

# FEDERAL TRANSIT ADMINISTRATION

## TITLE VI PLAN

Agency: Missoula Ravalli TMA

**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:

[Title VI Requirements & Guidelines for FTA Recipients \(hyperlink\)](#)

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:** 10/13/2015

**Title VI Contact Name:** Lyn Hellegaard

**Title VI Contact Phone:** 406-327-8707

## Title VI Program Requirements

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

<http://mdtwwwdev/other/civilrights/external/title-vi-complaint-form.pdf>

- MDT Title VI Pamphlet
- 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:

MRTMA offices, 2820 S. Higgins Ave., Missoula

MRTMA Website, www.mrtma.org

MRTMA vanpool vehicles

### COMPLAINT FORM:

[MDT Complaint Form \(hyperlink\)](#)

- 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.

### 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 | Date Filed | Allegations: Race (R), Color (C), or National Origin (NO) | Complainant Male (M) or Female (F)? | Status | Final Findings | Comments |
|--|------------|---|-------------------------------------|--------|----------------|----------|
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**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, Council, or Committee Name | Member # | White (M/F) | American Indian (M/F) | Hispanic (M/F) | Black (M/F) | Pacific Islander (M/F) | Asian (M/F) |
|-----------------------------------|----------|-------------|-----------------------|----------------|-------------|------------------------|-------------|
| MRTMA Board of Directors          | 7        | M           |                       |                |             |                        |             |
| MRTMA Board of Directors          | 1        | F           |                       |                |             |                        |             |

- 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).*

Chair of Lake County TAC. Vice Chair: Sanders County TAC, Ravalli County TAC, Mineral County TAC

**PUBLIC PARTICIPATION PLAN:**

Transit provider’s outreach plan to engage minority, LEP, or other traditionally underserved populations.

**Title VI Public Meetings form is available for use by providers:**

[Title VI Public Hearing Form \(hyperlink\)](#)

- Adopt Public Hearing Form
- 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).*

Chair Lake County TAC, Vice Chair: Sanders County TAC, Ravalli County TAC, Mineral County TAC

**Public Participation Plan is available for use by providers:**

[Public Participation Plan \(hyperlink\)](#)

- 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). N/A

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

[Limited English Proficiency Plan \(hyperlink\)](#)

- Adopt MDT LEP Plan : Safe Harbor applies to MRTMA

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

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