



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

DEPARTMENT OF TRANSPORTATION

CARLOS M. BRACERAS, P.E.
Executive Director

SHANE M. MARSHALL, P.E.
Deputy Director

November 15, 2016

Marion Layne
Bear River Valley Senior Center/Tremonton City
510 West 1000 North
Tremonton, Utah 84337

Dear Marion Layne:

Thank you for submitting your agency's updated Title VI Plan. We have reviewed your updated plan and determined that it meets the requirements set out in the FTA's Title VI Circular, 4702.1B. Please plan to submit a Title VI Plan update by November 15th, 2019 by submitting it to the Public Transit Plans and Programs Director. If we have not received all required information by the noted date, Bear River Valley Senior Center/Tremonton City will not be eligible for funding through the Public Transit Team. If you have no current contracts or vehicles as of November 15th, 2019 an updated plan is not required until future funding is sought.

Thank you for your ongoing commitment to safe, reliable, and quality transportation in your community. If you have any questions regarding Title VI or other program matters, please feel free to contact myself or Raymond Earl.

Raymond Earl
rearl@utah.gov

Tim Boschert
tboschert@utah.gov

Utah Department of Transportation
Program Development
4501 South 2700 West
P.O. Box 143600
Salt Lake City, UT 84114-3600

Sincerely,

Tim Boschert
Public Transit Plans & Programs Director

TB/ml

cc: Raymond Earl
PTT Online File and T-drive

SECTION XX: TITLE VI SUB-RECIPIENT PLAN & POLICY

1. **POLICY PREFACE.** Title VI of the Civil Rights Act of 1964 was enacted as part of the landmark Civil Rights Act of 1964 and prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. 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. **FEDERALLY FUNDED PROGRAMS.** All recipients and sub-recipients of Federal Transit Administration (FTA) funds must ensure that programs, policies and activities comply with FTA Title VI regulations. Tremonton City's Bear River Valley Senior Center is a sub-recipient of federal funds via Utah Department of Transportation (UDOT) to administer a federal transit programs. Specifically, Tremonton City received federal funds to acquire a bus to transport Senior Citizens

To meet all Title VI requirements, FTA-Funded (the Bear River Valley Senior Center) programs must submit to the Utah Department of Transportation (UDOT) Public Transit Team (PTT) a Title VI plan that exhibits: 1) policy adoption, 2) public outreach and involvement procedures, 3) complaint procedures, 4) public notices, and 5) limited English proficiency analysis and assistance plan in accordance with FTA Circular 4702.1B, October, 2012.

3. **COMPLIANCE WITH TITLE VI.** Tremonton City believes in the sentiment expressed by John. F. Kennedy who stated, "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." Tremonton City has adopted a policy that states its intent to ensure that no person shall be subject to discrimination on the basis of race, color or national origin. Tremonton City shall submit the annual Title VI assurance to UDOT as part of the annual Certification and Assurance submission (see Appendix A). Tremonton City 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 City.
4. **TITLE VI COORDINATOR.** Tremonton City has identified the Senior Center Director as the Title VI Coordinator. The Tremonton City 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 fulfill the duties and responsibilities as contained in this policy and in legislation.
5. **ON-SITE REVIEW.** Federal and State Compliance Staff may conduct compliance on-site reviews to ensure that Tremonton City is in Compliance with Title VI regulations and requirements. Tremonton City shall fully participate in on-site reviews and cooperate with Federal and State Compliance Staff throughout the on-site review process. In preparation for on-site reviews, Tremonton City's Title VI Coordinator shall verify the following:

- A. Clearly displayed Title VI posters (in vehicles that transport the public and in civic buildings) with the required information:
 - 1) Description of Title VI
 - 2) Explanation of how to obtain Title VI information
 - 3) Explanation of how to file a complaint
 - 4) Available complaint forms
- B. Current file containing complaints
- C. 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).

