



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 21, 2013

Zac Covington  
Bear River Association of Governments  
170 North Main  
Logan, UT 84321

Dear Zac Covington:

Thank you for submitting your agency's Title VI Plan.

We have reviewed your 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 15, 2016 by submitting it to the Public Transit Plans and Programs Director. If we have not received all required information by the noted date, the Bear River Association of Governments will not be eligible for funding through the Public Transit Team. If you have no current contracts or vehicles as of November 15, 2016, 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 Brian Gallea.

Brian Gallea  
[briangallea@utah.gov](mailto:briangallea@utah.gov)

Tim Boschert  
[tboschert@utah.gov](mailto: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: Brian Gallea  
Roger Jones  
PTT Online File and T-drive

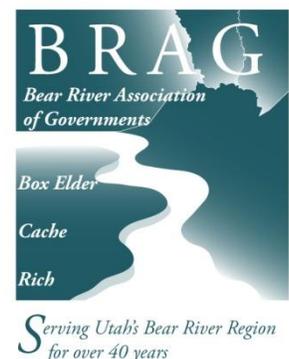
# 2013 BEAR RIVER ASSOCIATION OF GOVERNMENTS TITLE VI PLAN

**“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*

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Bear River Association of Governments  
170 N. Main, Logan  
UT 84321  
435-752-7242



# **Bear River Association of Governments**

## **TITLE VI PLAN**

### **Non-Discrimination in the Federal Transit Program**

**August 2013**

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# 1. INTRODUCTION

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Title VI was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. All recipients and subrecipients of Federal Transit Administration (FTA) funds must ensure that programs, policies and activities comply with FTA Title VI regulations. To provide recipients with specific guidance, FTA published Circular 4702.1B, October, 2012 ([http://www.fta.dot.gov/legislation\\_law/12349\\_14792.html](http://www.fta.dot.gov/legislation_law/12349_14792.html)) The instruction provided in the circular is intended to ensure recipients meet the Title VI requirements and appropriately integrate them into FTA-funded programs throughout each state.

To meet all Title VI requirements, FTA-Funded programs must submit to the Utah Department of Transportation (UDOT) Public Transit Team (PTT) a Title VI plan that exhibits policy adoption, public outreach and involvement procedures and complaint procedures. FTA Circular 4702.1B, October, 2012 requires that ALL recipients and subrecipients submit the following plan elements:

- ✓ Adoption of Policy Affirming Intention to Meet All Title VI Requirements
- ✓ Compliance Monitoring and Review
- ✓ Complaint Procedures
- ✓ Notice to Beneficiaries
- ✓ Poster Requirements
- ✓ Public Participation Plan
- ✓ Limited English Proficiency (LEP)
- ✓ Ongoing Staff Training

The following document represents the commitment of the Bear River Association of Governments to FTA Title VI regulations. This includes the agency's commitment to provide regular training to staff, and work to improve efforts to ensure open and meaningful participation for all BRAG programs and services.

## 2. BRAG TITLE VI POLICY

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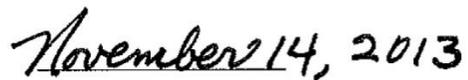
### BEAR RIVER ASSOCIATION OF GOVERNMENTS

**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. BRAG is a voluntary organization of local governments. It is the policy of BRAG 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 BRAG 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. BRAG 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.



Roger C. Jones  
Executive Director



Date

### 3. UDOT COMPLIANCE/MONITORING REVIEW AND TRAINING

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BRAG agrees to participate in on-site reviews and cooperate with Compliance Staff throughout the review process.

#### 3.1 UDOT PTT Compliance: On-Site Review Criteria

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).

BRAG 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.

### **3.2 Certification and Assurance Submission**

BRAG agrees to submit the annual Title VI assurance to UDOT as part of the annual Certification and Assurance submission.

### **3.3 Title VI Complaint Procedures**

UDOT investigates and tracks Title VI complaints filed against subrecipients.

### **3.4 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.

## 4. TITLE VI COMPLAINT PROCEDURE AND INVESTIGATION GUIDELINES

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BRAG 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 BRAG's complaint procedure is outlined below:

### 4.1 Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by BRAG may file a Title VI complaint by completing and submitting the Agency's Title VI Complaint Form. BRAG investigates complaints received no more than 180 calendar days after the alleged incident. BRAG will process complaints that have completed all elements of the complaint form.

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

BRAG has 10 business days to investigate the complaint. If more information is needed to resolve the case, BRAG 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 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, BRAG 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, BRAG 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 BRAG 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

#### **4.2 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 BRAG's identified Title VI Coordinator. The coordinator will log the complaint in the required complaint log. If the complaint cannot be resolved informally BRAG's identified Title VI Coordinator must inform the complainant of the formal process outlined above and instruct the complainant on how to proceed.

#### **4.3 Title VI Log of Complaints/Lawsuits, etc.**

BRAG 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 C for sample complaint log.

## 5. TITLE VI NOTICE TO BENEFICIARIES

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

BRAG 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.:

BRAG 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 BRAG's Title VI policy, or to file a discrimination complaint, please contact Roger C. Jones at 435-752-7242.

The Complaint Procedure is located at 170 N. Main, Logan, UT 84321 or online at [www.brag.utah.gov](http://www.brag.utah.gov).

## 6. TITLE VI POSTER REQUIREMENTS

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BRAG will provide a poster (found in Appendix E) to meet the requirements listed below and will provide updates as required. BRAG 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 Agency's Title VI program and the procedures to file a complaint, contact information, email, and address
- For more information, visit ([www.brag.utah.gov](http://www.brag.utah.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; Roger C. Jones at 435-752-7242. Ensure the sentence inserted on the poster is also provided in any language(s) spoken by LEP populations that meet the Safe Harbor Threshold.

## 7. PUBLIC PARTICIPATION PLAN

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BRAG 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 BRAG service area (see Appendix A for regional demographic maps). BRAG 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. BRAG 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.

BRAG and its mobility manager will coordinate with the regional coordinating council to ensure that participating agencies, local elected officials, and the public are included in regional planning efforts, and that regional planning efforts include outreach to targeted populations within the BRAG service area.

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

BRAG recognizes that future funding for new or revised service requires documentation of the above efforts.

## 8. LIMITED ENGLISH PROFICIENCY

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BRAG 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, BRAG 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.

### 8.1 Four Factor Analysis

1. The number and proportion of LEP persons served or encountered in eligible service populations.
2. The frequency with which LEP individuals come into contact with programs, activities or services.
3. The importance of our programs, activities, and services to LEP persons.
4. The resources available to recipients and the costs.

### 8.2 Factor 1 – LEP Persons Served

LEP populations in the Bear River Region interact with the agency via telephone or in person at the BRAG offices for services offered by various departments at the agency. The majority of LEP communities encountered by BRAG staff are Spanish speaking. Currently, there are multilingual staff members at BRAG who are available to assist Spanish speaking clients in person or by telephone.

### 8.3 Factor 2 – Frequency of Contact

BRAG developed a survey for staff members to collect race, LEP, and disability status beginning in November 2013. This coincided with the beginning of the HEAT program which provides a significant amount of public assistance towards utility expenses in winter months. With this survey data, the agency hopes to have a greater understanding of the frequency of contact with LEP persons and will report those findings to agency staff and the Utah Department of Transportation. These findings will be used to identify the nature of interaction with LEP persons and how to ensure open and meaningful participation by all eligible members of the public within the BRAG service area.

### 8.4 Factor 3 – Level of Importance

BRAG oversees the regional coordinating council for human service transportation in the region. The Bear River Access and Mobility Council was recently organized in 2012 to develop

strategies to improve human service transportation coordination in the region through continuous public meetings and workshops. These efforts help document access and mobility needs, and develop solutions to known issues or concerns through a Human Service Transportation Coordination Plan . BRAG makes the effort to include the participation and involvement of all members of the public, especially those who are underserved by transportation, including LEP persons.

BRAG staff participates in several councils, committees, or boards where the needs of LEP persons within the BRAG service area are addressed. There are no known concerns with language barriers or engaging LEP populations for comment on plans or services. However, the agency recognizes the need to improve efforts for developing translated materials such as radio announcements, posters, handouts, flyers, brochures, and newsletters. It is the goal of the agency to close language barriers where they exist and increase the participation of LEP persons in regular meetings held by or at the agency.

BRAG recognizes the need to more thoroughly document interaction with LEP persons in order to assess the level and quality of interaction that currently exists, as well as make improvements where deficiencies are recognized. To help with this documentation, BRAG began a survey process for all departments to track interaction with minority, LEP, and persons living with a disability. This survey data will be collected for all new clients of services provided by BRAG and will be used to help tailor future public outreach for new or modified programs in the service area. The survey is included in this document in Appendix F.

#### **8.5 Factor 4 – Available Resources to Recipients**

BRAG offers a variety of language assistance services to clients. This includes language assistance cards called “I Speak Cards” provided to the agency by the Utah Department of Transportation. These cards are available at the front desk with staff that are aware of methods to identify an LEP persons language. BRAG also has several staff members or members of committees or councils who are multilingual and are available to provide translations services when necessary. UDOT also provided a list of individuals within their organization who are able to provide language assistance to persons that speak limited English.

#### **8.6 Language Assistance Plan**

BRAG will continue to utilize UDOT’s LEP tools and update these tools if surveys or other data indicate it is necessary. We will also utilize bilingual staff and other translation resources in the community or other if necessary. Training is provided to staff as detailed on the next page.

## 9. STAFF ONGOING TITLE VI TRAINING PROCESS/DESCRIPTION

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All BRAG 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

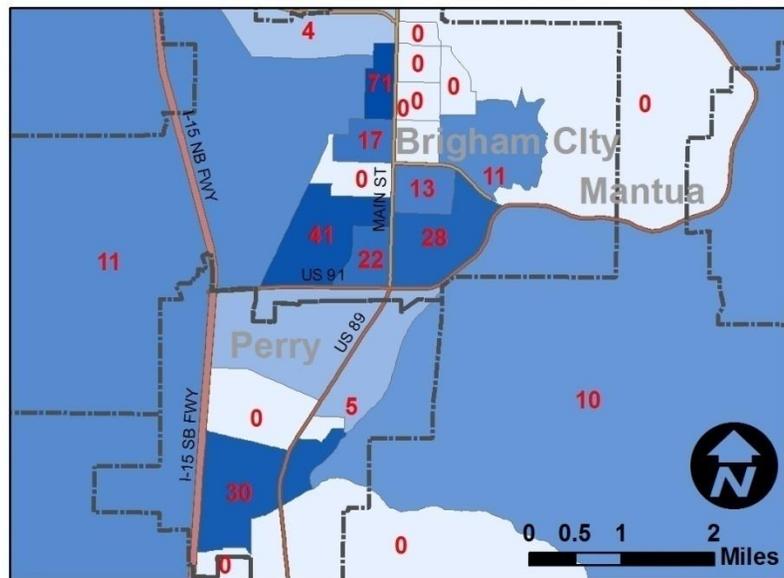
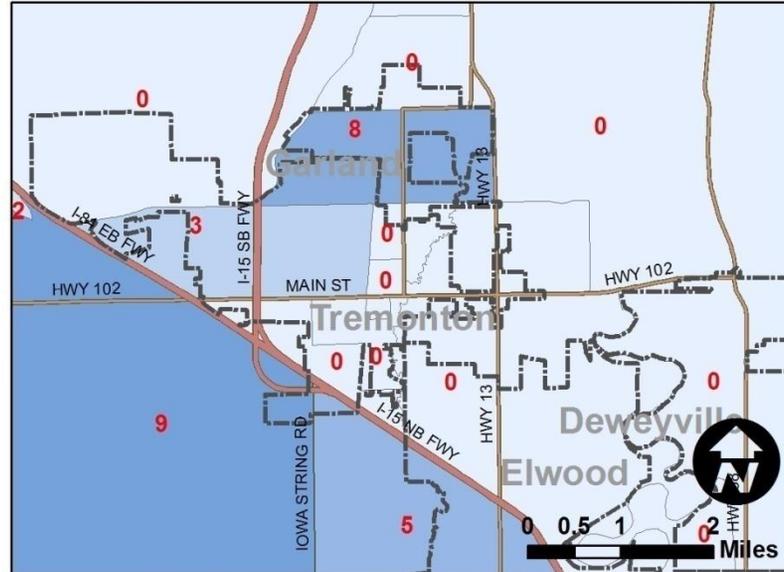
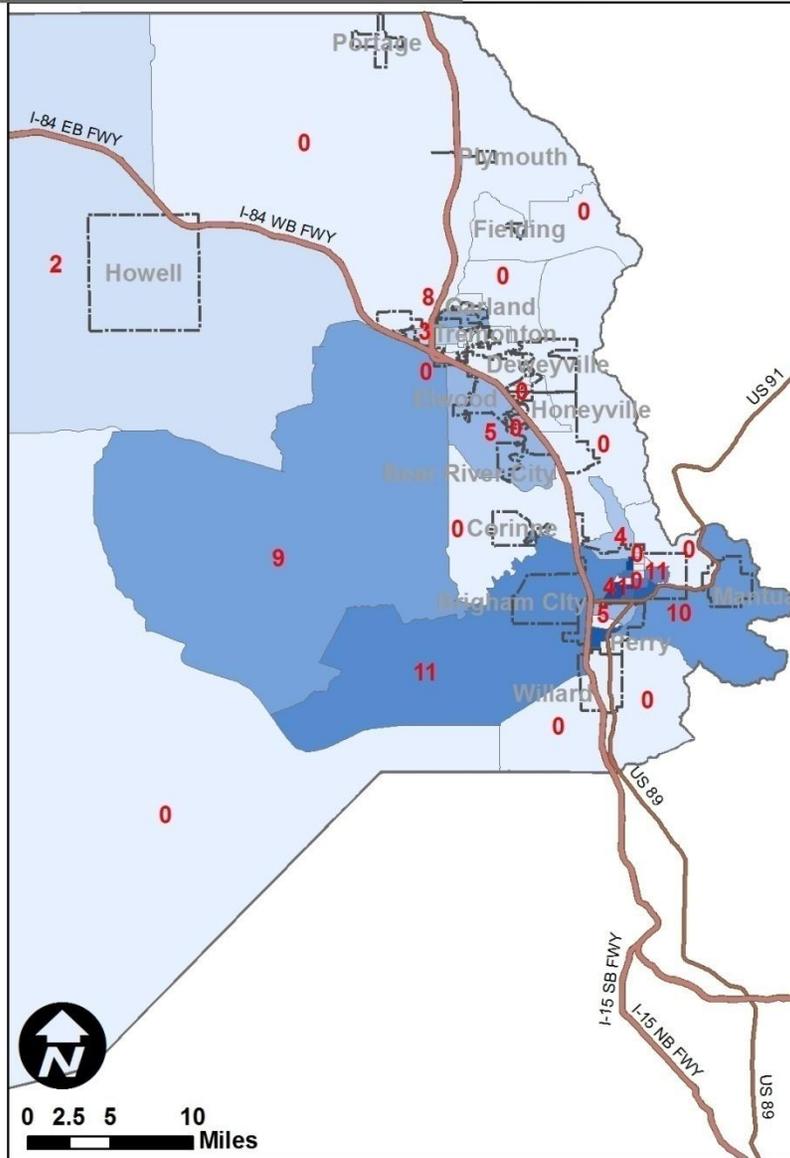
BRAG will utilize UDOT staff to assist with trainings. Affidavits will be signed when training is completed and filed as part of the Title VI program documentation.

