MONTANA
Department of Transportation

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 Statewide Planning and Modal Operations Program Area 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 MDT transit planners 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. 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 Name: **Phillips Transit Authority**

TITLE VI PLAN

Year: 2025

Title VI Contact Name: Laura Pankratz
Title VI Contact Phone: 406-654-5301
Title VI Contact Email: phillipstransit@itstriangle.com

Introduction to Agency

Phillips Transit Authority is a non-profit entity organized according to Montana non-profit requirements and was established according to MCA 7-14-1001 through 7-14-1007. It is a compilation of individual transit providers in the Malta and Phillips County area who have transitioned into a local bus service that provides centralized and coordinated service to existing and new clients and other individuals with basic transportation needs. We are a demand response and serve the area M-F 7:30 am to 4:30 pm. We were established on May 2, 2006.

Title VI Program Requirements

Public Notice

Phillips Transit Authority posts the Public Notice of Title VI Program Rights (below) in the following locations: public areas of the transit's office, transit vehicles, and our website: **Maltatransit.com** and hard copies in the transit facility.

Public Notice of Title VI Program Rights

The Phillips Transit Authority 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, or disability, 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 Phillips Transit Authority Title VI Program can contact Laura Pankratz 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, or disability, 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:

Laura Pankratz
phillipstransit@itstriangle.com
406-654-5301

PHILLIPS TRANSIT AUTHORITY
PO Box 852
810 S 3rd St E
Malta MT 59538

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.

The Phillips Transit Authority has adopted MDT's complaint form, which is located on our website, **Maltatransit.com** and hard copies in the transit facility and on the vehicles.

Bus Barn – Dispatch-Coordinator Office - 810 S 3rd St E
Bus Barn – Driver's Lounge - 810 S 3rd St E
All Phillips Transit Vehicles - 810 S 3rd St E

Commented [KV1]: Use this link on your website: Civil Rights Discrimination Complaint Form

Commented [MH2]: Use this link on your website: Civil Rights Discrimination Complaint Form

Commented [BH3R2]: Thanks!

Complaints alleging violations of Title VI by Phillips Transit Authority may be filed in writing with the following agencies:

PHILLIPS TRANSIT AUTHORITY
810 S 3rd St E, Malta MT 59538
406-654-5301
phillipstransit@itstriangle.com

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.

Phillips Transit Authority 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: https://www.mdt.mt.gov/other/webdata/external/civilrights/FTA_Title_VI_Plan.pdf and FTA's website: https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta.

Complaint Log

Phillips Transit Authority tracks civil rights complaints in the following table and submits to MDT Office of Civil Rights on an annual basis.

For the period **10/01/2020 to 09/30/2027 there were 0 Title VI complaints filed against Phillips Transit Authority.** **Investigation (I), Lawsuit**	**Date Filed**	**Basis of Complaint (Race, Color, National Origin or Disability)**	**Summary of Allegation**	**Status**	**Action(s) Taken**	**Final Findings**
0	0	0	0	0	0	0

For the period 10/01/2020 to 09/30/2027 there were 0 Title VI complaints filed against PHILLIPS TRANSIT AUTHORITY.

Public Participation Plan

Phillips Transit Authority 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 open houses, public meetings, or surveys.

As an agency receiving federal financial assistance, Phillips Transit Authority made the following outreach efforts and activities to engage community populations since the last Title VI Plan submittal to MDT Office of Civil Rights.

Published Public notice in local newspaper on 01/29/25 and 02/05/25 for operating assistance and handed out surveys to consumers and businesses in and around Phillips County in November 2025, Phillips Transit Coordinator attends Council on Aging monthly meetings, last meeting was held 11/12/25 and the quarterly Transportation Advisory Committee Meeting.

Language Assistance Plan

Phillips Transit Authority adopts MDT's Language Assistance Plan:
mdt.mt.gov/other/webdata/external/civilrights/limited_english_proficiency_plan.pdf

Phillips Transit Authority 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 limited English proficient (LEP) individuals.
mdt.mt.gov/other/webdata/external/civilrights/Language-Assistance-Guide.pdf

PHILLIPS TRANSIT AUTHORITY 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

Phillips Transit Authority has a transit-related, non-elected Board. The racial breakdown of membership on the board is as follows:

Body	African American / Black	American Indian/ Alaskan Native	Native Hawaiian/ Other Pacific Islander	Asian	Hispanic / Latino	White
Phillips Transit Authority Board Population consists the following: Phillips County including the following City of Malta, Towns of Saco, Dodson, and communities of Whitewater and Zortman	0%	11.11%	0%	0%	0%	88.88%

Commented [HM4]: Data can be pulled from data.census.gov Table P9 and selecting your appropriate service area

Phillips Transit Authority encourages the participation of minorities to become a board member of the Phillips Transportation board by writing correspondence the town mayor and councils in our served and underserved area populations.