6. TRAINING.

- A. **EMPLOYEE TRAINING.** Tremonton City Title VI Coordinator shall ensure that applicable employees shall be trained on Title VI either annually, as newly hired staff/volunteers, as changes in the law occur, as needed. Tremonton City Title VI Coordinator shall 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. Training shall include the following documents:
 - 1) Non-discrimination poster
 - 2) Title VI complaint form
 - 3) Complaint log
 - 4) LEP (Four Factor Analysis and Language Assistance Plan)
 - 5) Title VI brochure
- B. **PUBLIC OUTREACH.** Tremonton City Title VI Coordinator, will also provide annual training at a Congregate Lunch & Learn Activity at the Bear River Valley Senior Center.

- 7. **COMPLAINT PROCEDURE AND INVESTIGATION GUIDELINES.** Tremonton City 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 on

Tremontion City's website (www.tremontioncity.com). Complaint forms are available in languages spoken by Limited English Proficiency persons. Tremontion City shall follow the following process outlined below in conducting the investigation of complaints alleging discrimination under Title VI of the Civil Rights Act of 1964.

- 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 verbal complaint and/or sign a written complaint and file the complaint with Tremontion City Title VI Coordinator. Allegations of unlawful discriminatory practices 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 programs for it to be considered and processed as an allegation of a discriminatory practice.
- B. **INFORMAL COMPLAINT.** 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 Tremontion City Title VI Coordinator. The coordinator will log the complaint in the required complaint log (see Appendix B). If the complaint cannot be resolved informally, Tremontion City Title VI Coordinator must inform the complainant of the formal process outlined below and instruct the complainant on how to proceed. Any complaint received in writing shall be considered to be a formal complaint and shall be handled under the formal complaint procedure outlined below.
- C. **FORMAL COMPLAINT.** Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Tremontion City may file a Title VI complaint by completing and submitting Tremontion City Title VI Complaint Form (see Appendix C). Tremontion City investigates complaints received no more than 180 calendar days after the alleged incident. Tremontion City will process complaints that include the following information:
 - 1) Name, address, and phone number of the Complainant.
 - 2) Name(s) and address(es) of persons alleged to have been involved in the act.
 - 3) 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.
 - 4) Date of alleged discriminatory act(s).

- 5) Date complaint is being filed with Tremonton City.
- 6) A brief statement of the complaint.
- 7) An explanation of requested actions the Department can take or is being proposed to resolve the issues raised in the complaint.

D. INVESTIGATION GUIDELINES. Tremonton City Title VI Coordinator will review and determine the appropriate action regarding every complaint. Tremonton City Title VI Coordinator shall not proceed with or continue a complaint investigation if:

- 1) The complaint is, on its face, without merit.
- 2) If, the same allegations and issues of the complaint have been addressed in a recently closed investigation or by previous Federal court decisions.
- 3) The complaint allegation is moot and there are no class allegations; or
- 4) 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.

E. REVIEW OF FORMAL COMPLAINT.

1. Once the formal written complaint is received, Tremonton City's Title VI Coordinator shall acknowledge receipt of the allegation within ten (10) calendar days to the Complainant and also notify the appropriate UDOT representative of receipt of the allegations. 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 Tremonton City has jurisdiction.
 - c) A brief statement of Tremonton City jurisdiction over the recipient to investigate the complaint; and
 - d) An indication of when the parties will be contacted.
2. If more information is needed to resolve the complaint, Tremonton City 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 Title VI Coordinator can administratively close the case. A case can also be administratively closed if the Complainant no longer wishes to pursue the case.

3. Within sixty (60) calendar days, the Title VI Coordinator 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 City Attorney, City Manager, and Mayor.

F. FORMAL WRITTEN COMPLAINT FINDINGS. Within ninety (90) calendar days, the City Attorney, City Manager, and Mayor after reviewing the complaint 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.

G. APPEAL. 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, Tremonton City will forward appeals to the UDOT Civil Rights Title VI Coordinator within 10 days.