## **APPENDIX A: REGIONAL DEMOGRAPHICS**

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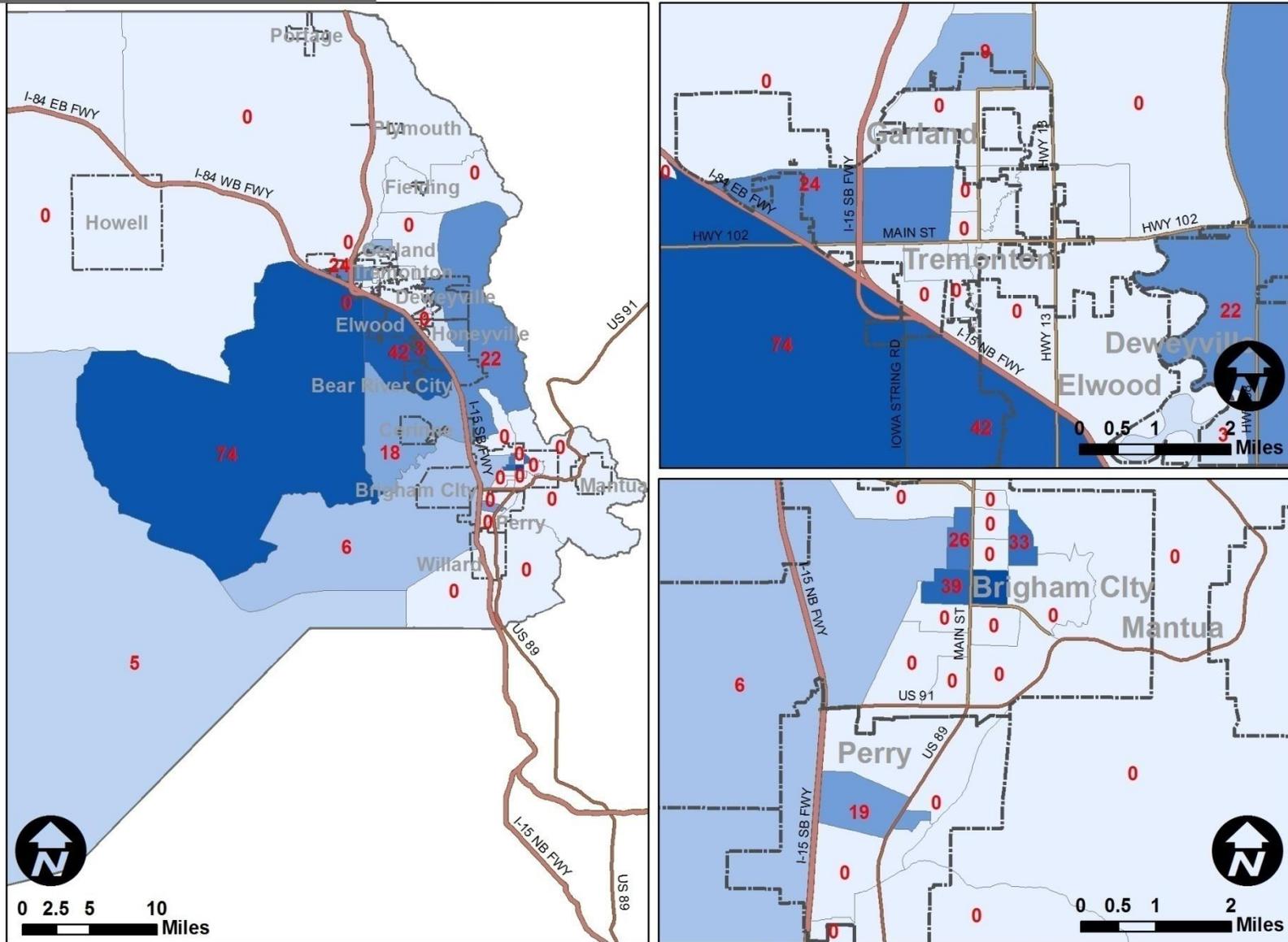
**BOX ELDER COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - American Indian and Alaska Native Alone**



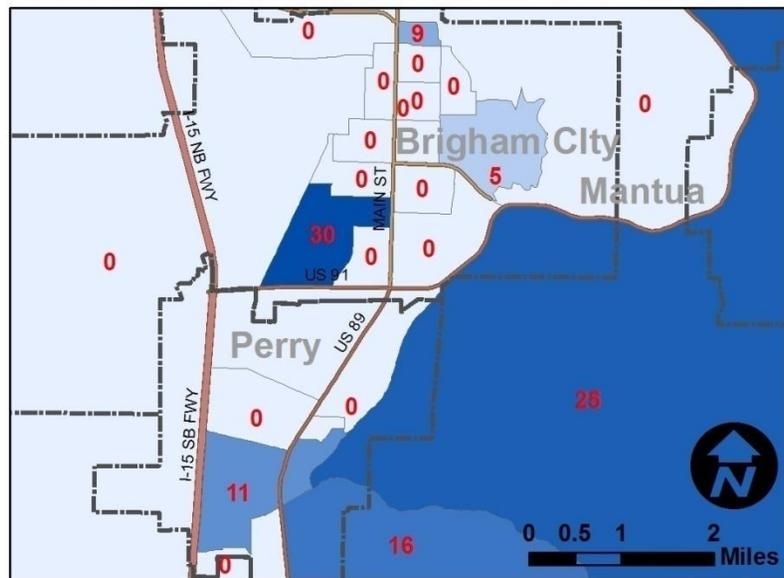
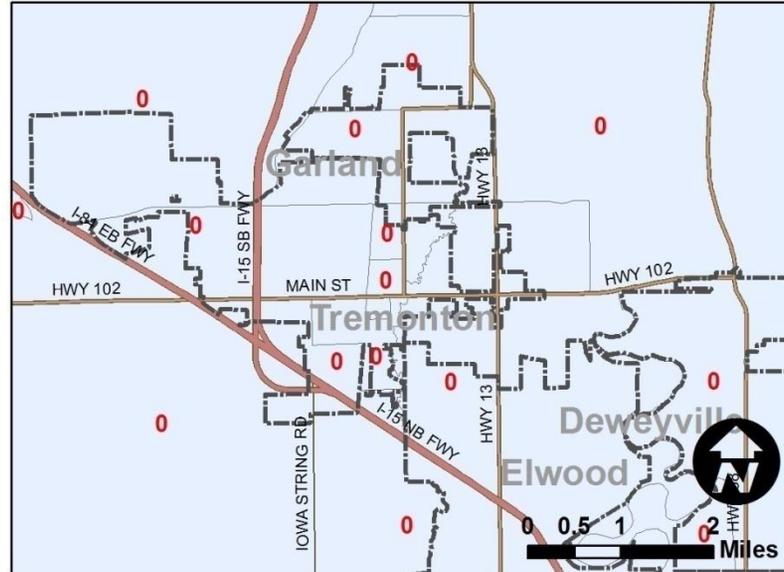
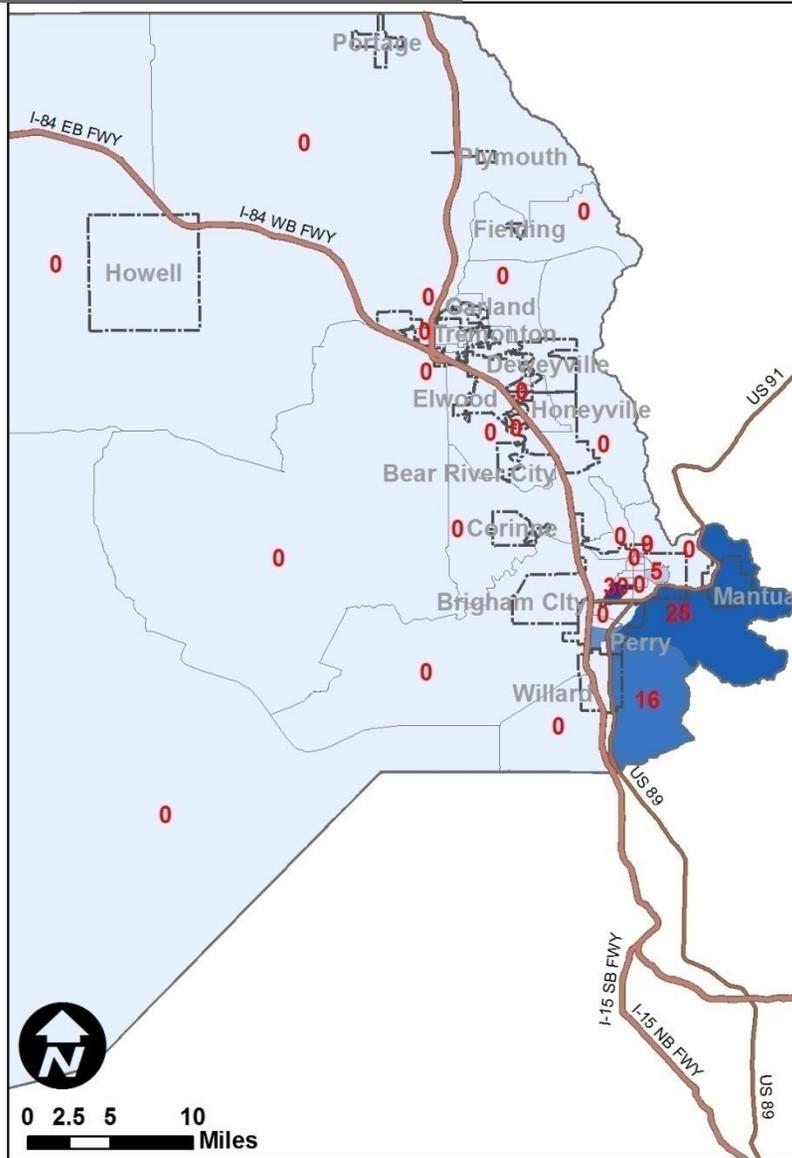
**BOX ELDER COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Asian Alone**



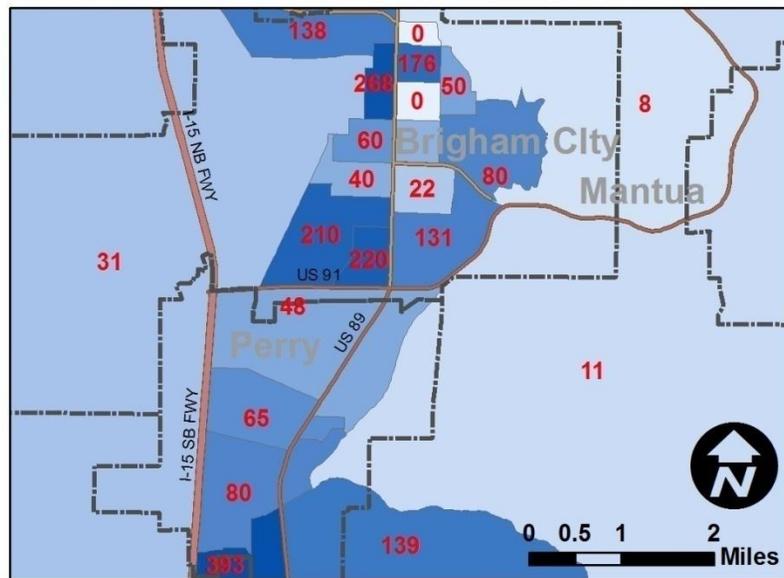
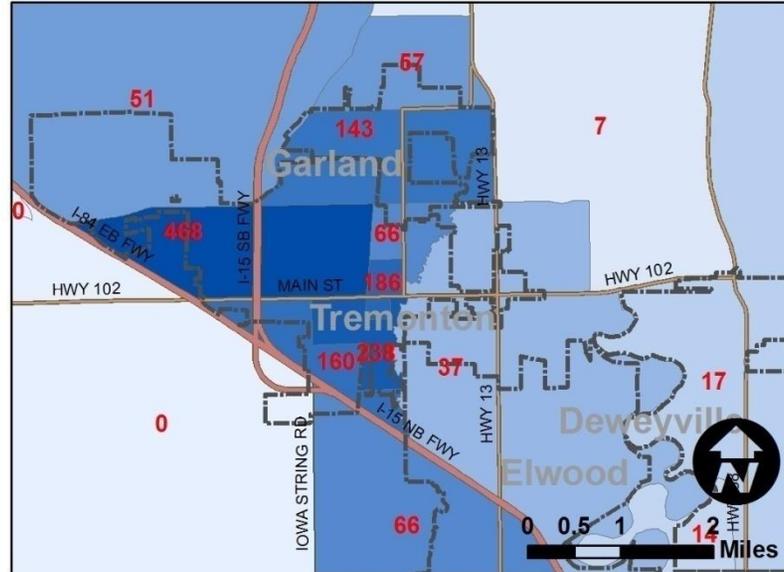
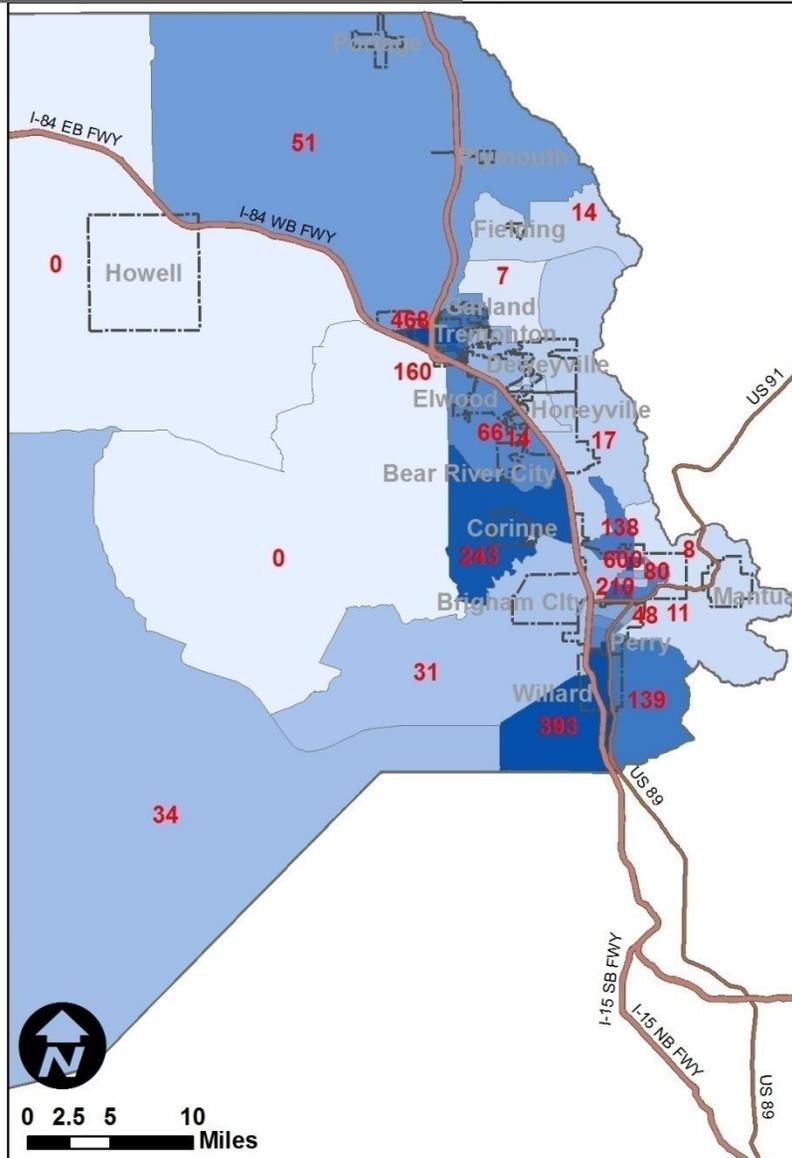
**BOX ELDER COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Black or African American Alone**



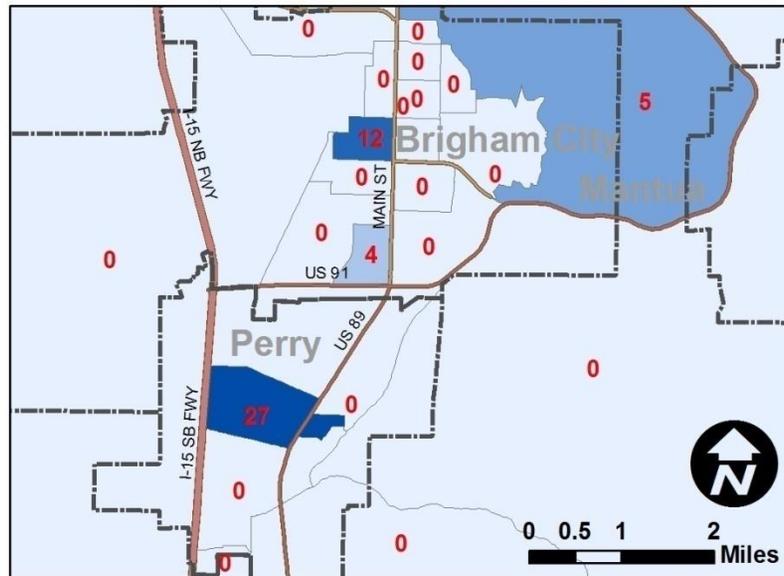
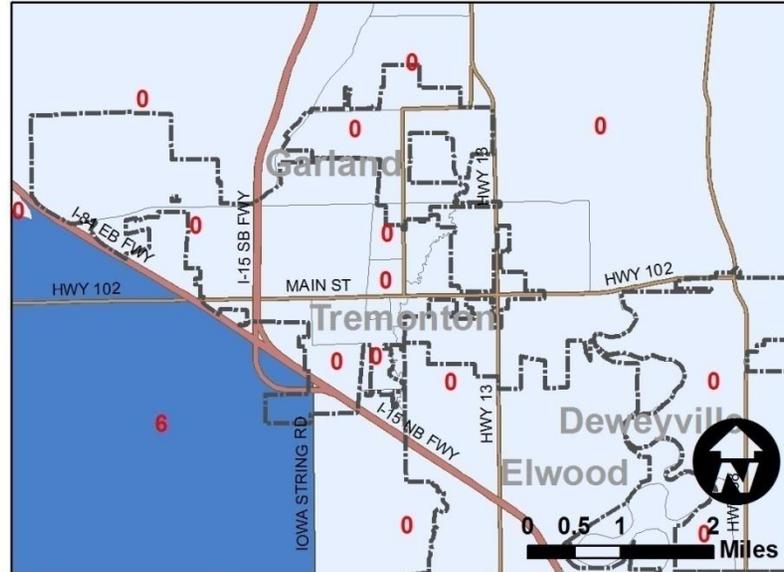
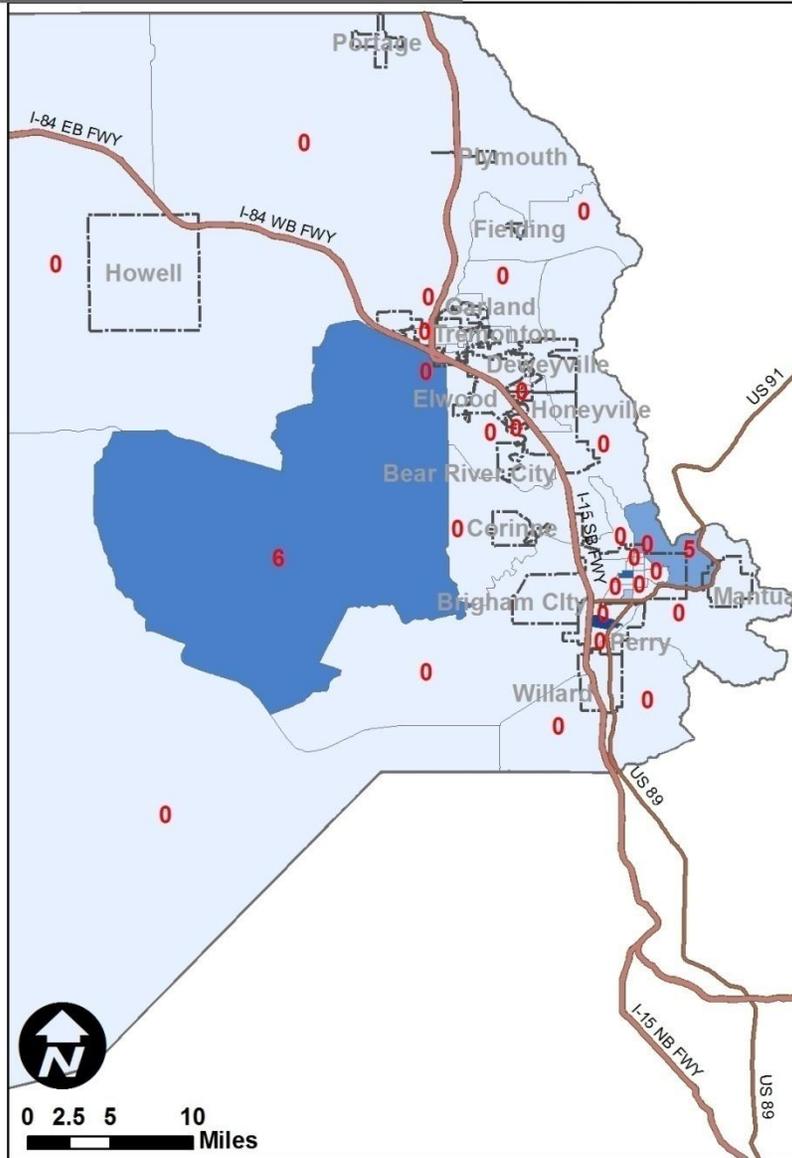
**BOX ELDER COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Hispanic or Latino**