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.

PHILLIPS TRANSIT AUTHORITY Agency's Title VI equity analysis is located in **"Attachment A."**

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. Phillipa Transit Authority is a demand response.

Attachment "A"

Title VI Equity Analysis

Phillips Transit Authority, Site Selection

December 9, 2020

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Background and Project Description

Phillips Transit Authority was started roughly twelve years ago, they have learned to deal with the problems of providing service to their community no matter which season or time of year. Their goal then and now is much the same, to provide transportation to those who need it in a safe, courteous, and dependable manner. They have acquired a fleet of 5 buses and 3 vans, but still lack the support and safety of a proper storage facility, needed for their fleet. Many people in the community rely on Phillips Transit Authority to provide vital transportation to doctor appointments in town and out, kids needing a ride to school, work or senior meals, hair appointments, groceries, or banking. There are no other options, unless they have friends or family that can take them. Many are elderly with no one to fall back on. Without Phillips Transit Authority, many of them become shut ins. The major issue they face is the Montana weather. For the last 12 years, they have rented an office space in the basement of our Phillips County Hospital and park their buses on an empty lot in the back. In the spring, summer, and fall, one of the problems is keeping the mice out. They have had to replace wiring several times from them chewing through wires and are constantly on the defense to protect drivers and riders from the possibility of hantavirus. Summertime also presents the problems of cooling the buses down and the ongoing problems with the air conditioners in the vehicles. In the winter, they have problems with starting the buses, often causing them to call for help from local mechanic shops. They have one storage stall overnight for the Sprinter as it is a diesel and has a very hard time starting. The drivers come in an hour early to try and get buses running, swept off, scraped, pre-tripped and warmed up for the day. If they had proper shelter for their fleet, they could save many hours on the clock. Even something as important but simple such as wiping down buses with a disinfectant becomes a challenge at -30 below.

They expect this of the drivers daily before any vehicle hits the road. Unfortunately, some items can get missed when its dark, cold snowing or raining. Their fleet is aging. They have buses that are 17 years, the Head Start bus, the MOI bus is 16 years old, Bus 1 is 15 years old, Sprinter is 10 years old. Newest bus is 2 years old. Their mini vans are 17, 10 and 4 years old. The building they would like to build will be a steel building of roughly 4800 square feet (60x80x14') on a minimum of 5" engineered monolithic concrete slab. They will specify a high insulation value of at least R-25 in the walls and R-32 in the ceiling. Insulation will be either spray on foam or fiberglass with an Opti liner to protect it. All walk doors and windows will be insulated as well. All overhead doors will be commercial grade insulated with electric operators. The preferred heat source will be a radiant floor heat system. They are including as required, handicap accessible bathroom, office space and driver ready room. The wash bay will be equipped with the proper sediment/oil trap as well as floor drains for each bay to handle snow run off from the buses. Lighting will be LED both inside and out. They will have concrete aprons in front of all doors. One area in the shop will be partitioned off to allow a separate maintenance workspace and have separate zone for its heat control. All work will be performed by licensed contractors, electricians, plumbers, and all materials will meet engineers' specifications. Estimates received on such a building indicate we will need roughly $450,000.00 So our request for Capital Assistance for a bus barn is $450,000.00.

Public Involvement

They have held different meetings, gatherings, distributed surveys and tried to get input from community leaders and others about the possibility of a bus barn. After an overwhelming response, it was agreed that they needed a building to house their fleet and provide the space needed to maintain them. Adds were placed in the local paper with no response received. public involvement process starts with a public notice, which is put out by our sub-recipients whenever they receive FTA funds through MDT, about the project. If there is enough negative interest in the project, then a public meeting would be held, followed by a public hearing, if necessary.

