit District used 2019 ACS 5-year estimate census data to determine that more than 93 percent of residents within High Valley Transit District boundary self-report speaking English "well" or "very well." At 4.9 percent of the population, Spanish-language speakers are the only group that makes up any discernable proportion of "less than very well" English-speakers.

A. Purpose of LEP PLAN

High Valley Transit District (HVT) is future a subrecipient of federal financial assistance and grants from UDOT/Federal Transit Administration (FTA), HVT must comply with Executive Order 13166-- Limited English Proficiency (LEP).

The Objective of this LEP plan is to educate staff and management in their responsibilities with respect to surmounting obstacles for LEP person(s). This Plan shall act as guidance for staff on LEP outreach services, translation, and interpretation.

B. Policy Statement

- a. High Valley Transit District, acting in full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related statutes, ensure that no person(s) be denied access or excluded from participation in any of the benefits of its transit services and programs on the basis of race, gender, color, national origin, sex, sexual orientation, age, or disability.

As clarified by Executive Order 13166, recipients of Federal financial assistance must improve language access within their programs and activities and ensure access to LEP persons and thus not discriminate on the basis of national origin in violation of Title VI's prohibition against national origin discrimination. High Valley Transit District policy shall provide equitable, timely, and effective access for LEP person(s) throughout all of its programs and projects. Staff shall provide free language assistance services to all LEP persons(s) who they encounter or who request assistance.

HVTD will uphold the conditions of this LEP plan and implement it within all agreements and contracts with sub guarantees and subrecipients of Federal Financial assistance.

C. Self-Assessment Using the Four-Factor Analysis

- a. **The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.**

- i. How LEP persons interact with the recipient's agency;
The first step of the four-factor analysis includes an analysis of Summit County's Census Data. This data is comprehensive of the entirety of the High Valley Transit District boundary person(s) over the age of 5.

Within the High Valley Transit District boundary, census data estimates that of the total serviced population of just under 20,000, 1,997 or 10.3% of total population) households speak languages other than English at home. Within these boundaries 85.5% of people speak English at home (16,603 people); 9.8% of the population speak Spanish at home (1,903) and 4.7% speak Asian, European, or Middle Eastern languages. It is estimated that of the 19,416 people living with the High Valley Transit District service area speaking languages other than English that 817, or 4.2%, speak English "less than very well." The majority of the population speaking English less than very well are from Spanish speaking households, about 3.4% or 666 people.

- b. **Nature and Importance of the Services Provided**

- i. A person(s) level of accessibility to amenities, services, and basic needs is inextricably linked to their ability to access transit services. Public transit serves the essential need, especially to individuals without access or ability to a personal vehicle. High Valley Transit District has determined that although the system is heavily used for access to resort amenities and tourism it serves a

significant local population, including LEP person(s) access to education, employment, health services, and other amenities.

c. The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

- i. High Valley Transit District provides transit services to a population of less than 200,000 person(s)

D. LEP PLAN

- a. This LEP plan reflects the ongoing efforts of HVT of enhancing language access and assistance for community members. The objective of this plan is to provide equitable access to HVT services. High Valley Transit District will utilize existing resources and initiatives to uphold its compliance with the requirements outlined in Executive Order 13166.

i. Language Assistance measures

Document translation will be undertaken on an as needed basis. Materials which provide information and/or informal description of HVT programs and project will translated into Spanish as well as the any formal, legal documents required for program participation to ensure LEP person(s) fully understand their rights and obligations. Interpreters/translators shall be present at public hearings/meetings when necessary.

Vital notices will be published in local Spanish newspapers when necessary.

ii. Identifying LEP Person(s) Needing Language Assistance

1. Any individual who cannot speak, read, write, or understand the English language at a level that permits them to interact effectively with HVT staff may be an LEP person(s) and is eligible for language assistance.

iii. Staff Training and awareness

1. High Valley Transit District will be educated on HVT's Title VI policy and their responsibilities to uphold the guidelines of this LEP plan.
2. HVT staff will trained on proper documentation of language assistance request and how to properly handle Title VI/LEP complaints.

iv. Providing notice to LEP person(s)

1. In advance of public hearings and meetings HVT will include a statement stating its intention to provide an interpreter at public meetings/hearings when necessary.
2. Provide a main phone recording option for assistance in Spanish. Include statements notifying public that language assistance is a free service.
Offer important documents such as Title VI complaint forms in Spanish.