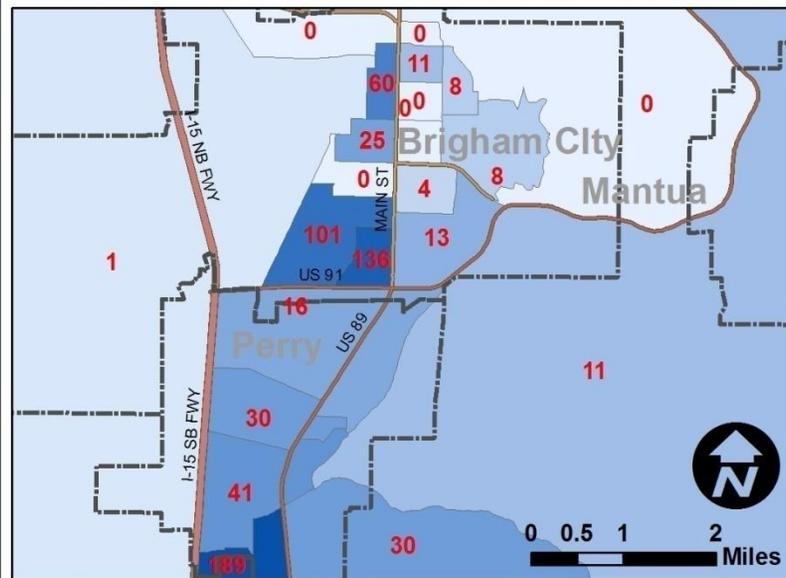
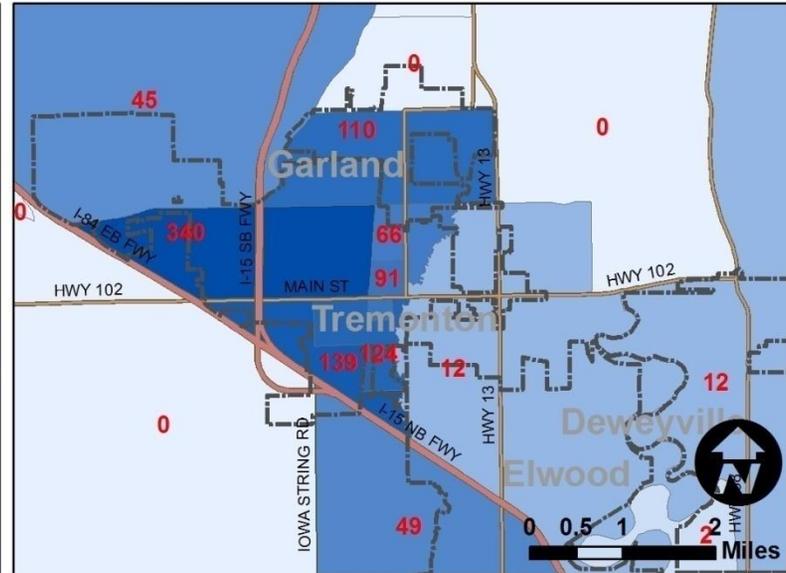
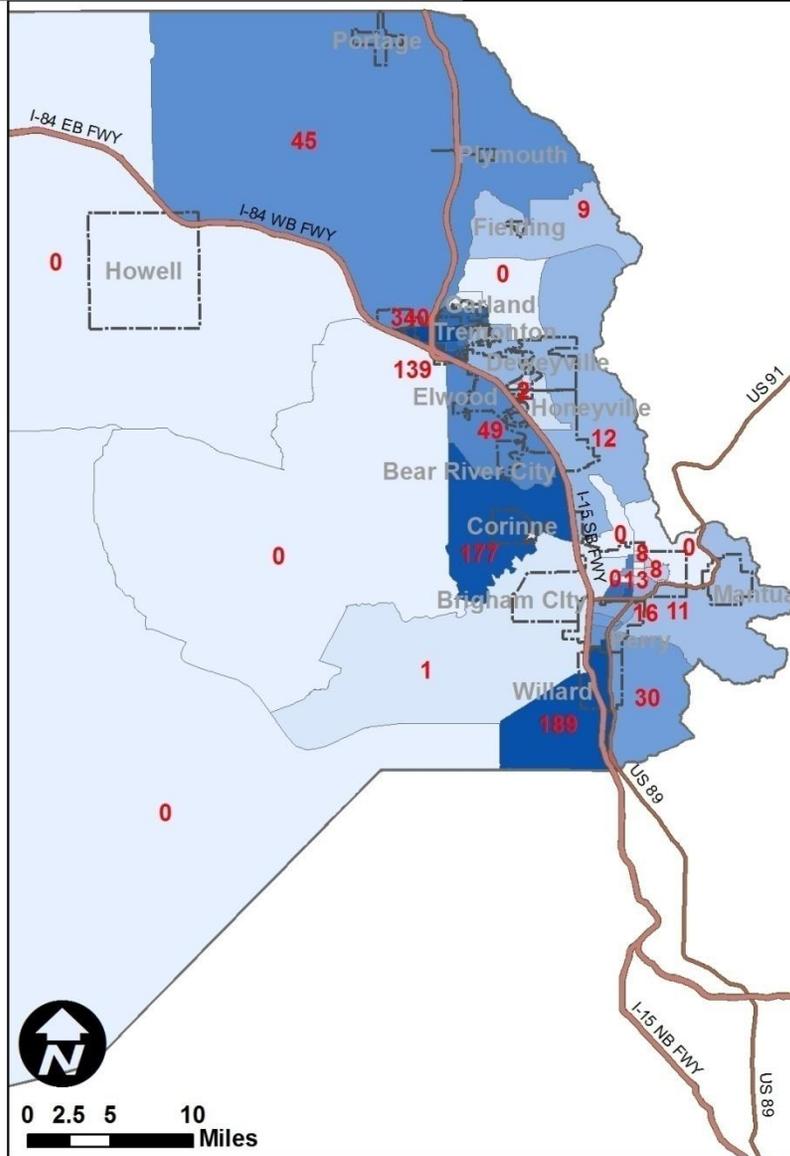
**BOX ELDER COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Native Hawaiian and Other Pacific Islander Alone**



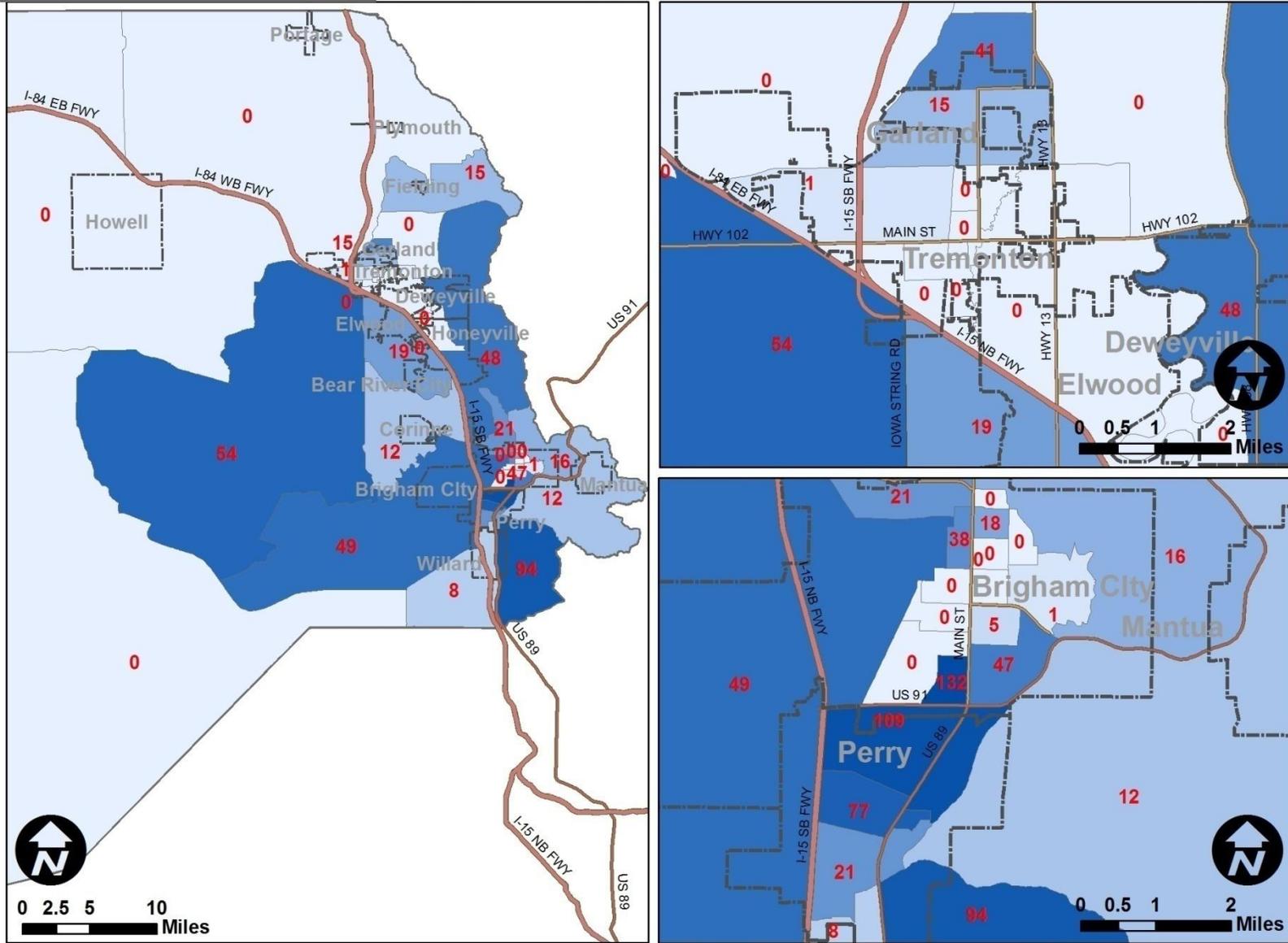
**BOX ELDER COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) -  
Some Other Race Alone**



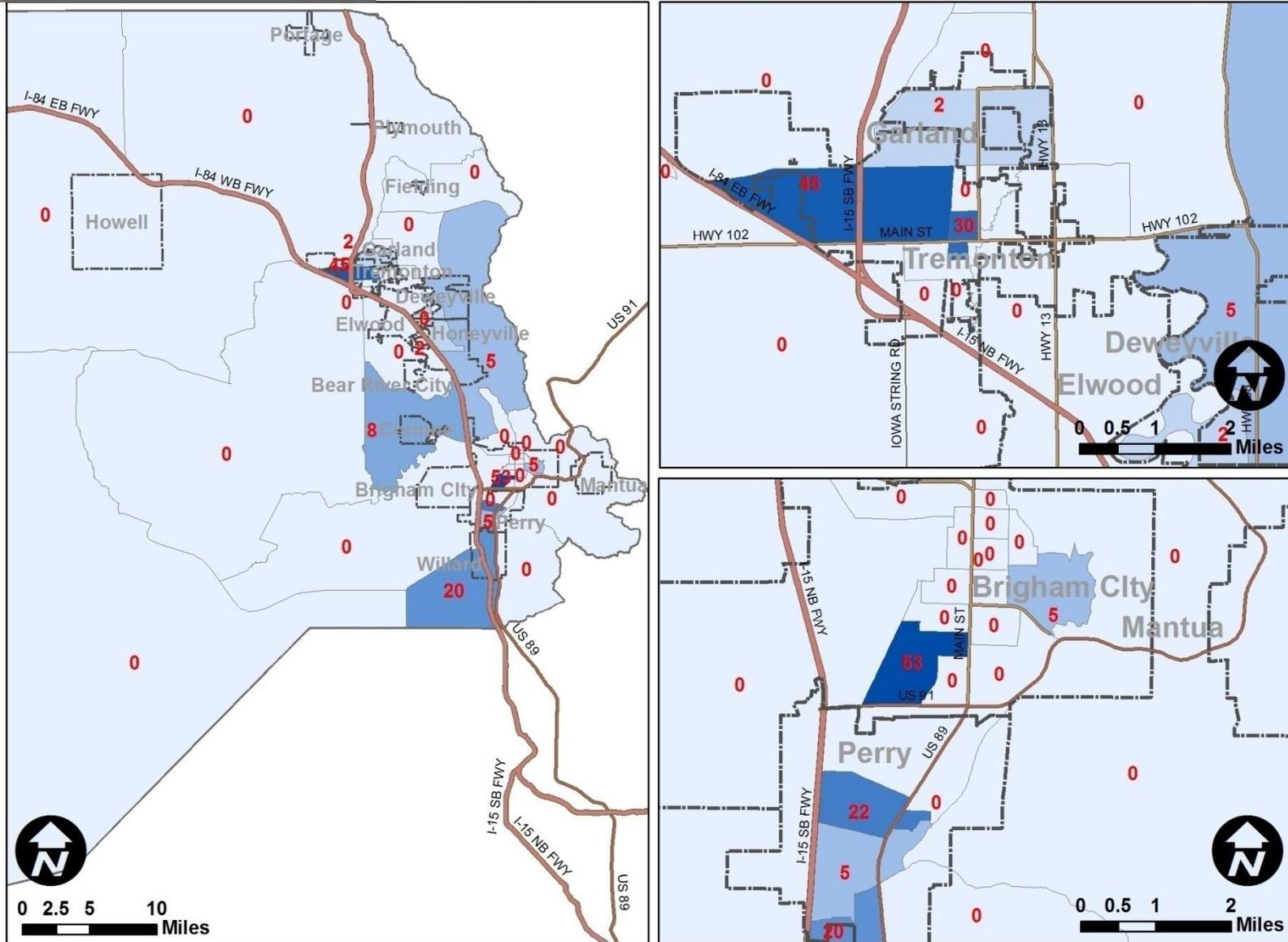
# BOX ELDER COUNTY

Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Two Races Excluding Some Other Race, and Three or More Races