Study Purpose

The president of the COA obtained a grant to do a feasibility study of the current building and it was determined that that building would not work, as it would only house 2 buses with no shelter. Since then, they held several meetings to discuss a new bus barn. A committee was formed, and they have explored various lots and buildings around town, and none were found that would accommodate. They then met with the Phillips County Hospital board about acquiring land from them just east of their present office. After several meetings, the hospital reached an agreement to donate the land needed to erect their building on the lot in the back of the hospital. Per FTA C 4702.1B, Title VI equity analyses for the location of facilities must occur in the planning stage before a preferred site has been selected.

Title VI Compliance-

Phillips Transit Authority 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.B.

Title 49 CFR Section 21.9(b)(3) states, "In determining the site of location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Title 9 CFR part 21, Appendix C, Section (3)(iv) provides, "The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin."

Montana Department of Transportation's Office of Civil Rights is required to conduct a Title VI equity analysis to ensure the location is selected without regard to race, color, or national origin. Per guidance in the circular, this analysis must:

- Include outreach to persons potentially impacted by the siting of the facility.
- Compare impacts of various siting alternatives.
- Determine if cumulative adverse impacts might result due to the presence of other facilities with similar impacts in the area; and
- Occur before the selection of the preferred site.

If disparate impacts are identified, the least discriminatory alternative must be implemented.

Site Selection Process

In 2014, they tried to partner with the Council on Aging (COA) to either build a bus barn with space for the Council or try to make something work at the current COA location. The president of the COA obtained a grant to do a feasibility study of the current building and it was determined that that building would not work, as it would only house 2 buses with no shelter. Since then, they held several meetings to discuss a new bus barn. A committee was formed, and they have explored various lots and buildings around town, and none were found that would accommodate. They then met with the Phillips County Hospital board about acquiring land from them just east of their present office. After several meetings, the hospital reached an agreement to donate the land needed to erect their building on the lot in the back of the hospital. They were fortunate enough to obtain funding to build a bus barn. The hospital has donated the land behind there facilities' Phillips Transit Authority. The buses are currently located at the Hospital. The bus barn will also house the offices for the transit provider.

Community Outreach

Public meetings in the past have not been well attended at all, so they made up a survey questionnaire and have handed these out to public and most of the businesses that we have riders shopping at. Several surveys were made up and they received all most all of them back. This has worked out well in the past for feedback. All the comments were very positive.

Benefits and Burdens Analysis

Hospital donated the land, and the existing Transit Location is already on the same property were the new bus barn will be constructed. I do not see any burdens. No streets will be shut off at any time due to construction. Vibration/noise will be minimal as there is no blasting, pile driving. Just basic concrete foundation and pre-fab metal and/or wood construction.

Table 1: Benefits & Burdens

Site	Benefits/Positive Impacts	Burdens/Adverse Impacts
Phillips County Transit Authority (Malta) 311 E. 8th Ave. East	The land was donated by the Hospital and the existing Transit Location is already on the same property were the new bus barn will be constructed.	I do not see any burdens associated with this site.
Existing Structure at Council on Aging. South 1st St West	Existing Structure.	Would have to park outside, no shelter and only room for maybe 2 buses. Would need to find a spot for the other 6 vehicles.