E. MONITORING AND UPDATING LEP PLAN

- a. A comprehensive assessment High Valley Transit District's LEP Plan will be undergone periodically (each triennial Title VI program submission) to assess for population

changes that may occurred which may require a re-examination of the language assistance provided and LEP plan. Periodically reviewing the LEP plan will allow for HVT to assess whether the steps taken to assist LEP persons overcome language barriers are proving effective.

Period reviews will encompass but are not limited too:

- Changes in demographic
- Effectiveness of current language access strategies
- Frequency in which LEP services are being utilized
- Availability of new/updated resources for provided language access.

8. Staff Ongoing Title VI Training Process/Description

All High Valley Transit District 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 (Four Factor Analysis and Language Assistance Plan)
- Title VI brochure

High Valley Transit District 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.

High Valley Transit District Board of Trustees

<u>Board Position</u>	<u>Name</u>	<u>Race</u>	<u>Gender</u>
Chair	Kim Carson	Caucasian	Female
Vice Chair	Joe Spink	Caucasian	Male

High Valley Transit District encourages all community members regardless of race, language, and other factors to participate in all meetings, hearings, and committees. High Valley Transit District encourages the participation of minorities by actively communicating information concerning committees, meetings, and hearings through multiple sources. Nearly the entire High Valley Transit District web site, most likely the first point of public interaction, is provided in both Spanish and English. Participation is also encouraged through Summit County’s active Twitter and Facebook pages. All public meeting notices are published in newspapers with local circulation and on the County’s Facebook page.

Service Standards

To be added during a subsequent update.

- Service standards
 - Vehicle load for each mode
 - Vehicle headway for each mode
 - On time performance for each mode
 - Service availability for each mode

Service Policies

To be added once adopted by Board.

- Service policies
 - Transit Amenities for each mode
 - Vehicle Assignment for each mode

APPENDIX A: High Valley Transit District Title VI Complaint Procedure and Investigation Guidelines

A. SCOPE OF TITLE VI COMPLAINTS

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI may individually or through a legally authorized representative make and sign a complaint and file the complaint with the High Valley Transit District Title VI Representative. Allegations received do not have to use the key words “complaint,” “civil rights,” “discrimination,” or even their near equivalents. It is sufficient if such allegations imply any form of unequal treatment in one or more of our programs for it to be considered and processed as an allegation of a discriminatory practice.

B. TITLE VI PUBLIC NOTICE PROCESS

High Valley Transit District has given assurance for the protection of the general public in accordance with Title VI. High Valley Transit District, by a public notice process, affords the general public an opportunity to formally complain to the County with regard to the County’s treatment of Agency activities as they may adversely affect some. Public notices relating to High Valley Transit District’s Title VI Complaint Procedures shall be published annually in newspapers having a general circulation in the vicinity of proposed projects. As a minimum, such public notice shall contain the following:

1. High Valley Transit District assurance of compliance with Title VI of the Civil Rights Act of 1964 and Departmental Policy concerning non-discrimination in all transit-related County activities.
2. Public right to file complaints.
3. One hundred eighty (180) calendar day time limit for filing of complaints.
4. Complaint filing procedure.

C. HIGH VALLEY TRANSIT DISTRICT TITLE VI FORMAL COMPLAINT PROCEDURE

AUTHORITY

49 CFR 21.11 (b), U.S. DOT'S Title VI Regulations

“Any person who believes himself or any specific class of persons to be subjected to discrimination prohibited by this part may by himself or by a representative file with the Secretary a written complaint. A complaint must be filed no later than 180 calendar days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary.”

This section outlines the Title VI complaint procedures, which will be followed in processing and conducting the investigation of complaints alleging discrimination under Title VI of the Civil Rights Act of 1964. These procedures define the responsibilities of the Title VI Coordinator with respect to investigation and resolution of complaints.

1. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI may individually or through a legally authorized representative make and sign a complaint and file the complaint with the High Valley Transit District Title VI Coordinator. Allegations received do not have to use the key words “complaint,” “civil rights,” “discrimination,” or even their near equivalents. It is sufficient if such allegations imply any form of unequal treatment in one or more of our programs for it to be considered and processed as an allegation of a discriminatory practice.
2. Within ten (10) calendar days, the Title VI Coordinator will acknowledge receipt of the allegation. A notification letter will be sent to the complainant of the action taken or proposed action to process the allegation, and advise the complainant of other avenues of appeal available to them if they do not agree with the decision.

The notification letter will contain:

- a. The basis for the complaint.
- b. A brief statement of the allegations over which High Valley Transit District has jurisdiction.
- c. A brief statement of High Valley Transit District’s jurisdiction over the recipient to investigate the complaint; and
- d. An indication of when the parties will be contacted.

Depending upon the nature of the complaint, the complainant may go to the following:

- a. U.S. Department of Justice (USDOJ)

- b. The filing of complaints with FHWA, FTA or FAA must be within the appropriate jurisdictional time frame. Each agency must be contacted by the complainant for the specific appeal procedure to be followed.
3. The Title VI Coordinator will review and determine the appropriate action regarding every complaint. High Valley Transit District will not proceed with or continue a complaint investigation if:
 - a. The complaint is, on its face, without merit.
 - b. If, the same allegations and issues of the complaint have been addressed in a recently closed investigation or by previous Federal court decisions.
 - c. The complaint allegation is moot and there are no class allegations; or
 - d. The complainant's or injured party's refusal to cooperate (including refusal to give permission to disclose his or her identity) has made it impossible to investigate further.
4. The Title VI Coordinator will also notify the appropriate DOT modal agency, i.e. FHWA, FAA, or FTA Regional Office of Civil Rights within ten (10) calendar days of receipt of the allegations.
 - a. Name, address, and phone number of the Complainant.
 - b. Name(s) and address(es) of persons alleged to have been involved in the act.
 - c. Basis of alleged discrimination (i.e., race, color, sex, national origin, disability, or age). Federal Transit Title VI discrimination complaints covers race, color or national origin. Physical or mental disability is added due to the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990.
 - d. Date of alleged discriminatory act(s).
 - e. Date complaint was received by High Valley Transit District.
 - f. A brief statement of the complaint.
 - g. Other agencies (state, local or federal with which the complaint has been filed).
 - h. An explanation of the actions the Department has taken or proposed to resolve the issues raised in the complaint.
5. Within sixty (60) calendar days, the Title VI Coordinator and appropriate Program Designee will conduct and complete an investigation of the allegation, and based upon the information obtained, will render their recommendation for action in a report of findings to the High Valley Transit District Manager. The report will be completed with the coordination and consultation of the County's General Counsel.
6. High Valley Transit District will establish procedures for promptly resolving deficiency status and reducing to writing the remedial action considered necessary. All within a period not to exceed sixty (60) calendar days.

7. A copy of the complaint together with a copy of the County's report of the investigation shall be forwarded to the Utah Department of Transportation and the Federal Transit, Regional Civil Rights Officer within (60) calendar days of the date the complaint was received by High Valley Transit District.

D. HIGH VALLEY TRANSIT DISTRICT TITLE VI INFORMAL COMPLAINT POLICY

1. 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 Title VI Designee and forwarded to the Title VI Coordinator.
2. Any complaint received in writing shall be considered to be a formal complaint and shall be handled under the formal complaint procedure outlined above.
3. The Title VI Coordinator will periodically inform UDOT and the FTA, Regional Civil Rights Officer regarding the status of complaints.
4. When a complaint has been directly filed with another state or Federal agency, the Title VI Coordinator is to be informed by the Agency where the complaint has been filed and coordinate any action needed by the UDOT to resolve the complaint.

APPENDIX B: COMPLAINT FORMS

High Valley Transit District

1885 W. Ute Blvd.

Park City, Utah 84098

435-336-3113

TITLE VI COMPLAINT FORM

Complaints must be filed with the High Valley Transit District 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 UDOT or 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.)

