



Requirements for Federal Transit Administration Subrecipients

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance.

The Montana Department of Transportation Rail, Transit and Planning Division is responsible for managing funds from the Federal Transit Administration (FTA). These funds are used for the planning, development, operation, and integration of transit and rail into the statewide transportation system. The Office of Civil Rights works with the Planning Division to implement and monitor compliance with FTA's civil rights requirements.

Title VI Program

FTA Circular 4702.1B, Chapter 3 for FTA Subrecipients:

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

FTA's *Title VI Circular 4702.1B* 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 FTA requires all subrecipients of FTA financial assistance to develop a Title VI plan and ensure nondiscrimination on the basis of race, color and national origin. As the primary recipient of FTA funding, MDT is required to monitor subrecipients for compliance with Title VI, including collecting and reviewing subrecipient Title VI plans.

The following template is intended to assist subrecipients in developing a Title VI plan consistent with FTA requirements. By completing this document, 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 MDT procedures to comply with FTA Title VI Program guidelines:

Agency: Powder River County Transportation

TITLE VI PLAN

Year: 2024

Title VI Contact Name: Christy Olson
Title VI Contact Phone: 406-436-2243
Title VI Contact Email: colson@prco.mt.gov

Introduction to Agency

Powder River Transportation is the sole provider of general public transportation in the county and surrounding area and an on-demand service. The passengers include the general public, the elderly, low income, residents of our local home and persons with disabilities. Members of the Transportation Advisory Committee (TAC), County Commissioners, representatives of the Powder River Manor, the Council on Aging are actively involved in the development. We make trips to Belle Fourche, SD, Spearfish, SD, Ft. Mead, SD (VA Hospital and clinic) and Rapid City, SD; Gillette and Sheridan, WY; Billings, Forsyth, Colstrip and Miles City, MT. These trips range from 160 miles to 340 miles round trip. PR Transportation is the only non-emergency transportation available to our local nursing home for medical and recreational purposes. This service transports many Powder River Manor residents to both local and out of town medical appointments and some community activities.

Title VI Program Requirements

Public Notice

Powder River County Transportation posts the Public Notice of Title VI Program Rights in the following locations: At our location, 302 E. Holt Street, Broadus, MT 59317, in our transit vehicles and on our website: prco.mt.gov/transportation.

Public Notice of Title VI Program Rights

The Powder River County Transportation gives public notice of its policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. Title VI and related nondiscrimination authorities stipulate that no person in the United States of America shall, on the ground of race, color, national origin, sex, age, disability, income level or limited English proficiency be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Any person who desires more information regarding MDT's Title VI Program can contact Powder River County Transportation at the address noted below.

Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, income level or limited

English proficiency, has the right to file a formal complaint. Any such complaint must be in writing and submitted within 180 days following the date of the alleged occurrence to:

Powder River County Transportation
302 E. Holt Street
Broadus, MT 59317
406-436-2243
colson@prco.mt.gov

A complainant may file a complaint directly with the Federal Transit Administration at the following address:

Office of Civil Rights
Federal Transit Administration
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave SE
Washington, DC 20590

If information is needed in another language, please contact MDT's Office of Civil Rights at 406-444-6334.

Complaints

The following procedures cover complaints filed under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987:

Any person who believes they, or any specific class of persons, were subjected to prohibited discrimination based on race, color or national origin may file a written complaint individually or through a representative. A complaint must be filed no later than 180 days after the date of the alleged discrimination, unless the discrimination is ongoing, or the time for filing is extended by the FTA.

Powder River County Transportation has adopted MDT's complaint form, which is located on our website: prco.mt.gov/transportation and hard copies in the Powder River County Transportation Bus Barn, 302 E. Holt Street, Broadus, MT 59317 and also located on all transit vehicles.

Complaints alleging violations of Title VI by Powder River County Transportation may be filed in writing with

Powder River County Transportation
302 E. Holt Street
Broadus, MT 59317
406-436-2243
colson@prco.mt.gov

Montana Department of Transportation
 Office of Civil Rights
 2701 Prospect Ave
 PO Box 201001
 Helena, Montana 59601
 Phone: 406-444-6334
 TTY: 800-335-7592
 Fax: 406-444-7243
 Email: mdtcrform@mt.gov

Office of Civil Rights
 US Department of Transportation
 Federal Transit Administration
 1200 New Jersey Ave SE
 Washington DC 20590

If information is needed in another language, please contact MDT's Office of Civil Rights at 406-444-6334.

Powder River County Transportation adopts MDT's complaint processing procedures, which are consistent with FTA's *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*. Additional information can be found in MDT's Title VI Plan: [link] and FTA's website: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta>.

Complaint Log

Powder River County Transportation tracks civil rights complaints in the following table and submits to MDT Office of Civil Rights on an annual basis.

For the period October 1, 2020 to September 30, 2023 there were (0) Title VI complaints filed against Powder River County Transportation.

Investigation (I), Lawsuit (L), or Complaint (C)	Date Filed	Basis of Complaint (Race, Color, National Origin or Disability)	Summary of Allegation	Status	Action(s) Taken	Final Findings

Public Participation Plan

Powder River County Transportation engages the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys.

As an agency receiving federal financial assistance, Powder River County Transportation made the following community outreach efforts and activities to engage minority, Limited English Proficient populations, or other traditionally underserved populations since the last Title VI Plan submittal to MDT Office of Civil Rights.

Publish TAC meeting on the website & newspaper, had a booth at the Holiday Extravaganza & Trick or Treat Street by passing out brochures and handing out business cards to the community.

Language Assistance Plan

Powder River County Transportation adopts MDT's Language Assistance Plan: mdt.mt.gov/other/webdata/external/civilrights/limited_english_proficiency_plan.pdf

Montana's demographic makeup does not meet the Federal threshold that requires mandatory written translation in any language, Powder River County Transportation has resources available to provide language assistance if needed. MDT provides the Language Identification and Assistance Guide to transit providers, which gives guidance for how to provide interpretation services when interacting with LEP individuals.

mdt.mt.gov/other/webdata/external/civilrights/Language-Assistance-Guide.pdf

Powder River County Transportation evaluates its ridership and populations within its service area and will coordinate with MDT Office of Civil Rights if the frequency of interactions with LEP individuals would require written translation.

Transit Committee & Board of Commission

Powder River County Transportation has a TAC committee and reports to the board of commissioners. The racial breakdown of membership on these committee are as follows:

Body	African American /Black	American Indian/Alaskan Native	Native Hawaiian/ Other Pacific Islander	Asian	Hispanic /Latino	White
Population	0%	1.64%	0%	1.3%	2.6%	91.77%
TAC Committee	0%	0%	0%	0%	0%	100%
Board of Commission	0%	0%	0%	0%	0%	100%

Powder River County Transportation takes the following efforts made to encourage participation of minorities or other traditionally under served populations:

Outreach efforts may include identifying designated minority groups or populations who is willing to contact Powder River County Transportation who provides to any person public transportation to any minority. They can contact us regarding becoming a rider, a committee member, board members through the county and/or area Senior Centers, Manor or Public Medical Clinic.

Equity Analysis

A transit provider planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may be impacted by the siting of the facility. MDT Office of Civil Rights will conduct a Title VI equity analysis to compare various siting alternatives prior to selection of the preferred site.

Powder River County Transportation did not develop new transit facilities covered by these requirements.

System-wide Service Standards and Policies

Based on size of transit providers and population, none of MDT subrecipients meet the additional requirements for fixed route transit providers. However, all transit providers that operate fixed route service must have system-wide standards and policies. Powder River County is an on demand transit provider.