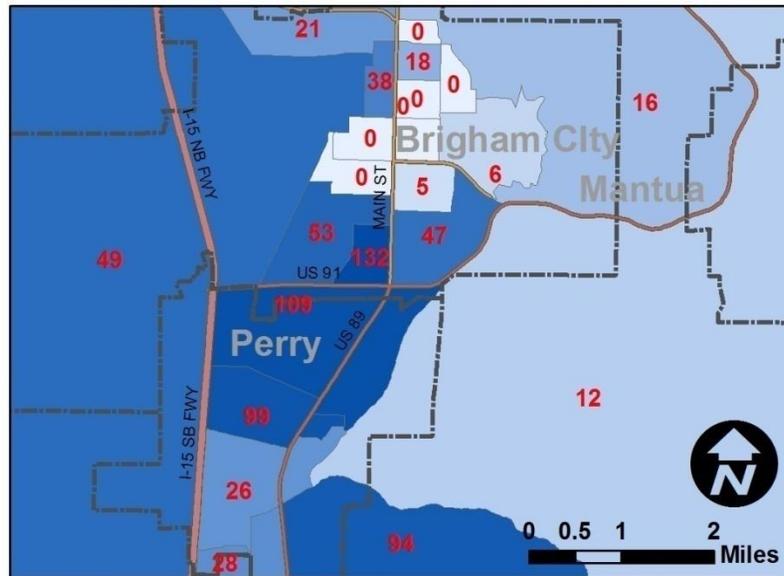
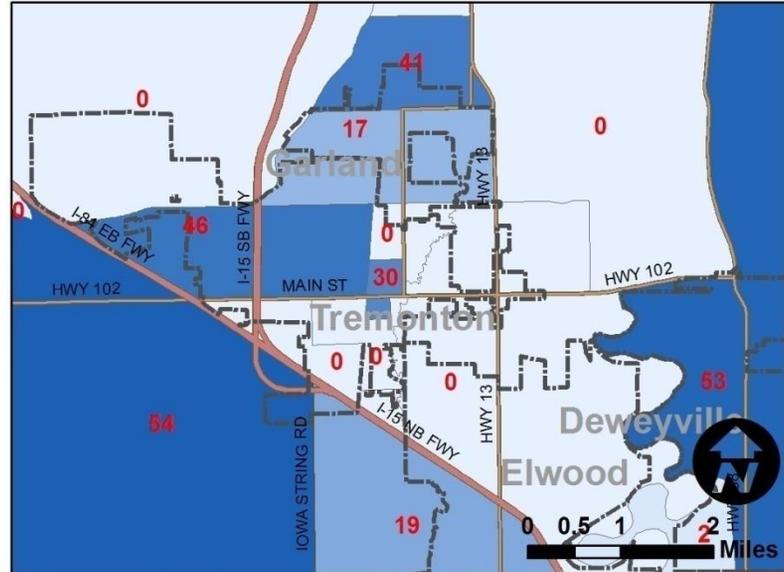
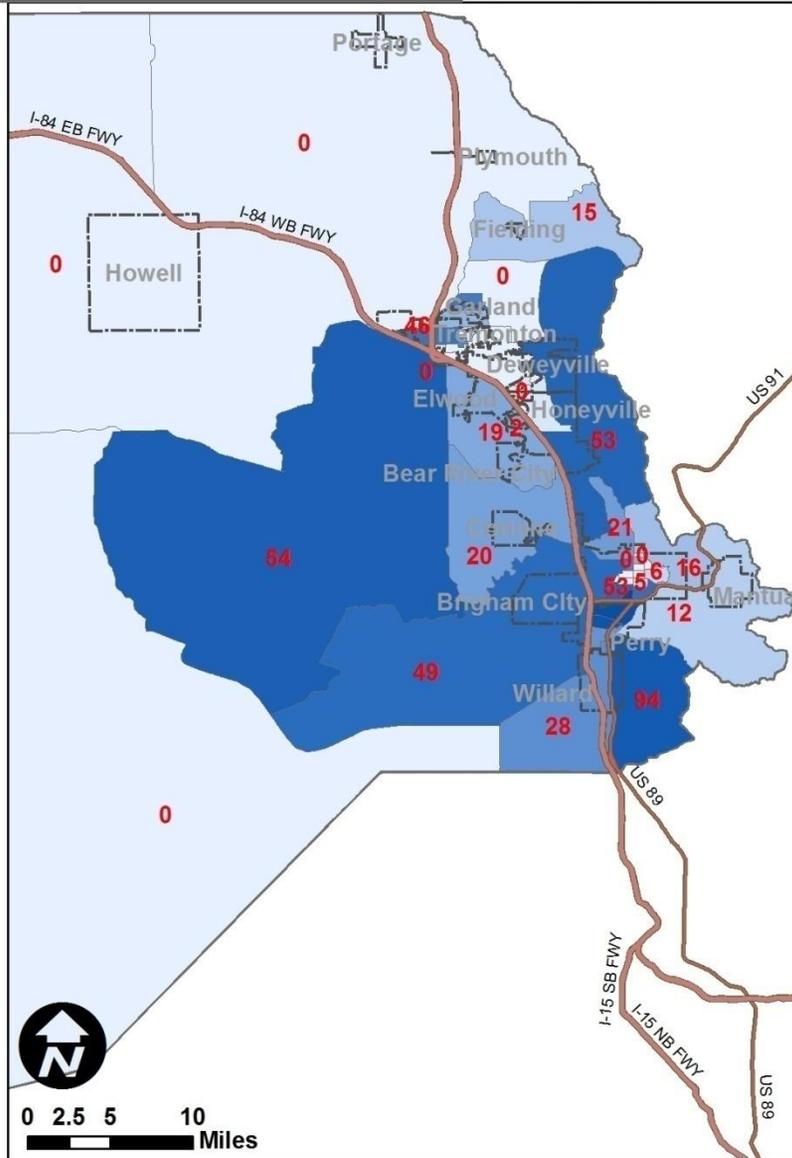
**BOX ELDER COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Two or More Races Including Some Other Race**



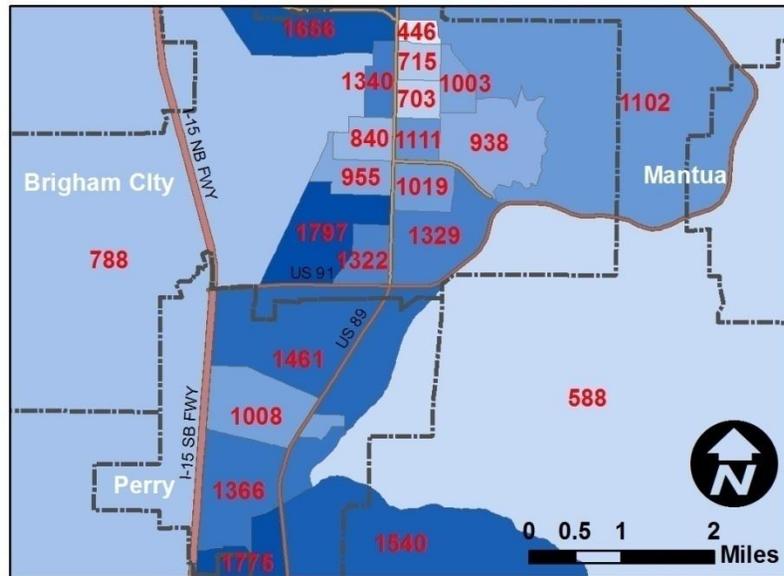
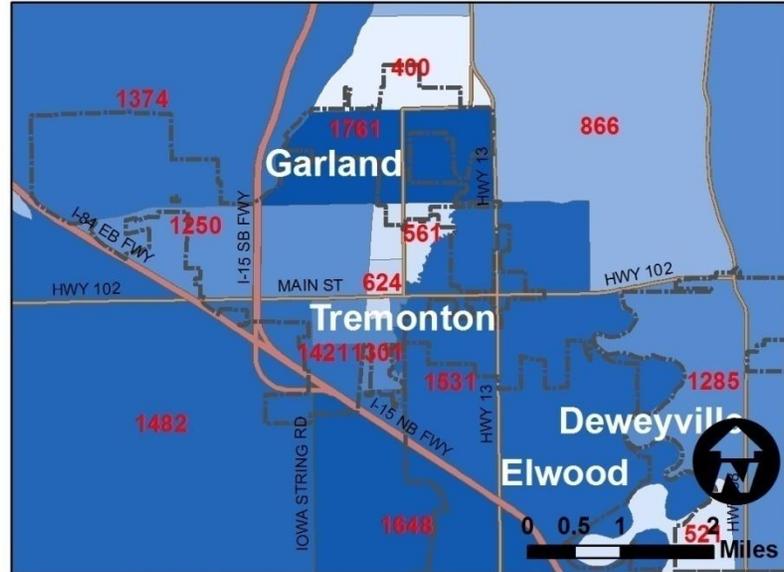
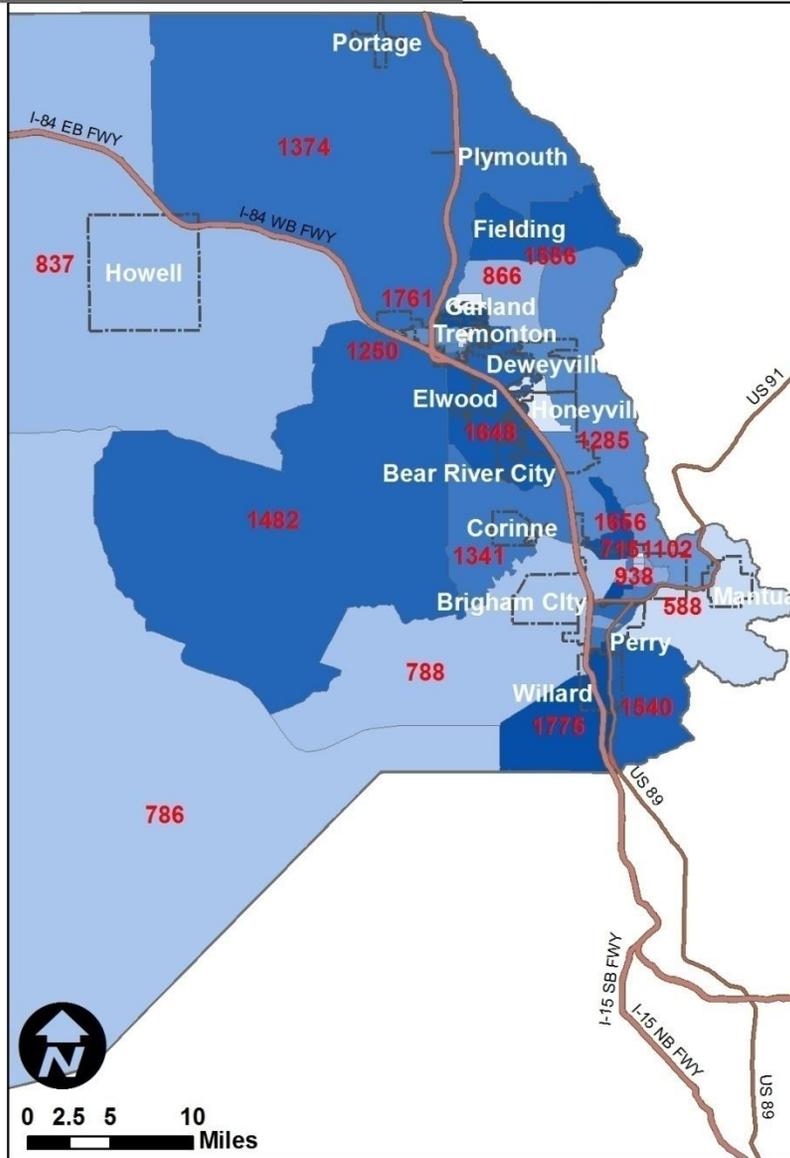
**BOX ELDER COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Two or More Races**



