

TITLE VI PLAN

[HAZEN BUSING/CITY OF HAZEN]

Title VI prohibits discrimination in all Federal Transit Administration (FTA) services, programs, or benefits on the basis of Race, Color, or National Origin.

Title VI Program

FTA Circular 4702.1B, Chapter III for FTA Subrecipient:

Title VI Requirements & Guidelines for FTA Recipients at

<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/title-vi-requirements-and-guidelines-federal-transit>

The Federal Transit Administration 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 circular provides specific compliance information for each type of grantee and provides comprehensive appendices including additional guidance and examples to ensure recipients understand the requirements.

By filling out the required fields you are stating that your board of directors, appropriate government entity, or officials responsible for policy decisions and/or approval of board meeting minutes understand the required FTA Circular 4702.1B, Chapter III regulations and agree to adopt all Title VI Program guidelines:

Date: **September 14, 2023**

Title VI Contact Name: **Monte Erhardt**

Title VI Contact Phone: **701-748-2550**

Title VI Contact Email: hazennd@westriv.com

Title VI Program Requirements

[Attach a copy of the meeting minutes approving this action.]

Title VI Program Requirement

1. TITLE VI AND NON-DISCRIMINATION POLICY STATEMENT

(Hazen Busing/City of Hazen) has developed a Title VI and Non-discrimination Policy Statement using the template found on the NDDOT Transit Operator portal for subrecipient use at <http://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm>

Insert a short paragraph about where the statement is posted. (transit office/ reception area, website, etc.) If you did not use the NDDOT template indicate so in the paragraph above. **VITAL DOCUMENT – TRANSLATE if significant LEP population.**

In addition to the policy statement, an abbreviated “Statement of Non-discrimination” has been created using the template found on the NDDOT Transit Operator Portal for subrecipient use at the link posted above and is displayed in all transit vehicles. **VITAL DOCUMENT – TRANSLATE if significant LEP population.**

2. COMPLAINT FORM:

(Hazen Busing/City of Hazen) has developed a Complaint Form and instructions specific to their transit agency by using the template found on the NDDOT Transit Operator Portal at <http://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm>. **VITAL DOCUMENT – TRANSLATE if significant LEP population.**

3. COMPLAINT LOG:

(Hazen Busing/City of Hazen) has adopted NDDOTs Transit Title VI – List of Investigations, Lawsuits, and Complaints, SFN 60805 found on the NDDOT Transit Operators Portal at: <http://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm>

The completed form has been attached as part of the plan and will be submitted to NDDOT each year upon request.

4. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BOARDS: (Select One of the options below)

(Hazen Busing/City of Hazen) has a **non-elected** transit related Advisory Board.

- Complete table depicting racial breakdown of the membership.

Board, Council, or Committee Name	Member	White M/F	American Indian M/F	Hispanic M/F	Black M/F	Pacific Islander M/F	Asian M/F

- Description of efforts made to encourage participation of minorities: (*Outreach efforts include identifying designated minority groups or populations. [E.g.: Native American reservations, minority alliances], and contacting them regarding committee membership. If there are no designated groups or populations in your area indicate so in the description.*)
- (*Hazen Busing/City of Hazen*) has updated their transit related planning board, advisory council, or committee information in the BlackCat System. Download, print, and attach list to this document. (All agencies must complete in BlackCat System.)

5. PUBLIC PARTICIPATION PLAN:

Subrecipients are required to submit a Public Participation Plan as part of their Title VI Program. For immediate reference please review FTA C 4702.1B, Chapter III-8. Additional information can be found on page(s) 20-31 of FTA C 4703.1.

(*Hazen Busing/City of Hazen*) has developed a Public Participation Plan specific to their agency using the template found on the NDDOT Transit Operator Portal for subrecipient use at <http://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm>. ***If you did not use the NDDOT template indicate so in the paragraph above.***

(Provide a description of outreach to engage minority, LEP, or other traditionally underserved populations: (e.g.: Native American reservations, minority alliances), limited English proficiency (LEP) groups, or other traditionally underserved populations (group homes, senior centers, nursing homes, etc.), creating mailing lists and disseminating information to groups on the list. If there are no designated groups or populations in your area indicate so in the description.)

(*Hazen Busing/City of Hazen*) has adopted NDDOT Sign-In-Sheet form SFN: 59531 for use at public meetings. The form can be found on the NDDOT website at <https://www.dot.nd.gov/divisions/civilrights/titlevi.htm> under Title VI Forms.

(*Hazen Busing/City of Hazen*) has adopted NDDOT Title VI Public Participation Survey form SFN: 60149 as a mechanism for tracking information. This form can be found on

the NDDOT website on the <https://www.dot.nd.gov/divisions/civilrights/titlevi.htm> under Title VI Forms.

6. LIMITED ENGLISH PROFICIENCY (LEP) PLAN:

Subrecipients are required to submit a Limited English Proficiency (LEP) Plan as part of their Title VI Program in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency. For immediate reference please review FTA C 4702.1B, Chapter III-9.

(Hazen Busing/City of Hazen) has developed a Limited English Proficiency (LEP) Plan using the template found on the NDDOT Transit Operator Portal for subrecipient use at <http://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm>.

NDDOT will assist subrecipient by providing demographic data. The demographic data by county will be placed in the BlackCat System under Global Resources. This information will be updated by NDDOT as needed.

9/2023