PROWERS COUNTY

301 SOUTH MAIN STREET, SUITE 215
LAMAR, COLORADO 81052-2857
(719) 336-8025 FAX: (719) 336-2255

TITLE VI POLICY FOR PROWERS AREA TRANSIT

'THE MISSION OF PROWERS AREA TRANSIT IS PROVIDING DEPENDABLE AND SAFE RIDES FOR ALL WHO WISH TO CONNECT WITH LOCAL RESOURCES AND COMMUNITY ACTIVITIES'

In accordance with provisions of the Americans with Disabilities Act and the Civil Rights Act of 1964, PROWERS AREA TRANSIT does not discriminate on the basis of disability, race, color national origin or gender.

All vehicles and facilities of Prowers Area Transit are ADA accessible. Prowers Area Transit also has access to TDD equipment through the Prowers County 911 center at 719-336-3977.

PLAN STATEMENT:
In accordance with the provisions of the Americans with Disabilities Act and the Civil Rights Act of 1964, Prowers Area Transit does not discriminate on the basis of disability, race, color, national origin or gender in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national 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." (42 U.S.C. Section 2000d.

Prowers Area Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.
This plan was developed to guide the SJCTA in its administration and management of Title VI-related activities.

Title VI Coordinator Contact Information:
Darren Glover, Operation Director, Prowers Area Transit, 407 East Olive Street, Lamar, Colorado 81052, 719-336-8039.

Title VI Information Dissemination

Title VI information is prominently and publicly displayed in the Prowers Area Transit Office, brochures and on our website. Any additional information relating to nondiscrimination obligation can be obtained from the Prowers Area Transit Title VI Coordinator.
Title VI information shall be disseminated to PATS employees upon hiring and every year thereafter. Title VI information is included with each employee's Prowers County Employee handbook. The employee will be require to sign the Acknowledgement of receipt when signing for the above handbook.

Record Keeping:

The Title VI Coordinator will maintain permanent records, which include, but are not limited to the Title VI plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

Title VI Complaint Procedures.

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The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

1. Your name, mailing address, and how to contact you (i.e. telephone number, email address, etc.)
2. How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
3. Other information that you deem significant.

The Title VI Complaint Form (see appendix A) may be used to submit the complaint information. The complaint may be filed in writing with PATS at the following address

Prowers Area Transit
Attn: Title VI Coordinator
407 East Olive Street
Lamar, Colorado 81052
719-336-8039

NOTE: Prowers Area Transit encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by PATS will be directly addressed by PATS. PATS shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, PATS shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

PATS will send a final written response letter to the complainant that will notify them of the outcome of the complaint. In the letter notifying complainant that the complaint is not substantiated the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from PATS, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by PATS, a written response will be drafted subject to review by the Prowers County Attorney. If appropriate, the Prowers County Attorney may administratively close the complaint. In this case, PATS will notify the complainant of the action as soon as possible.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

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

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If the complaint is by a Senior Citizen, a complainant may also file with:

Lower Arkansas Area Agency on Aging,
PO Box 494
La Junta, Colorado 81050
(719)-383-3166

Colorado Department of Human Services
Division of Aging and Adult Services
Attn: Division Director
1575 Sherman Street, 10th Floor
Denver, Colorado 80203
1-888-866-4243

Limited English Proficiency (LEP) Plan

See Appendix B

Public Participation

All Prowers Area Transit vehicles have signage with the Title VI Notification and complaint address in both English and Spanish.
All Prowers Area Transit Advisory Board meetings will be held at the Lamar Community Resource and Senior Center, located at 407 East Olive Street, Lamar, Colorado. This location is ADA accessible and translators are available (Spanish).
All board meetings will be advertised on the Prowers County Web site www.prowerscounty.net and by public notice displayed at the Prowers County Courthouse and at 407 East Olive Street, Lamar, Colorado.

This Title VI policy will be kept on file at the PATS office at 407 East Olive Street, Lamar, Colorado 81052. This plan is in tandem with the Prowers County Title VI plan.
This plan will be for all Federal Grants applied for by Prowers Area Transit. (I.e. FTA 5311 and 5310, Area Agency on Aging and CSBG).

Please feel free to contact me should you have any further questions.

Sincerely,

Anthony Letteer
Operations Manager
Prowers Area Transit
aletteer@prowerscounty.net
719-336-8039