**BOX ELDER COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - White Alone**





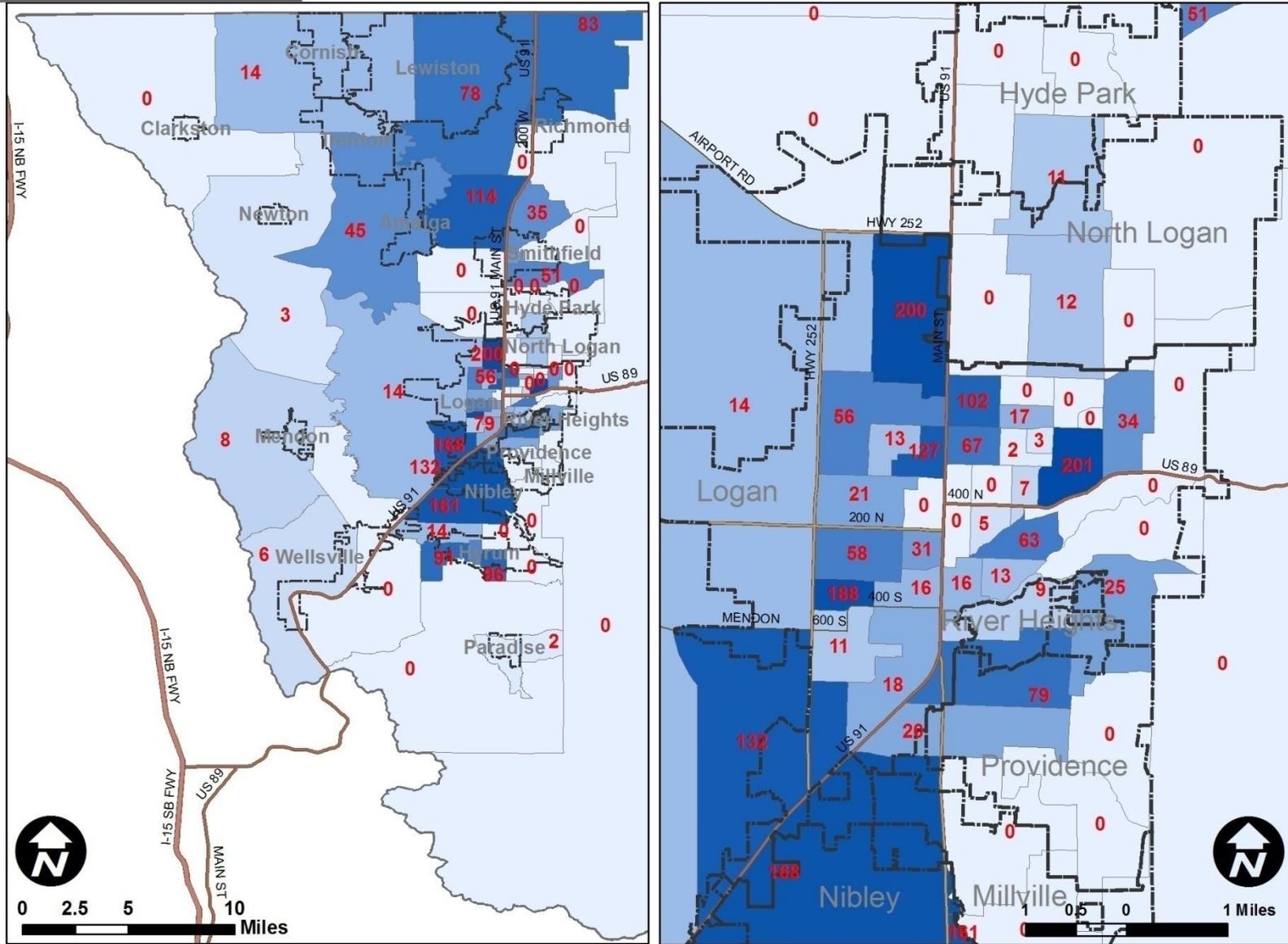






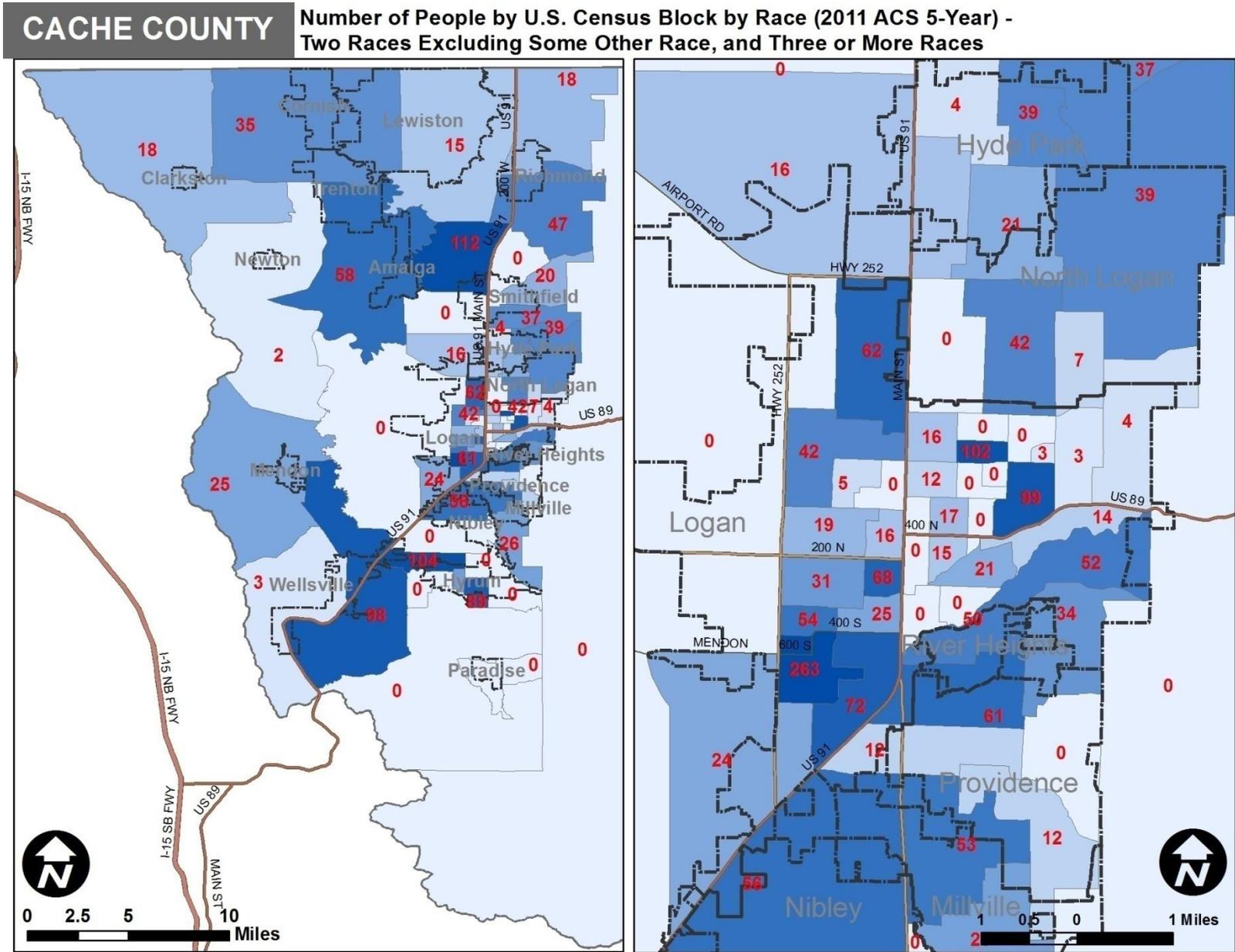


**CACHE COUNTY** Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Some Other Race Alone

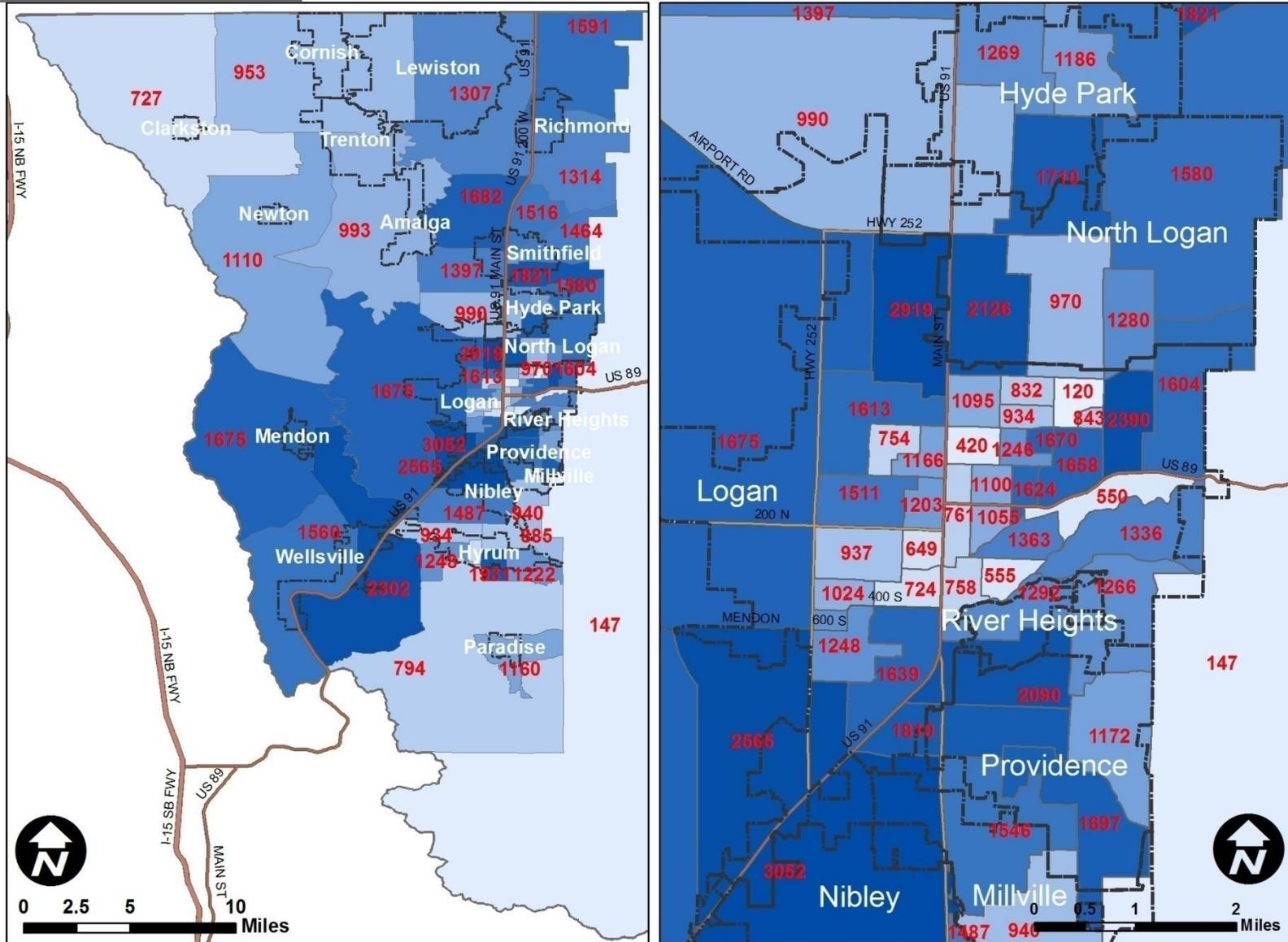






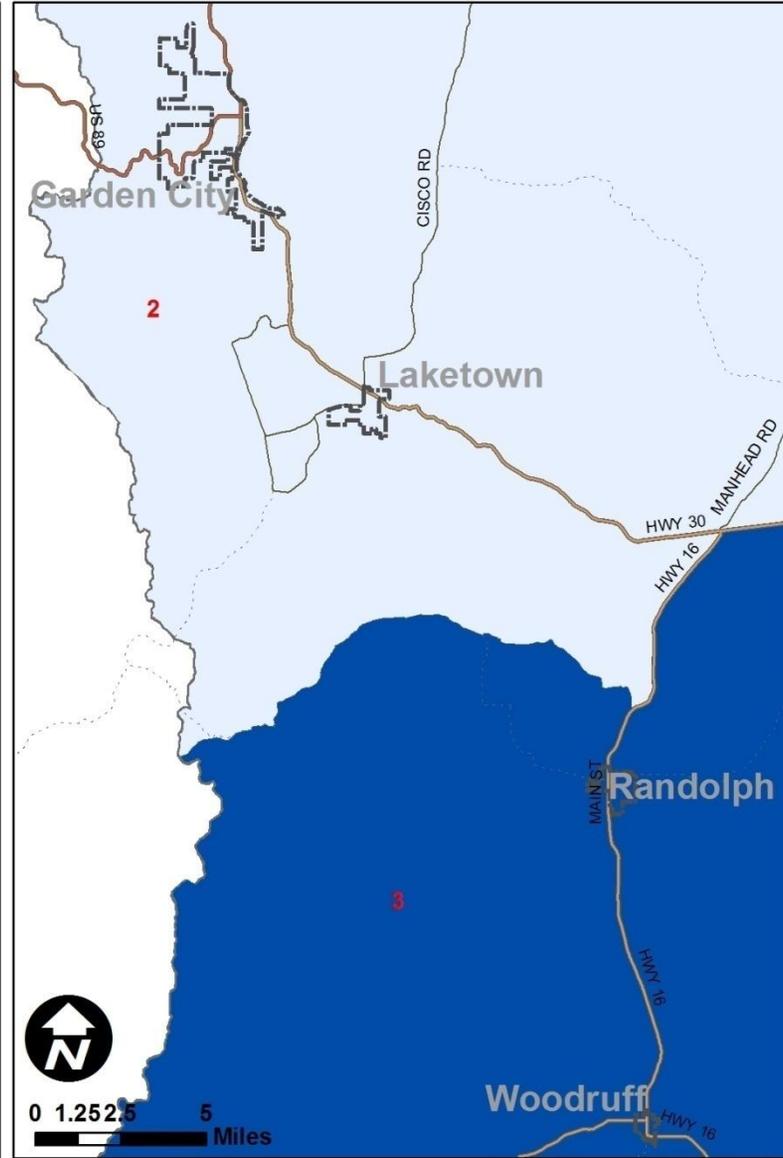
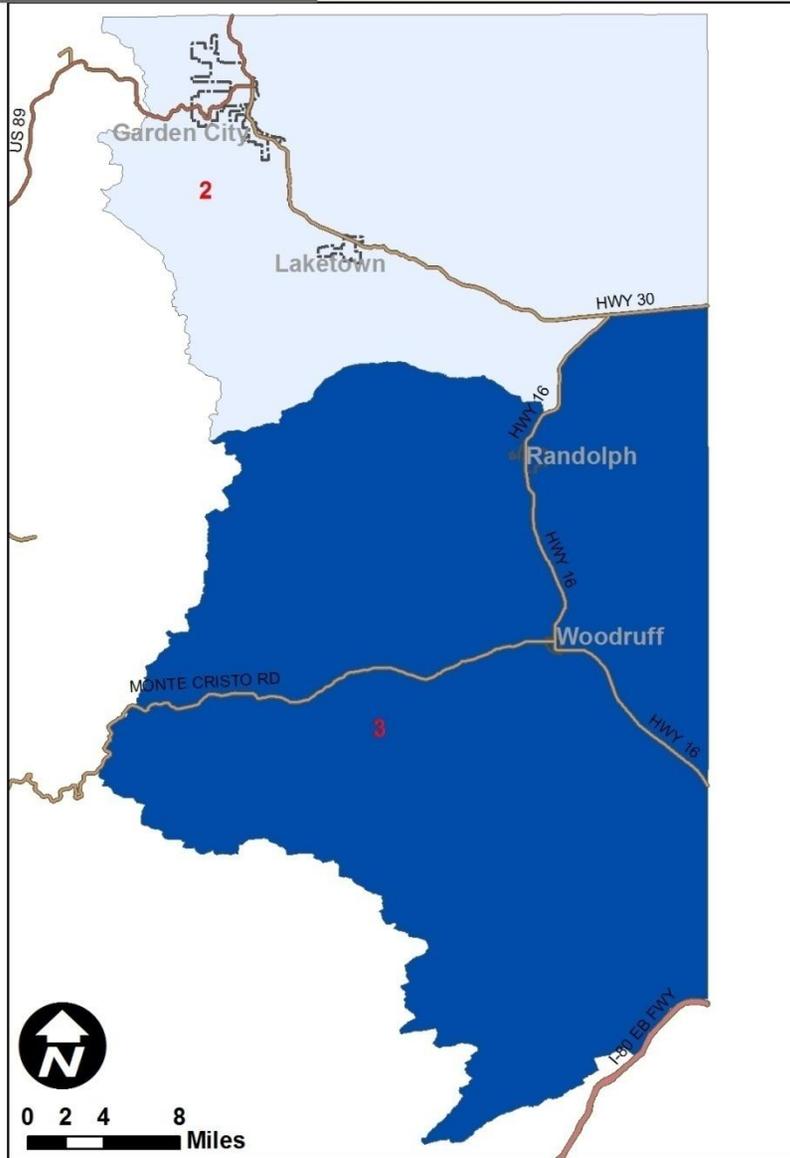


**CACHE COUNTY** Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - White Alone



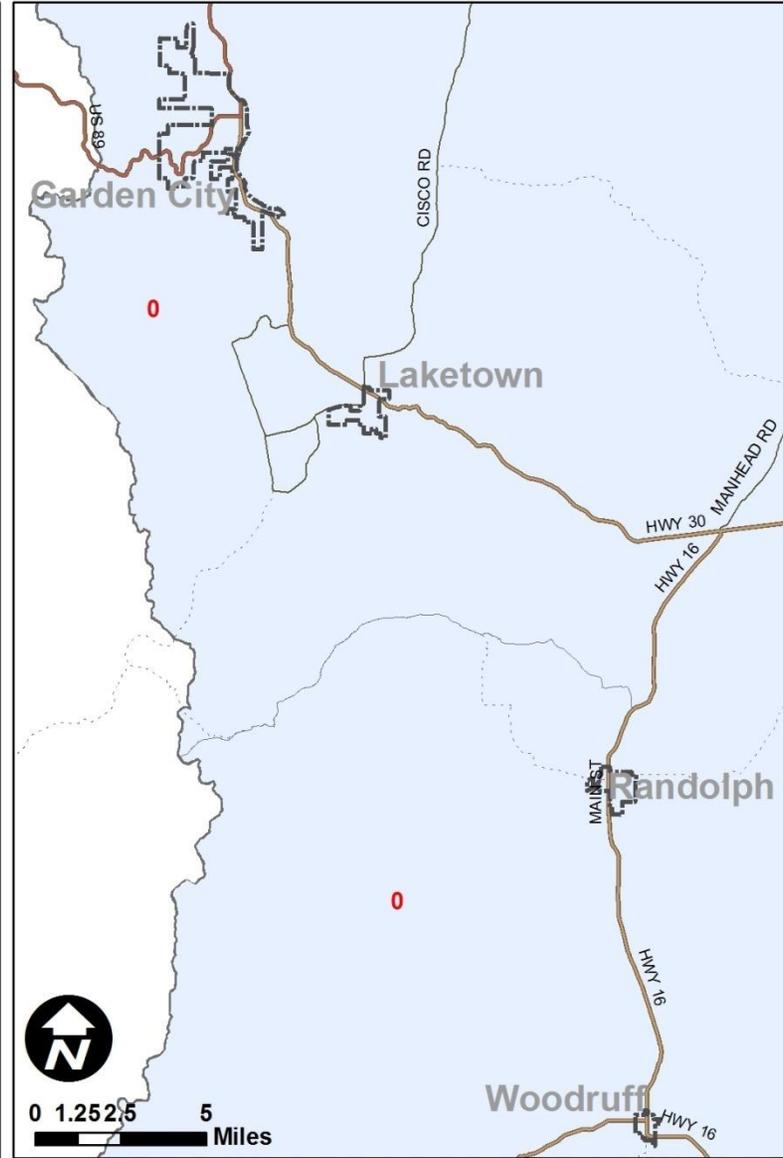
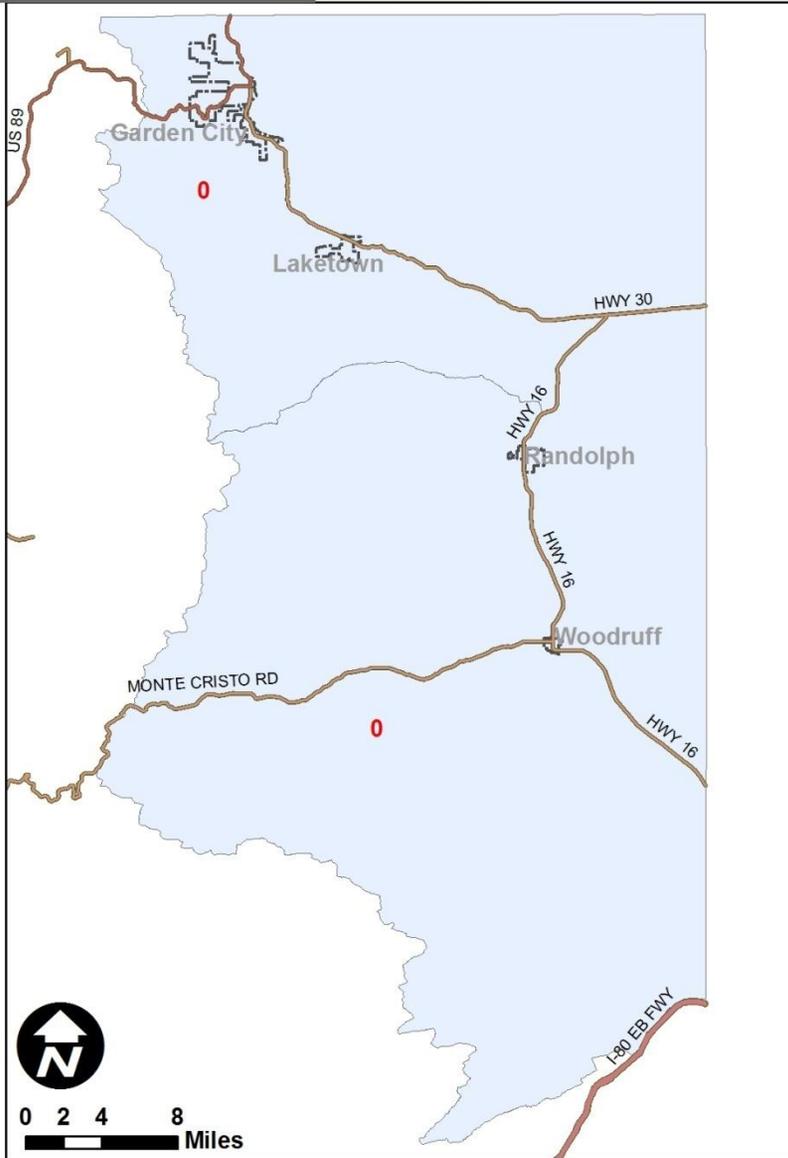
**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - American Indian and Alaska Native Alone**