H. COMPLAINT FILES. Tremonton City will prepare and maintain complaint files which include complaint logs and complaint forms. There have been no complaints filed from 2013 through 2016.

8. TITLE VI NOTICE TO BENEFICIARIES

A. TITLE VI PUBLIC NOTICE PROCESS. Tremonton City by a public notice process, affords the general public an opportunity to formally complain to the City by any person who believes she or he has been discriminated against on the basis of race, color, or national origin. At a minimum, Tremonton City Title VI shall disseminate this information to the public by posting the notice at www.tremontonciv.com and posting notices in public locations. Tremonton City Title VI Coordinator will document where and when this information is posted. Title VI Notice to the Public is found in Appendix D. As a minimum, such public notice shall contain the following:

- 1) Tremonton City assurance of compliance with Title VI of the Civil Rights Act of 1964 and Departmental Policy concerning non-discrimination.

- 2) Public right to file complaints.
- 3) One hundred eighty (180) calendar day time limit for filing of complaints.
- 4) Complaint filing procedure.

B. TITLE VI POSTER REQUIREMENTS. Tremonton City will provide a poster (found in Appendix E) to meet the requirements listed below and will provide updates as required. Tremonton City Title VI 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:

- 1) Description of Tremonton City Title VI commitment
 - a) Information for more of Tremonton City's Title VI program and the procedures to file a complaint, contact information, email, and address
- 2) For more information, visit (Tremonton City's website at www.tremontonciv.com)
 - a) 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
 - b) Additional information if another language is needed (contact telephone number). Ensure the sentence inserted on the poster is also provided in any language(s) spoken by LEP populations that meet the Safe Harbor Threshold.

9. PUBLIC PARTICIPATION PLAN

- A. Tremonton City will work with UDOT staff to identify targeted minorities within its service area. The Tremonton City Title VI Coordinator will work with UDOT or Bear River Association of Government to receive demographic information to the lowest census level possible within Bear River Valley Senior Center service area to identify specifically what minority populations exist. Tremonton City 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. Tremonton City 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.
- B. Tremonton City Title VI Coordinator will coordinate with the regional mobility manager to ensure that Tremonton City is included in regional planning efforts

and that regional planning efforts include outreach to targeted populations within the Bear River Valley Senior Center service area.

- C. Tremonton City Title VI Coordinator will provide a summary to UDOT of all outreach efforts upon request or prior to future plan submittals and review. Tremonton City Title VI Coordinator recognizes that future funding for new or revised service requires documentation of the above efforts.

10. LIMITED ENGLISH PROFICIENCY

- A. Tremonton City 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, Tremonton City Title VI Coordinator works to assure 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 Federal Transportation Administration service, program, or activity for individuals with limited English proficiency (LEP). Tremonton City Title VI Coordinator may call upon and utilize LEP resources prepared by the UDOT Civil Rights Department materials (which are available upon request).

- 1. Indicate the number or proportion of LEP persons eligible to be served or likely to be encountered by the program.

- a) Describe how LEP persons interact with the Tremonton City.

We have no bilingual employees at the Senior Center, but Chief David Nance at the city police department, is fluent in Spanish and is on hand to help if we need him. In the past three years, there has been no need. We will continue to use the current UDOT requirements we have been using and keep on hand in the bus.

- b) Identify LEP communities by language group.

Box Elder County, Utah		
Language spoken at home	Estimate	Percent
English only	44,801	92.1
Language other than English	3,519	7.9
Speak English less than “very well”	1,050	2.3
Spanish	2,839	6.3
Speak English less than “very well”	935	2.1
Other Indo-European	437	1.0
Speak English less than “very well”	60	0.1
Asian and Pacific Islander	210	0.5
Speak English less than “very well”	45	0.1
Other	33	0.1
Speak English less than “very well”	10	0.0

- c) Identify whether LEP persons are underserved by the Tremonton City service due to language barriers.