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

High Valley Transit District Title VI Program

Name(s)	Agency	Work Location (if known)	Classification (if known)

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

**High Valley Transit District
1885 W. Ute Blvd.
Park City, Utah 84098
435-336-3113**

FORMULARIO DE QUEJA DEL TÍTULO VI - ESPAÑOL

Las quejas deben presentarse ante el Coordinador del Título VI del High Valley Transit District dentro de los 180 días naturales siguientes a la fecha de la supuesta ocurrencia discriminatoria. El reclamante tiene derecho a representación, presentar una queja por escrito ante la UDOT o el TLC, Oficial Regional de Derechos Civiles, el reclamante tiene la opción de permanecer en el anonimato o de solicitar ayuda para llenar el formulario de queja.

Su nombre _____ Fecha de presentación _____

Dirección _____

Teléfono de trabajo _____ Teléfono residencial _____ Teléfono celular _____

El TLC reconoce la raza, el color y el origen nacional como base para las quejas del Título VI. Indique en qué terreno(s) cree que fue discriminado marcando las casillas aplicables a continuación:

Color

Raza

Nat. Origen

Explique por qué cree que se ha producido discriminación. Proporcione las fechas, los horarios y la(s) ubicación(s) de discriminación. Proporcione los nombres de los testigos, las direcciones y los números de teléfono. Proporcione los nombres y los lugares de trabajo de las personas que usted cree responsables de la discriminación. Explique la resolución que solicite. (Utilice hojas de papel adicionales si es necesario.)

Indique a las personas que se alegan responsables.

Nombre(s)	agencia	Ubicación del trabajo (si se conoce)	Clasificación (si se conoce)

¿Qué remedio? ¿Acción solicitada? ¿Y/o ajuste que está solicitando? Por favor, sea específico. Utilice hojas adicionales según sea necesario. _____

Su firma _____ Fecha _____

Formulario SFN

51795

Revisado: 1 de junio de 2011

High Valley Transit District Title VI Notice to the Public

High Valley Transit District 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 High Valley Transit District Civil Rights Department or appropriate individual.

For more information on the High Valley Transit District civil rights program and the procedures to file a complaint, see www.highvalleytransit.org

Complaints may be filed in person or in writing. Complaints should be directed to:

Office of Civil Rights/Or Appropriate Office

High Valley Transit District

Attn: Title VI Officer

1885 W. Ute Blvd.

Park City, Utah 84098

A complainant may file a complaint directly with the Utah Department of Transportation:

Utah Department of Transportation

Attn: Title VI Coordinator

4501 South 2700 West, P.O. Box 141265

Salt Lake City, UT 84114-1265

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-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.gov/go/titleVI



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.

High Valley Transit District Title VI Coordinator

Jami Brackin
Summit County
P.O. Box 12, 60 North Main
Coalville, UT 84017
Email: jbrackin@summitcounty.org
Phone: 435-336-3208

UDOT ADA coordinator
Audrey Garduno
Utah Department of Transportation
4501 South 2700 West, P.O. Box 141520
Salt Lake City, UT 84114-1520
Email : aubreygarduno@utah.gov
Phone: (801) 965-4095
Hearing Impaired: 711 or 1-800-346-4128

UDOT Title VI Coordinator

Vickie Pollock
Utah Department of Transportation
4501 South 2700 West, P.O. Box 141520
Salt Lake City, UT 84114-1520
Email: ypollock@utah.gov
Phone: (801) 965-4384



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 sujetará a discriminación a nadie en base a raza, color, origen nacional, sexo, edad o discapacidad.

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 sujetará 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 discriminatoria 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 acceder programas, servicios o actividades. Ya que proveer 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.

High Valley Transit District Title VI Coordinator

Jami Brackin
Summit County
P.O. Box 12, 60 North Main
Coalville, UT 84017
Email: jbrackin@summitcounty.org
Phone: 435-336-3208

UDOT ADA coordinator
Audrey Garduno
Utah Department of Transportation
4501 South 2700 West, P.O. Box 141520
Salt Lake City, UT 84114-1520
Email : aubreygarduno@utah.gov
Phone: (801) 965-4095
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