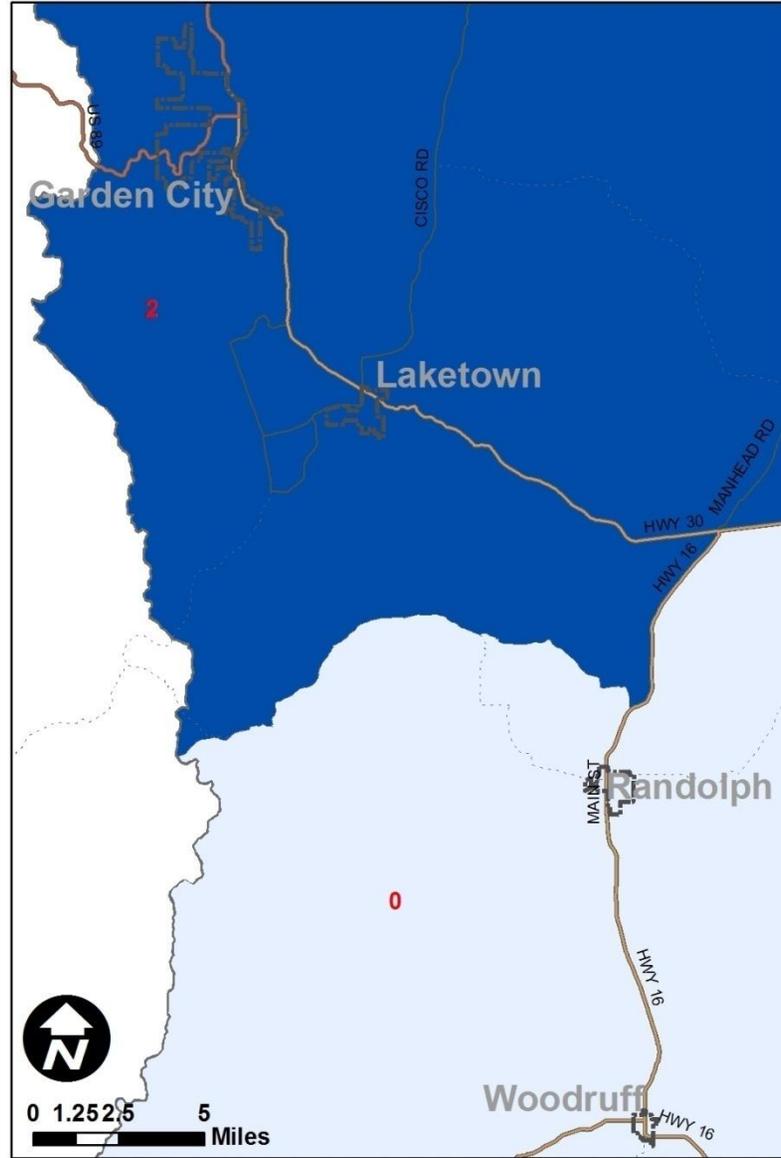
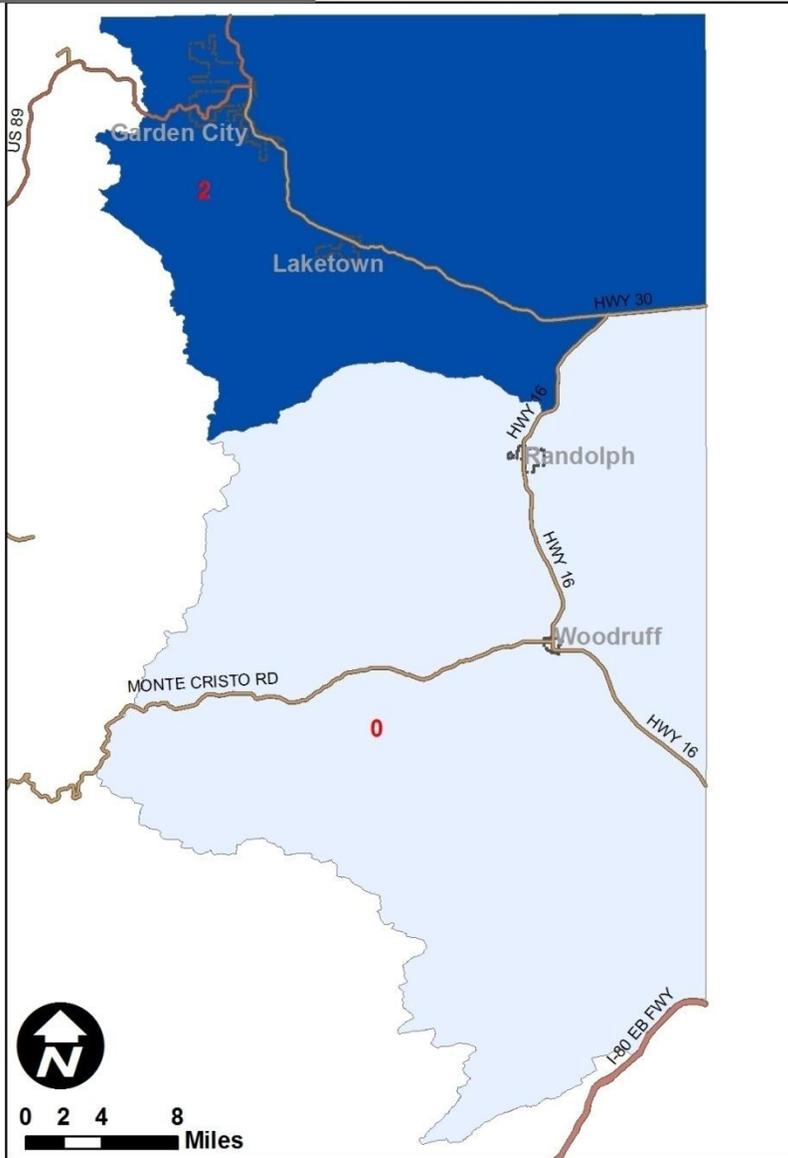
**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Asian Alone**



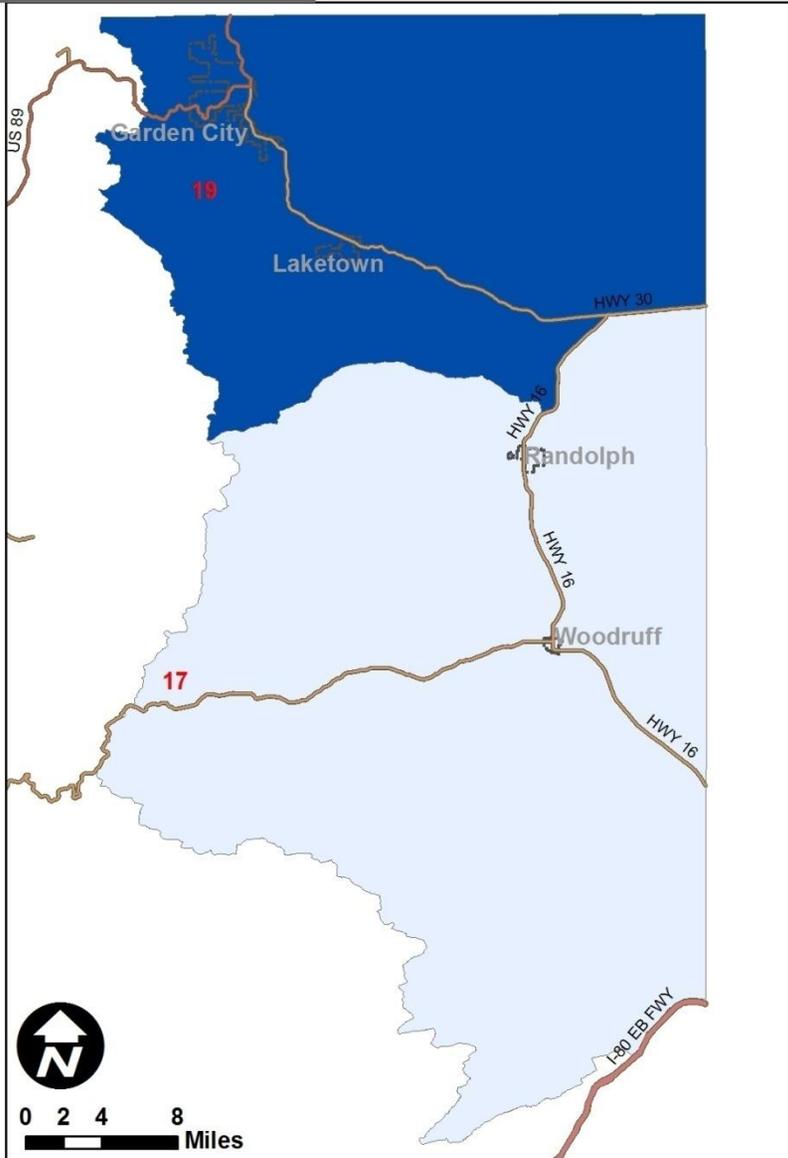
**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Black or African American Alone**



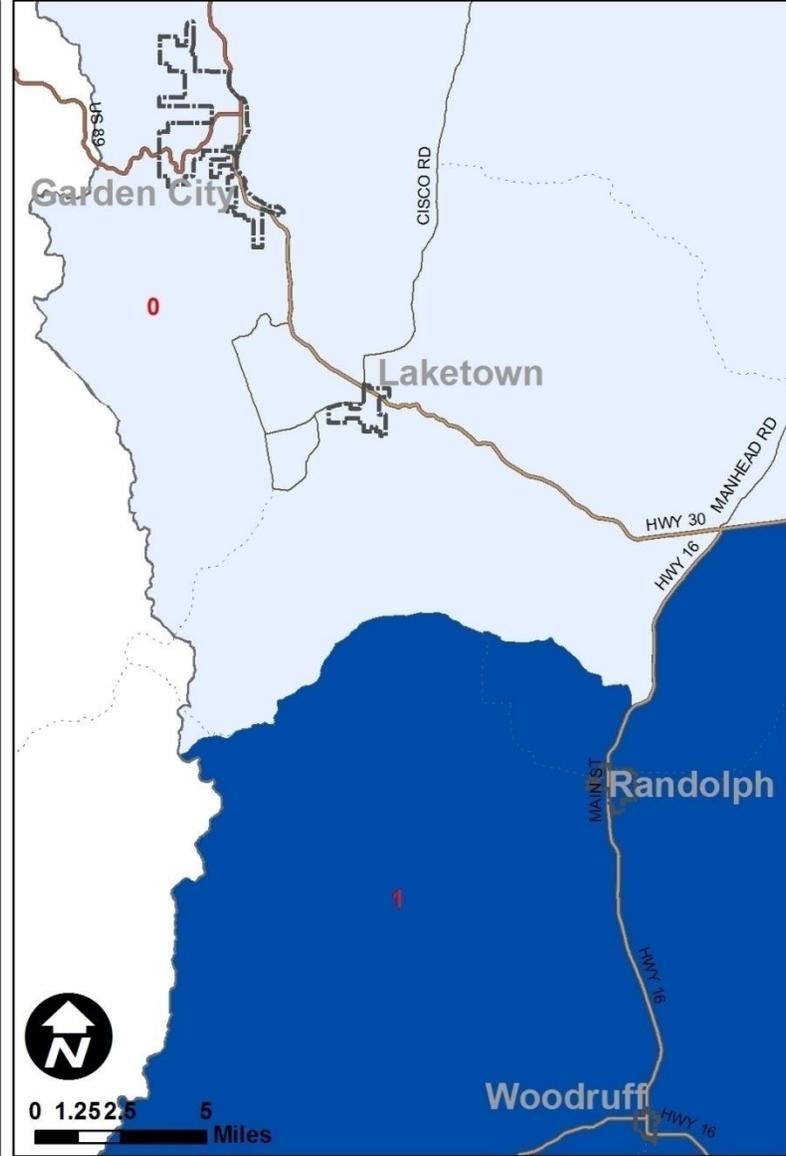
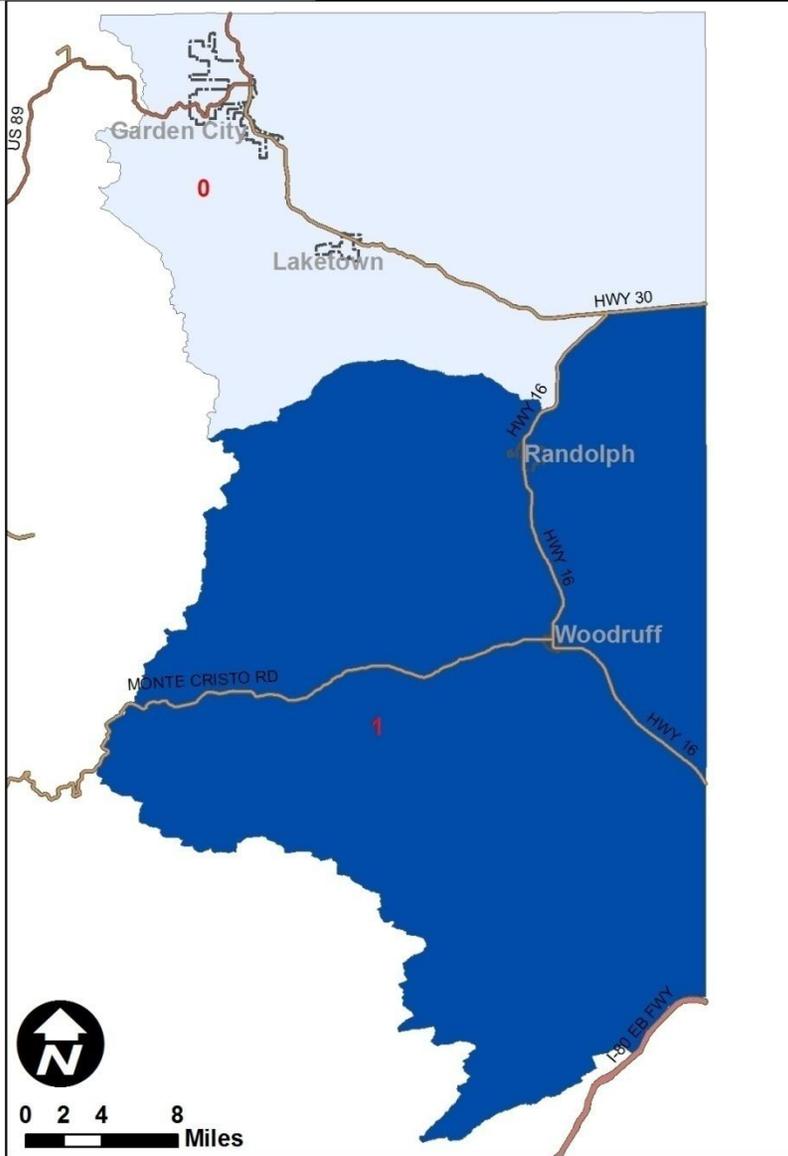
**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Hispanic or Latino**



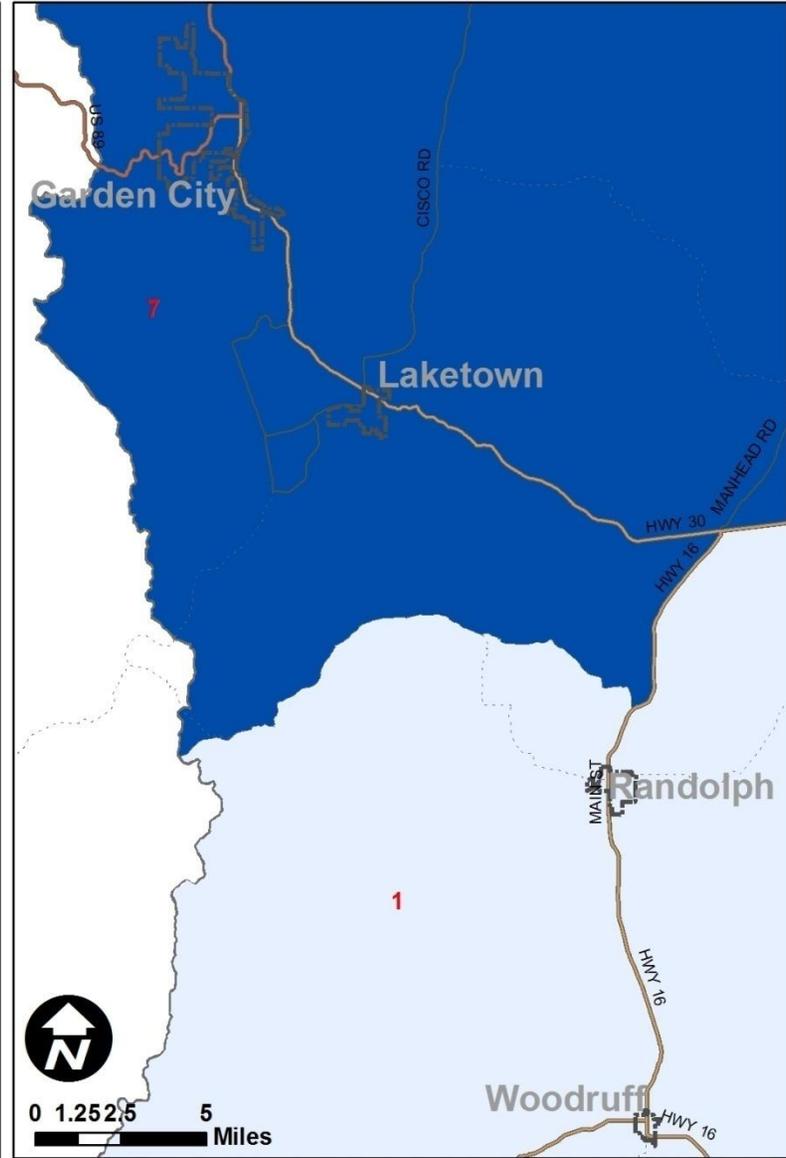
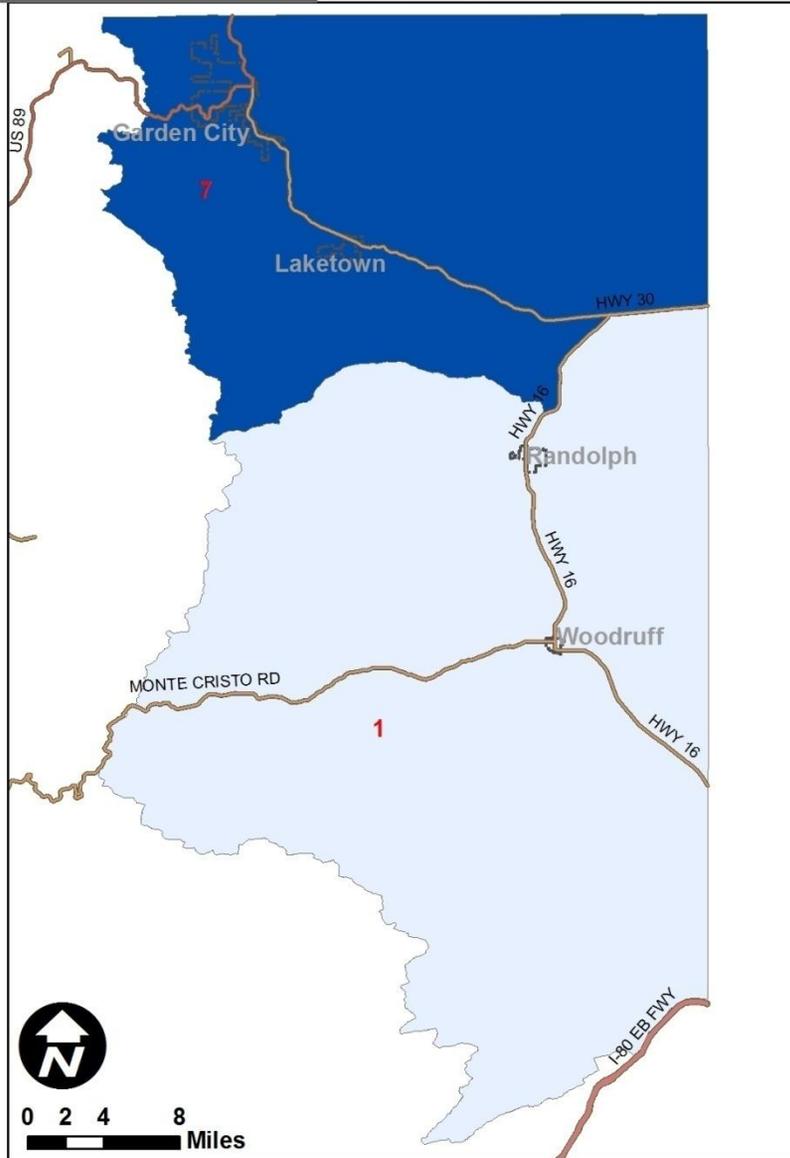
**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Native Hawaiian and Other Pacific Islander Alone**