We have been able to meet all the language needs of the seniors who use our vehicles and our center. We will continue our programs as we have in the past; using UDOT requirements.

- 2. Indicate the frequency with which LEP persons come into contact with the program through the following methods:

- a) Buses: never
- b) Public meetings: never
- c) Customer service interactions: flu shots, no LEP problem
- d) Surveys: When we do surveys we have these available in Spanish. We have done 3 surveys in 7 years.

- 3. Describe the service and the nature of importance of the service (narrative).

- a) Participate in the development of the coordinated plan to meet the specific transportation needs of seniors and people with disabilities especially those with LEP needs.

We have our bus available for medical appointments to facilities in Tremonton, not out of the area. The bus has a lift which has been valuable in making our patrons feel secure and cared for as we transport them. We have not had anyone to date that cannot speak English. We will continue to follow current protocol until we have such a need.

- b) Include special language assistance for public meetings.

To date we have not had a need.

- 4. Indicate the resources available to Tremonton City for LEP outreach, as well as the costs associated with that outreach.

- B. Following completion of the Four Factor Analysis, Tremonton City Title VI Coordinator assures that based on the results of the Analysis, a Language Assistance Plan will be created. Tremonton City Language Assistance Plan includes the following:

- 1) Results of the Four Factor Analysis, including a description of the LEP Population(s) served

Based on the results of the Four Factor Analysis above, we will continue to use the current UDOT standard we have on hand for our LEP Population in our area.

- 2) A description of how the Bear River Valley Senior Center provides language assistance services by language
 - a) Vital written documents include Title VI Complaint Form, Notice to Beneficiaries, and other documents that provide access to services

Copies of the Vital Written documents are included on the bus in a folder. These can be handed out upon request. They are in Spanish and English. They are also in our Senior Center.

- b) A description of how the Bear River Valley Senior Center provides notice to LEP persons about the availability of language assistance.

A notice to LEP persons needing language assistance is posted on our bulletin board along with the poster for UDOT requirements.

- c) A description of how the Bear River Valley Senior Center monitors, evaluates and updates the language assistance plan
The Bear River Valley Senior Center monitors our phone call and patrons regularly as to the assistance we can provide with language/hearing assistance. We meet as need comes up to evaluate our current plan and changes that may be necessary.

- d) A description of how the Bear River Valley Senior Center trains employees to provide timely and reasonable assistance.

The drivers of our transportation have been trained and all employees receive training once a year. New employees will receive training by Marion Layne as they come to work in transportation.

APPENDIX A:

TREMONTON CITY POLICY ON TITLE VI

Tremonton City 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. Tremonton City is a local government. It is the policy of Tremonton City 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 Tremonton City 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. Tremonton City 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. Tremonton City recognizes the need for annual Title VI training for Agency personnel.



Mayor Roger Fridal

11-8-16
Date

Attest:



Linsey Nessen, City Recorder



APPENDIX B:

TITLE VI COMPLAINT LOG

Person who prepared report: _____ Date: _____

Name: _____ Date of Filing: _____

Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____

Date of Disposition: _____ Disposition of Complaint: _____

Findings of Complaint: _____

Signature
(Of Individual Making the Findings)

Printed Name
(Of Individual Making the Findings)

Date

APPENDIX C:

TITLE VI COMPLAINT FORM

Complaints must be in writing and filed with Tremonton City 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 the UDOT Title VI Coordinator; file a written complaint with FTA, Regional Civil Rights Officer, Complainant has the option to seek assistance in filling out the complaint form.

Name: _____ Date of Filing: _____

Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____

Tremonton City 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
- National 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. Use additional sheets of paper if needed. _____

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

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. Explain the resolution you request. _____

Your Signature: _____

Date: _____

Coordinator Title VI
Marion Layne
510 W 1000 N
Tremonton, UT 84337
mlayne@tremontonciv.com
Tel: 435-257-9456

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

FORMULARIO DE QUEJAS TITULO VI

Quejas deben ser sometidas por escrito y presentadas al Coordinador de Título VI durante los 180 días a partir de la fecha en que ocurrió la presunta discriminación. Demandante tiene derecho a la representación, presentar una queja por escrito ante el Coordinador del Título VI UDOT, presentar una queja por escrito con el TLC, Oficial Regional de Derechos Civiles, el demandante tiene la opción de pedir ayuda para llenar el formulario de reclamación.

Nombre: _____ Fecha: _____

Dirección: _____

Tel Empleo: _____ Tel Hogar: _____ Cell Phone: _____

Email Address: _____

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

- Raza
- Color
- Origen Nacional

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

Indique que persona(s) son presuntamente responsables

Nombre(s)	Agencia	Lugar de empleo (si disponible)	Clasificación (si disponible)

¿Que remedio, acción, o ajuste está solicitando? Por favor sea específico(a). Use más hojas si es necesario.

Firma: _____

Fecha: _____

Coordinador Título VI
Marion Layne
510 W 1000 N
Tremonton, UT 84337
mlayne@tremontonciv.com
Tel: 435-257-9456

Departamento de Transporte de Utah
División de Derechos Civiles
PO Box 141520
Salt Lake City, Utah 84114-1520
Tel (801) 965-4384
Fax (801) 965-4101



APPENDIX D:

MAYOR: Roger Fridal **COUNCIL:** Diana Doutre | David Deakin | Lyle Holmgren | Jeff Reese | Byron Wood

CITY OFFICERS:

TITLE VI POLICY STATEMENT

Tremontion City is committed to providing transportation through the Bear River Valley Senior Center. It is committed to provide public transportation in an environment that is free from discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity.

As a Federal Transit Administration (FTA) fund recipient, Tremontion City will ensure that its programs, policies and activities comply with Title VI of the Civil Rights Act of 1964, as amended and related in all Tremontion City programs and activities.

Any person who believes that he/she has been subjected to discrimination based on their race, color, national origin, sex, age or disability may file a Title VI complaint. Complaints must be filed in writing and signed by the complainant, or a representative, and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaints must be filed within 180 day of the date of the alleged discriminatory act.

To request additional information on Tremontion City's non discrimination obligations or to file a Title VI complaint, please submit your request in writing to:

Marion Layne
Title VI Coordinator
510 W 1000 N
Tremontion, UT 84337

The Complaint Procedure is located at online at www.tremontioncity.com or available at the Tremontion City Recorder's Office located at 102 S. Tremont Street, Tremontion UT, 84337 during regular business hours. Complaint Form can also be directly filed with:

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

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

A 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/gotoititleVI

City Manager

Shawn Warnke
(435) 257-9504
swarnke@tremontioncity.com

City Recorder

Darlene S. Hess, CMC
(435) 257-9505
dshess@tremontioncity.com

City Treasurer

Sharri Oyler, CMFA
(435) 257-9502
soyler@tremontioncity.com

DEPARTMENTS:

Building Inspector

Steve Bench
(435) 257-9510
sbench@tremontioncity.com

Food Pantry Director

Cathy Newman
(435) 257-9530
cnewman@tremontioncity.com

Fire Chief

Steve Batis
(435) 257-9520
sbatis@tremontioncity.com

Library Director

Kim Griffiths
(435) 257-9525
kgriffiths@tremontioncity.com

Parks & Recreation Director

Marc Christensen
(435) 257-9485
mchristensen@tremontioncity.com

Police Chief

Dave Nance
(435) 257-9555
dnance@tremontioncity.com

Public Works Director

Paul Fulgham
(435) 257-9471
pfulgham@tremontioncity.com

Senior Center Director

Marion Layne
(435) 257-9455
mlayne@tremontioncity.com

APPENDIX E:

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, Tremonton City and 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:

Tremonton City and 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 Tremonton City or UDOT. Any such complaint must be in writing and filed with the Tremonton City or 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 Tremonton City or 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, Tremonton City and UDOT will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. Tremonton City and UDOT will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access Tremonton City and UDOT facilities, programs, services or activities. Because providing reasonable

accommodation may require outside assistance, organization or resources, Tremonton City and 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 Tremonton City or 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 sub-recipient. The public will have access to translators, "I Speak Cards", TTY/TDD services and vital documents translated when requested.