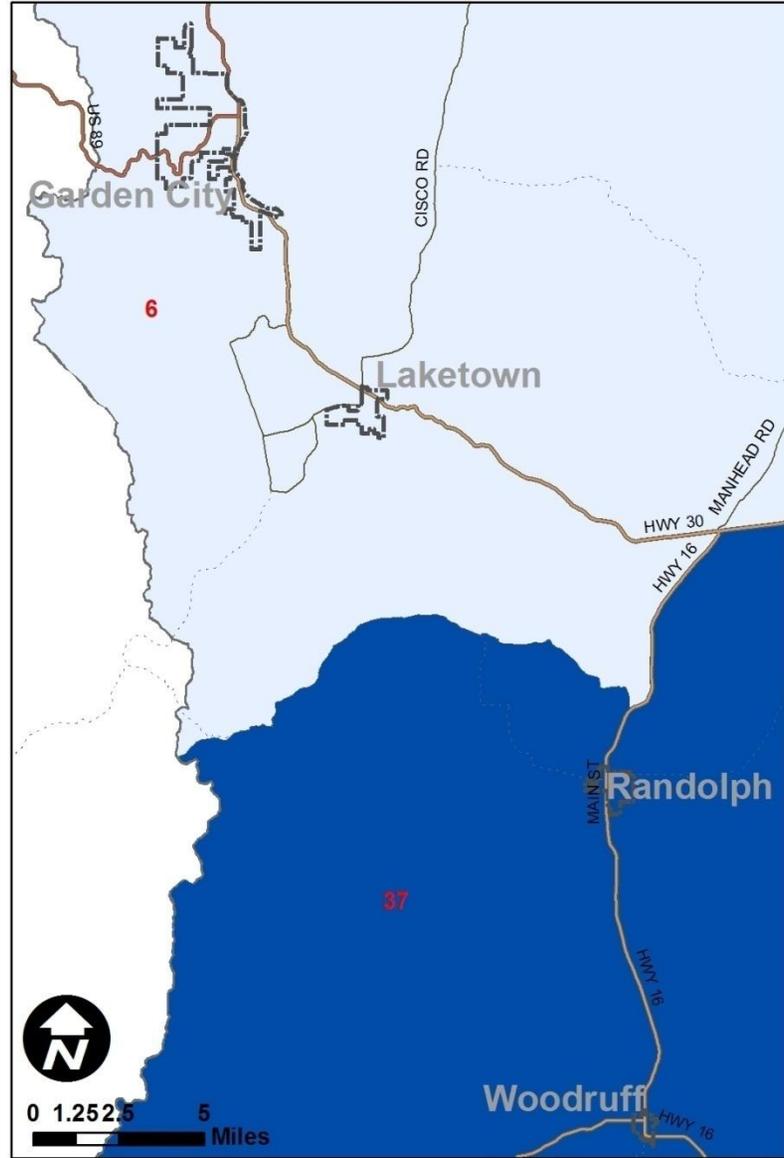
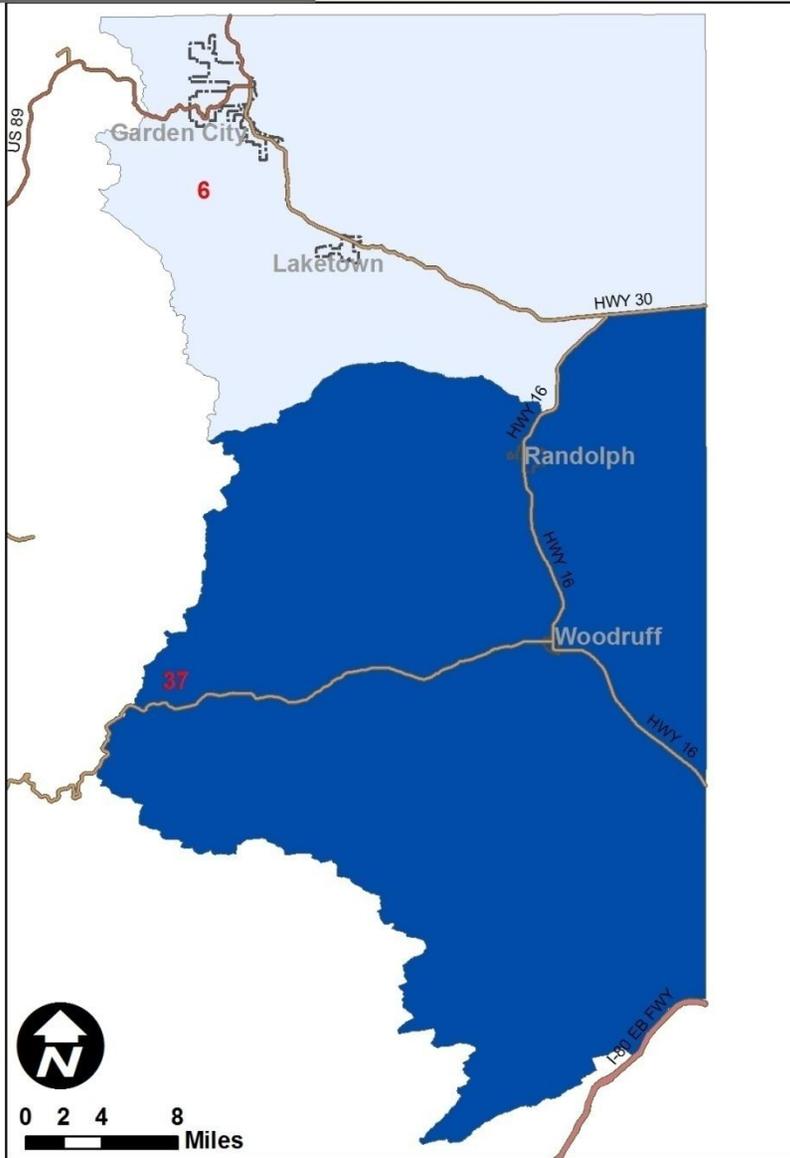
**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) -  
Some Other Race Alone**



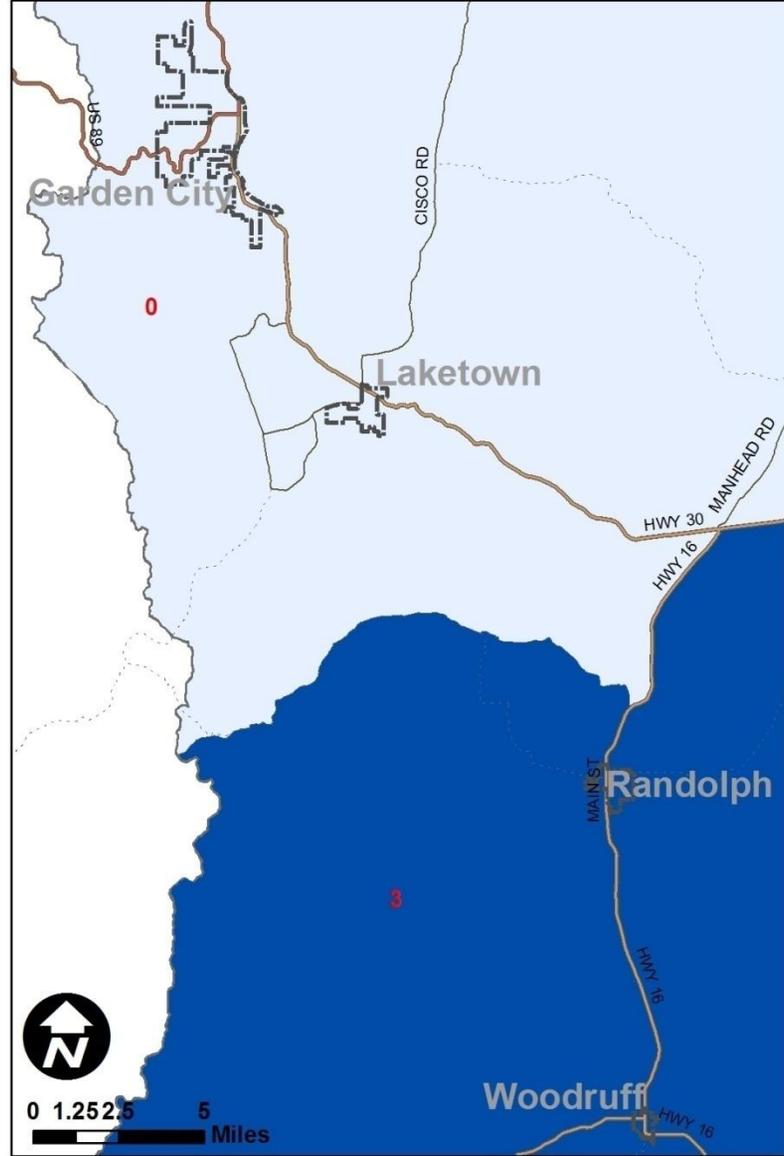
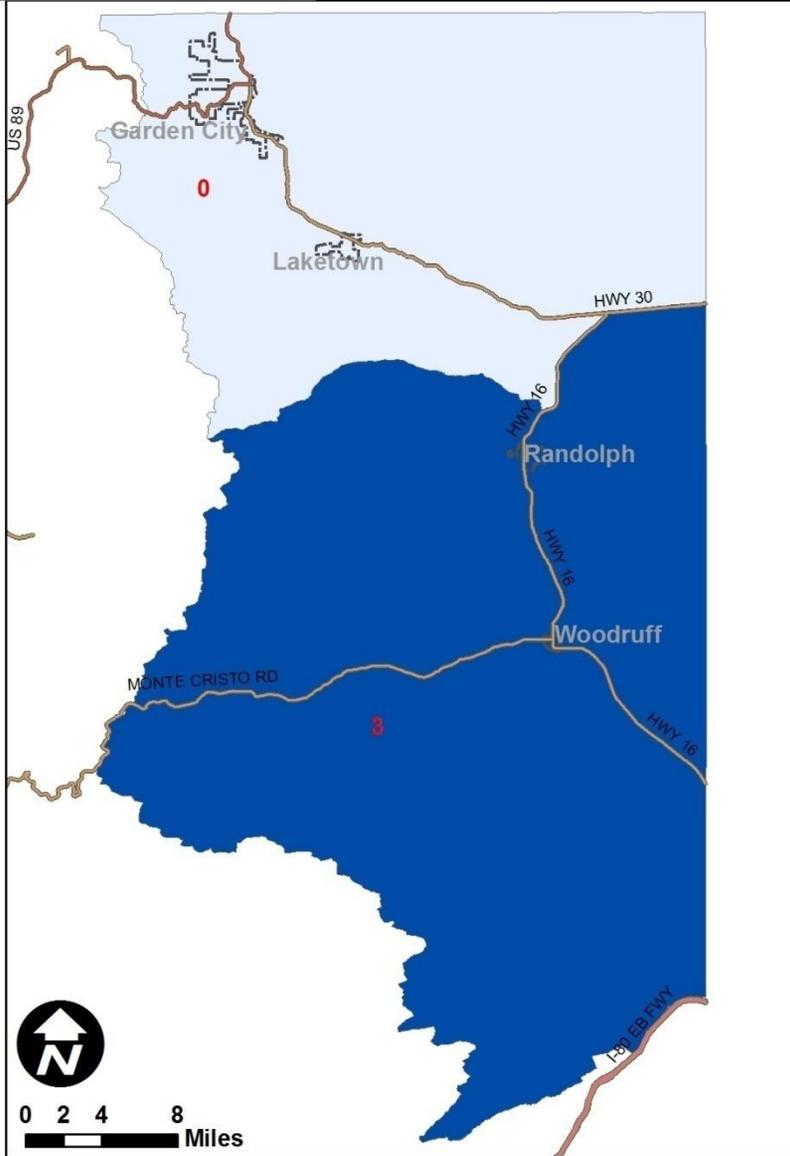
**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) -  
Two Races Excluding Some Other Race, and Three or More Races**



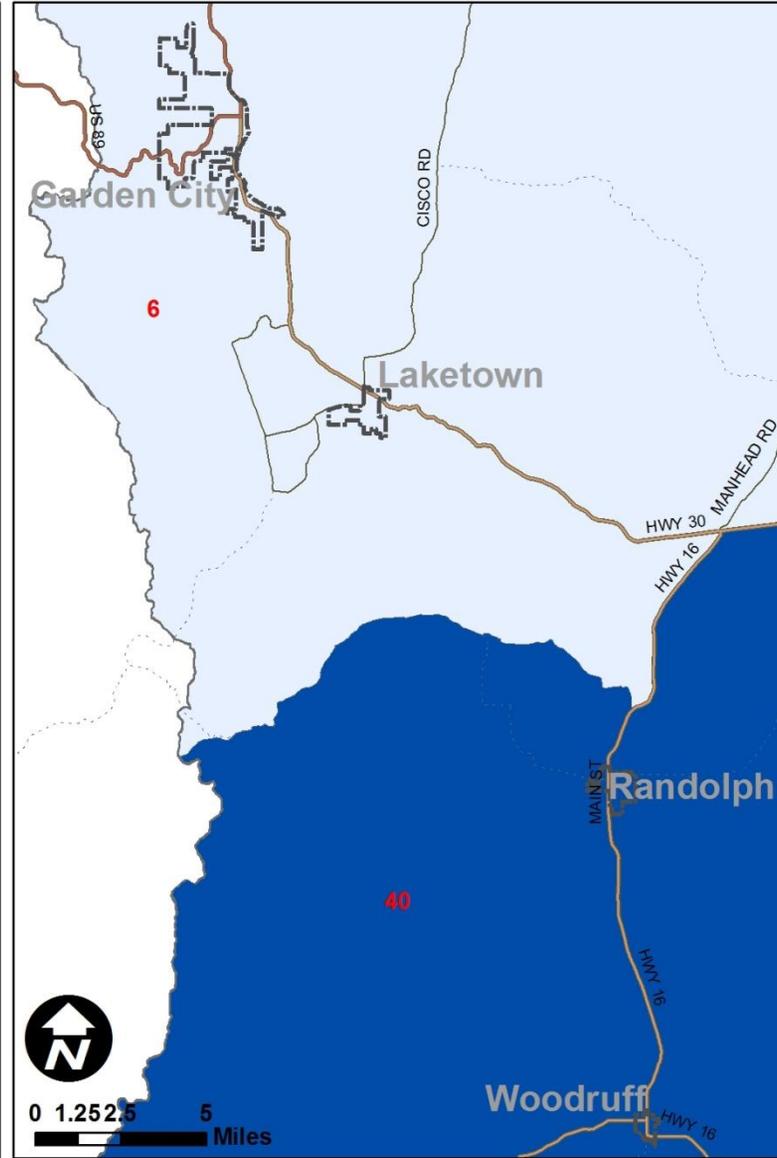
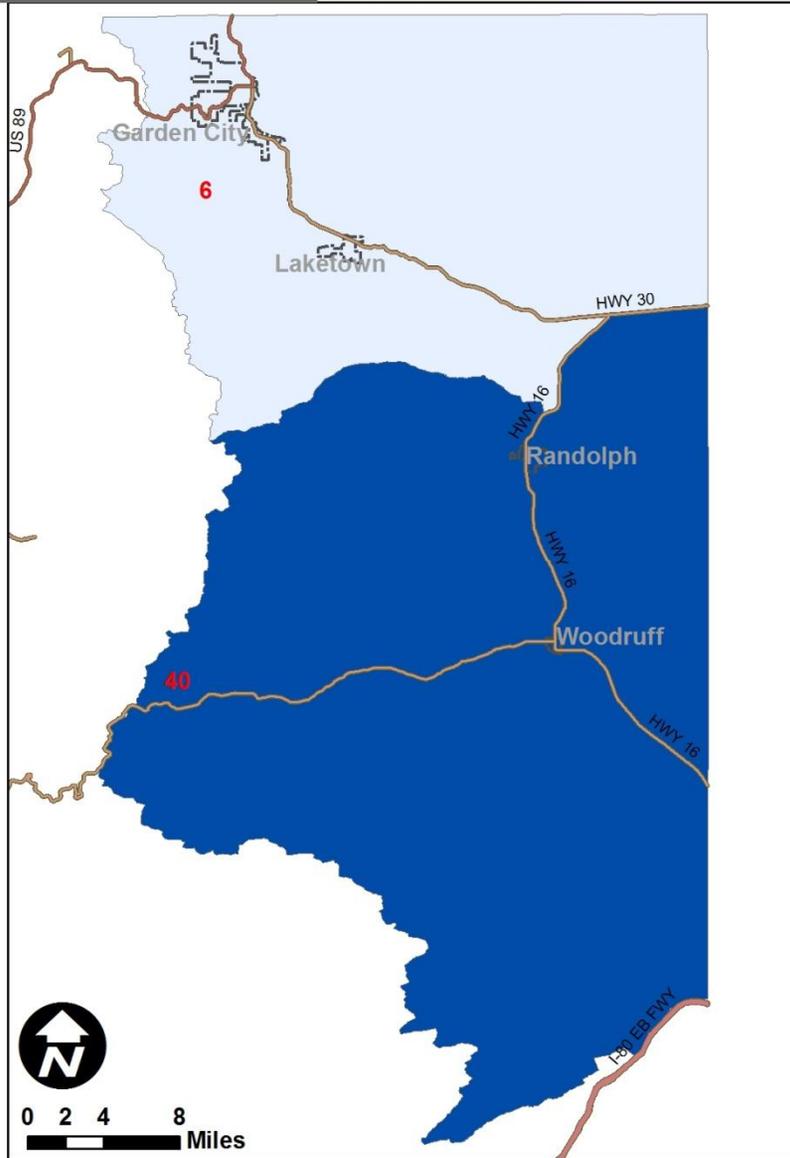
**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) -  
Two or More Races Including Some Other Race**