Coordinator VI
Marion Layne
510 W 1000 N
Tremonton, UT 84337
mlyayne@tremontonciv.com
Tel: 435-257-9455

City Manager (sp. Translation)
Shawn Warnke
102 S Tremont ST.
Tremonton, UT 84337
swarnke@tremontonciv.com
Tel: 435-257-9500

UDOT Title VI Coordinator
Janet Rixey

Utah Department of Transportation
4501 South 2700 West, P.O. Box 141265
Salt Lake City, UT 84114-1265
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UDOT ADA Coordinator
Cherissa Wood

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Hearing Impaired: 711 or 1-800-346-4128

CARTEL TITULO VI NO-DISCRIMINACION

Titulo VI y Compromiso a no discriminacion (FHWA):

Segun el Titulo VI de el Acto de Derechos Civiles de 1964 y leyes y reglamentos relacionados, Tremont City and UDOT no quedara libre de participacion en, negara beneficios de, o sujetara a discriminacion a nadie en base a raza, color, origen nacional, sexo, edad o discapacidad.

Titulo VI y Compromiso a no discriminacion (FTA):

Segun el Titulo VI de el Acto de Derechos Civiles de 1964 y leyes y reglamentos relacionados, Tremont City and UDOT no quedara libre de participacion en, negara beneficios de, o sujetara a discriminacion a nadie en base a raza, color, y origen nacional.

Proceso para Tramitar Quejas:

Tremont City or UDOT ha establecido un proceso para tramitar quejas de discriminacion y tomara accion pronta y razonablemente para investigar y eliminar discriminacion cuando esta suceda. Cualquier persona que crea que el o ella ha sido ofendido(a) por una practica ilicita y discriminatoria bajo el Titulo VI tiene derecho a someter una queja formal con UDOT. Tal queja debe ser por escrito y sometida al Coordinador de Titulo VI de Tremont City or UDOT durante los ciento ochenta (180) dias a partir de la fecha del presunto acontecimiento. Para mas informacion, por favor comuniquese con el Coordinador de Titulo VI de UDOT.

Declaracion ADA/504:

Segun la Seccion 504 de el Acto de Rehabilitacion de 1973 (Seccion 504), El Acto de Ley para Estadounidenses con Discapacidades de 1990 (ADA) y leyes y reglamentos estatales y federales relacionados, Tremont City or UDOT hara todo esfuerzo para asegurar que sus instalaciones, programas, servicios, y actividades sean accesibles a todos aquellos con discapacidades. Tremont City or UDOT hara modificaciones razonables para individuos con discapacidades quienes deseen participar en eventos publicos o a quienes requieren asistencia especial para acceder programas, servicios o actividades. Ya que proveer tales modificaciones puede requerir asistencia de terceras personas, organizacion o recursos, Tremont City or UDOT pide que cualquier peticion sea hecha al menos cinco (5) dias antes de la fecha en que se necesita tal modificacion. Preguntas o solicitudes deben ser dirigidas al Coordinador de ADA de Tremont City or UDOT.

Los servicios seran proveidos libres de cargo a individuos con necesidades especiales o discapacidades. Cualquier

cargo sera pagado por el beneficiario. El public tendra acceso a traductores, tarjetas "Yo Hablo", servicios TTY/I1JD y documentos esenciales traducidos cuando sea necesario.

Coordinador Titulo VI
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City Manager (sp. Translation)
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