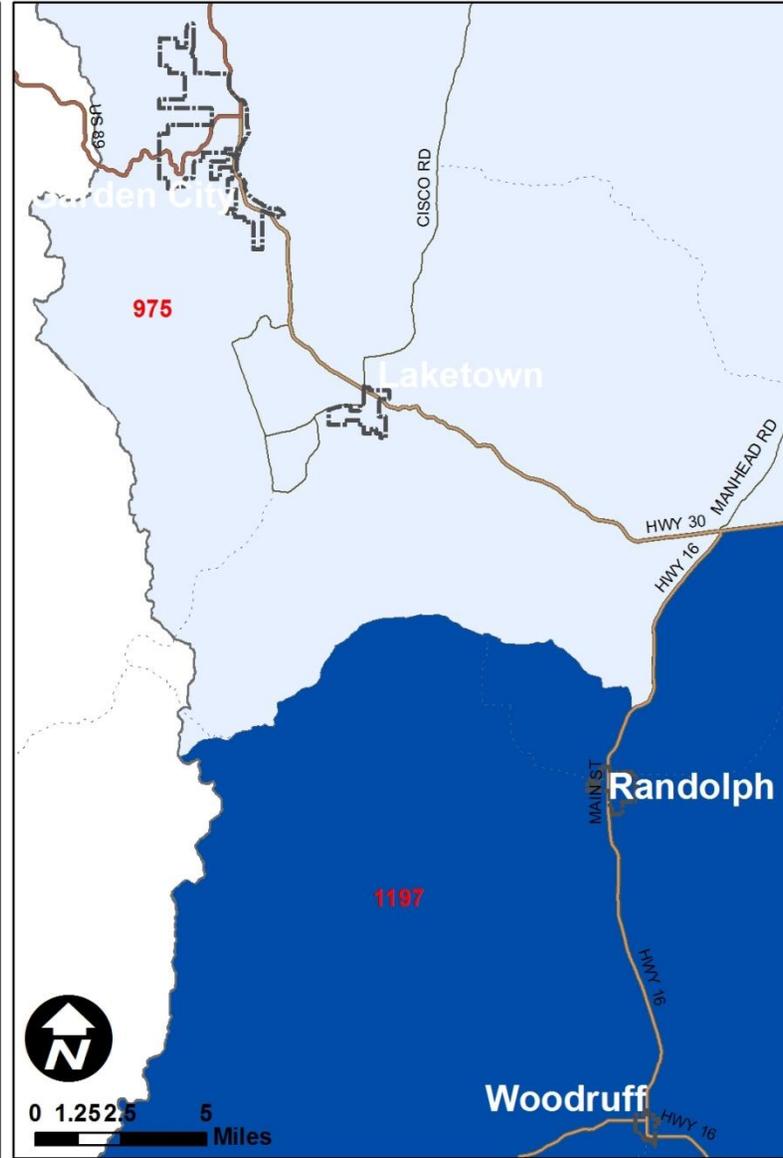
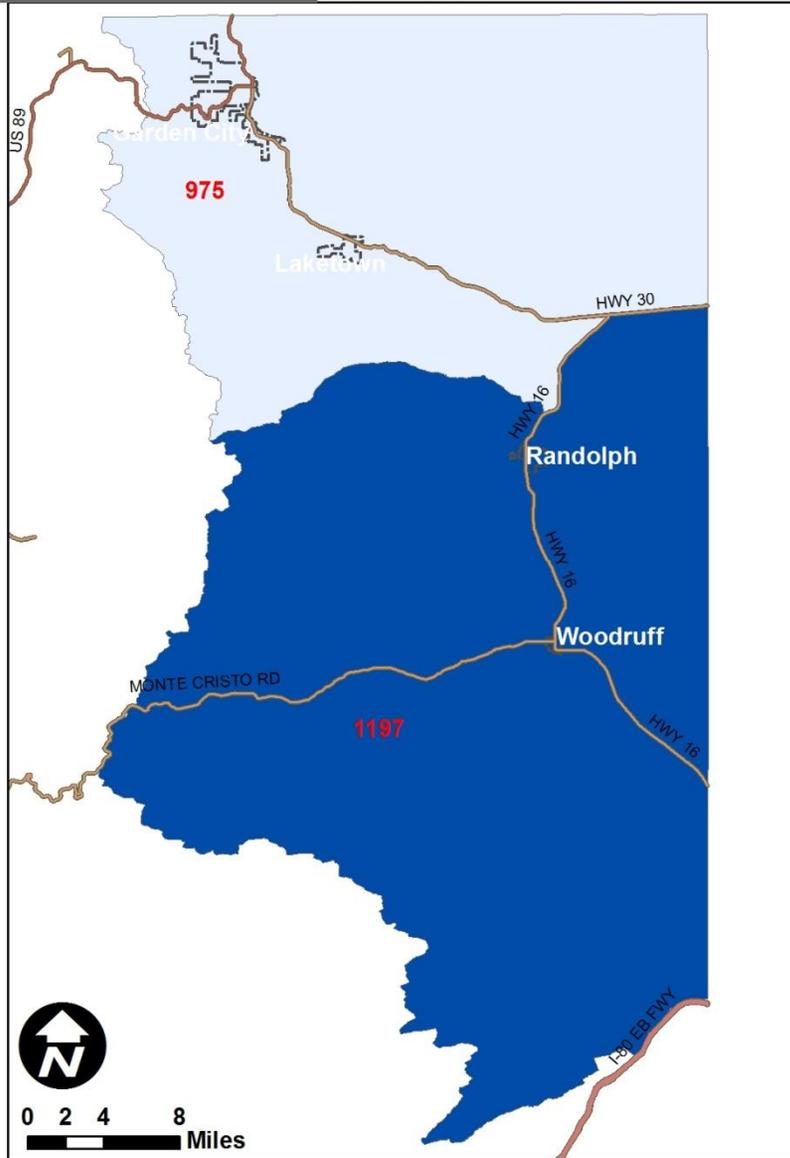
**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) - Two or More Races**



**RICH COUNTY**

**Number of People by U.S. Census Block by Race (2011 ACS 5-Year) -  
White Alone**



## **APPENDIX B: TITLE VI COMPLAINT FORMS**

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**English & Spanish Versions**

## BRAG TITLE VI COMPLAINT FORM

Complaints must be in writing and filed with the BRAG Title VI Coordinator within 180 calendar days following the date of the alleged discriminatory occurrence. Complainant has a right to representation, to file a written complaint with UDOT, FTA, and/or a 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.)

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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. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**BRAG Title VI/ADA Coordinator**

Roger C. Jones

Executive Director – Bear River Association of Governments

170 N. Main

Logan, UT 84321

Email: [rjones@brag.utah.gov](mailto:rjones@brag.utah.gov)

Phone: (435) 752-7242 Fax: (435) 752-6962

**Utah Department of Transportation**

Civil Rights Division

P O Box 141520

Salt Lake City, Utah 84114-1520

(801) 965-4384

Fax: (801) 965-4101

**BRAG FORMULARIO DE QUEJAS TITULO VI**

Quejas deben ser sometidas por escrito y presentadas al BRAG Coordinador de Titulo VI durante los 180 días a partir de la fecha en que ocurrió la presunta discriminación. El demandante tiene derecho a representación. Someta su queja por escrito a UDOT, FTA, Oficial de Derechos Civiles de la Region. El demandante tiene la opción a permanecer anónimo o solicitador ayuda llenando el formulario de quejas.

Nombre \_\_\_\_\_ Fecha \_\_\_\_\_

Dirección \_\_\_\_\_

Tel Empleo \_\_\_\_\_ Tel Hogar \_\_\_\_\_ Tel Cel \_\_\_\_\_

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

- Raza**   **Color**   **Origen Nacional**

Explique porqué cree que ha sufrido discriminación. Por favor provea fecha(s), hora(s), y lugar(es). Por favor provea nombres de testigo(s), direccion(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 mas hojas si es necesario)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Indique que persona(s) son presuntamente responsables

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

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

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Firma \_\_\_\_\_ Fecha \_\_\_\_\_

**Coordinador Title VI/ADA do BRAG**

Roger C. Jones

Executive Director – Bear River Association of Governments

170 N. Main

Logan, UT 84321

Email: [rjones@brag.utah.gov](mailto:rjones@brag.utah.gov)

Phone: (435) 752-7242 Fax: (435) 752-6962

**Utah Department of Transportation**

Civil Rights Division

P O Box 141520

Salt Lake City, Utah 84114-1520

(801) 965-4384

Fax: (801) 965-4101

## **APPENDIX C: TITLE VI COMPLAINT LOG**

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## APPENDIX D: NOTICE TO THE PUBLIC

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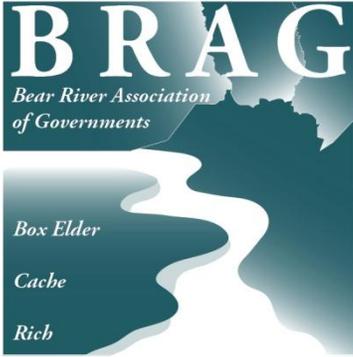
## BEAR RIVER ASSOCIATION OF GOVERNMENTS

- BRAG 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 BRAG Title VI Coordinator or appropriate individual.
- For more information on the BRAG Title VI program and the procedures to file a complaint, see Roger C. Jones at the address listed below, by calling 435-752-7242, or go to [www.brag.utah.gov](http://www.brag.utah.gov) for more information.
- Complaints must be filed in person or in writing. Complaints should be directed to:  
BRAG Title VI/ADA Coordinator  
Attn: Roger C. Jones  
Executive Director  
Bear River Association of Governments  
170 N. Main  
Logan, UT 84321
- A complainant may file a complaint directly with the Utah Department of Transportation by filing a complaint at:  
Utah Department of Transportation, Civil Rights Division  
Attn: Title VI Program Coordinator  
P O Box 141520  
Salt Lake City, Utah 84114-1520  
Tel: (801) 965-4384  
Fax:(801) 965-4101
- 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 BRAG reception desk at 435-752-7242.

## **APPENDIX E: TITLE VI POSTER**

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**English & Spanish Versions**



## NON-DISCRIMINATION TITLE VI POSTER

**EXECUTIVE DIRECTOR**  
Roger C. Jones

**GOVERNING BOARD**  
Chairman  
Norman A. Weston  
*Commissioner*

**BOX ELDER COUNTY**  
LuAnn Adams  
*Commissioner*  
Dennis Fife  
*Mayor*  
Bud L. Knudsen  
*Mayor*  
Brian Shaffer  
*Commissioner*  
Ryan Tingey  
*Commissioner*

**CACHE COUNTY**  
Gerald Knight  
*Mayor*  
M. Lynn Lemon  
*County Executive*  
Val K. Potter  
*Council Member*  
Randy Watts  
*Mayor*  
Cordell (Cory) Yeates  
*Council Member*

**RICH COUNTY**  
William Cox  
*Commissioner*  
John Spuhler  
*Mayor*  
Simeon (Sim) Weston  
*Mayor*  
Thomas J. Weston  
*Commissioner*

### **Title VI and Nondiscrimination Commitment (FHWA):**

Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, BRAG 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, BRAG 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:**

BRAG 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 BRAG. Any such complaint must be in writing and filed with the BRAG Title VI Coordinator within one hundred eighty (180) calendar days following the date of the alleged discriminatory occurrence. For more information, please contact the BRAG'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, BRAG will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. BRAG will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access BRAG facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, BRAG 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 BRAG's ADA Coordinator.

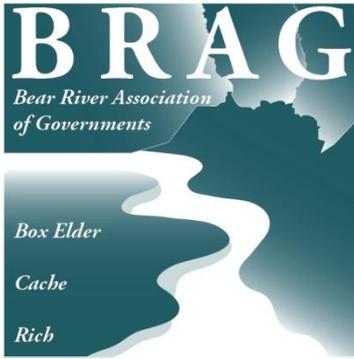
Services are provided free without charge for individuals with special needs with disabilities. Any fees will be paid by the recipient or subrecipient. The public will have access to translators, "I Speak Cards", TTY/TDD services and vital documents translated when requested.

### **BRAG Title VI Coordinator/ADA Coordinator**

Roger C. Jones  
Bear River Association of Governments  
170 N Main, Logan, Utah 84321  
Email: [rogerj@brag.utah.gov](mailto:rogerj@brag.utah.gov)  
Phone: (435) 752-7242 Fax: (435) 752-6962  
Hearing Impaired: 711 or 1-800-346-4128

*Serving Northern Utah Since 1971*

*Aging Services ♦ Community Development & Planning ♦ Economic Development ♦ Housing & Human Services*



**BEAR RIVER ASSOCIATION OF GOVERNMENTS**  
170 N. Main, Logan, Utah 84321 ♦ (435) 752-7242 ♦ Fax (435) 752-6962 ♦ www.brag.utah.gov

## CARTEL TITULO VI NO-DISCRIMINACION

**EXECUTIVE DIRECTOR**  
Roger C. Jones

**GOVERNING BOARD**  
Chairman  
Norman A. Weston  
*Commissioner*

**BOX ELDER COUNTY**  
LuAnn Adams  
*Commissioner*  
Dennis Fife  
*Mayor*  
Bud L. Knudsen  
*Mayor*  
Brian Shaffer  
*Commissioner*  
Ryan Tingey  
*Commissioner*

**CACHE COUNTY**  
Gerald Knight  
*Mayor*  
M. Lynn Lemon  
*County Executive*  
Val K. Potter  
*Council Member*  
Randy Watts  
*Mayor*  
Cordell (Cory) Yeates  
*Council Member*

**RICH COUNTY**  
William Cox  
*Commissioner*  
John Spuhler  
*Mayor*  
Simeon (Sim) Weston  
*Mayor*  
Thomas J. Weston  
*Commissioner*

### **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, BRAG 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, BRAG 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:**

BRAG 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 BRAG. Tal queja debe ser por escrito y sometida al Coordinador de Título VI de BRAG 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 BRAG.

### **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, BRAG hará todo esfuerzo para asegurar que sus instalaciones, programas, servicios, y actividades sean accesibles a todos aquellos con discapacidades. BRAG hará modificaciones razonables para individuos con discapacidades quienes deseen participar en eventos públicos o a quienes requieren asistencia especial para accede programas, servicios o actividades. Ya que porveer tales modificaciones puede requerir asistencia de terceras personas, organización o recursos, BRAG 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 BRAG.

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.

### **Coordinador Título VI/ADA de BRAG**

Roger C. Jones  
Bear River Association of Governments  
170 N Main, Logan, Utah 84321  
Email: rogerj@brag.utah.gov  
Phone: (435) 752-7242 Fax: (435) 752-6962  
Hearing Impaired: 711 or 1-800-346-4128

*Serving Northern Utah Since 1971*

*Aging Services ♦ Community Development & Planning ♦ Economic Development ♦ Housing & Human Services*

## APPENDIX F: LEP SURVEY

---

# FORM 1

---

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **BRAG PROGRAMS & SERVICES – MINORITY, LIMITED ENGLISH PROFICIENCY, AND DISABILITY SURVEY**

1. Please describe briefly the program(s) or service(s) you provide and the nature of their importance in the space below.

2. Please indicate the number of all individuals that you encounter for your programs. Use the table below to help answer the following for each program or service:
- a. What is the race of the individual(s)?
  - b. Do they have Limited English Proficiency?
  - c. Are they living with a disability?

Name of Program	Race, LEP, and Disability Status of Participants							
	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Other Race	Limited English Proficiency	Living with a Disability

3. Please list the language groups you encounter in the space below.

4. Please identify the number of minority, Limited English Proficiency, or persons living with a disability who contacted you or your program(s) by the methods listed below.

Number of Minorities who contacted you ...

In Person \_\_\_\_\_ By Telephone \_\_\_\_\_ By Email \_\_\_\_\_

Number of LEP persons who contacted you ...

In Person \_\_\_\_\_ By Telephone \_\_\_\_\_ By Email \_\_\_\_\_

Number of persons living with a disability who contacted you ...

In Person \_\_\_\_\_ By Telephone \_\_\_\_\_ By Email \_\_\_\_\_

5. In your opinion, are LEP persons underserved by your program due to language barriers? How do you overcome language barriers when they exist? Please describe below:

***END OF SURVEY***

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Please return your survey to the box of Zac Covington in the BRAG second floor office. Thank you!

End of Document