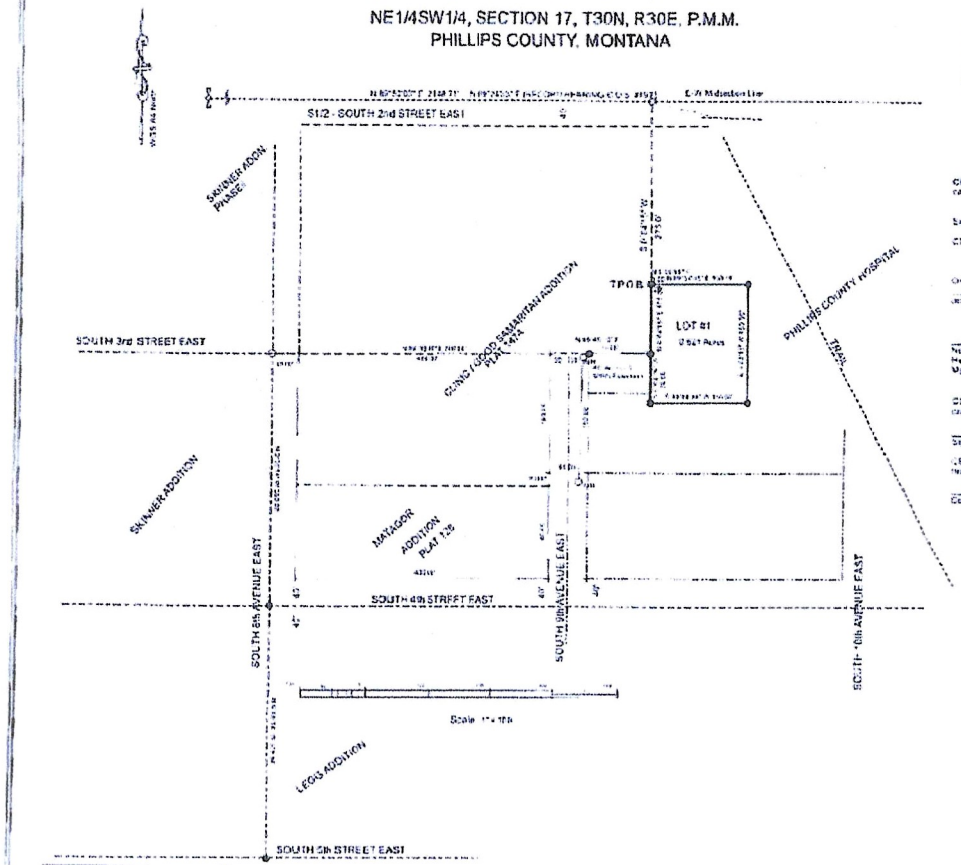
Site Location Maps

Phillips County Transit Authority (Malta)

311 E. 8th Ave. East

Malta MT, 59538

PLAT of:
TRANSIT ADDITION to MALTA, MONTANA
NE1/4SW1/4, SECTION 17, T30N, R30E, P.M.M.
PHILLIPS COUNTY, MONTANA



PURPOSE: To create an addition to the City Of Malta, Montana.

LOT #1 DESCRIPTION: A lot in the NE1/4SW1/4, Section 17, T30N, R30E, P.M.M., Phillips County, Montana and more particularly described as follows: Beginning at the lot corner common to said Sections 17 & 18; Thence N. 83° 57' 03" E. a distance of 2148.71 feet; Thence S. 09° 10' 54" E. for a distance of 275.00 feet to the True Point of Beginning; Thence N. 83° 57' 45" E. for a distance of 150.15 feet; Thence S. 00° 08' 15" W. for a distance of 180.00 feet; Thence S. 89° 58' 36" W. for a distance of 150.00 feet; Thence N. 00° 04' 15" W. for a distance of 75.05 feet to the SE corner of the Clinic/Good Samaritan Addition to Malta, Montana; Thence N. 00° 08' 15" E. for a distance of 125.00 feet to the True Point of Beginning and containing 0.621 Acres more or less.

CERTIFICATE OF OWNER: I (we) hereby certify that the purpose of this survey is as noted hereon and that I (we) have caused this survey to be made.

Signature of Owner(s)

CERTIFICATE OF NOTARY — STATE OF MONTANA)
: ss
County of)

On this day of , 20 , before me a Notary Public, personally appeared , known to me to be the person(s) named in the certificate and acknowledged to me that executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year in this certificate first above written.

Notary Public for the State of Montana
Residing at
My commission expires

(SEAL)

CERTIFICATE OF MORTGAGEE: I (we), the undersigned, who have an interest in the subdivided hereon, consent to and concur with the division of land for the purpose stated.

Signature of Mortgagee(s)

CERTIFICATE OF TREASURER: I hereby certify that all Real Property Taxes assessed and levied on the last certificate have been paid.

County Treasurer Date

CERTIFICATE OF APPROVAL BY GOVERNING BODY: The City Council of Malta, Phillips County, Montana hereby certifies that it has reviewed this Subdivision Plat and found it to be in conformity to State and Local Subdivision laws and regulations and hereby approves it this day of , 20 .

Mayor Clerk

CERTIFICATE OF SURVEYOR: I hereby certify that this subdivision was made from an actual survey made during the month of , 20 .

Michael C. Kaier 18896LS

CERTIFICATE OF FILING: Filed this day of , 20 at o'clock M. in Book of Plats on page .

Clerk and Recorder Deputy

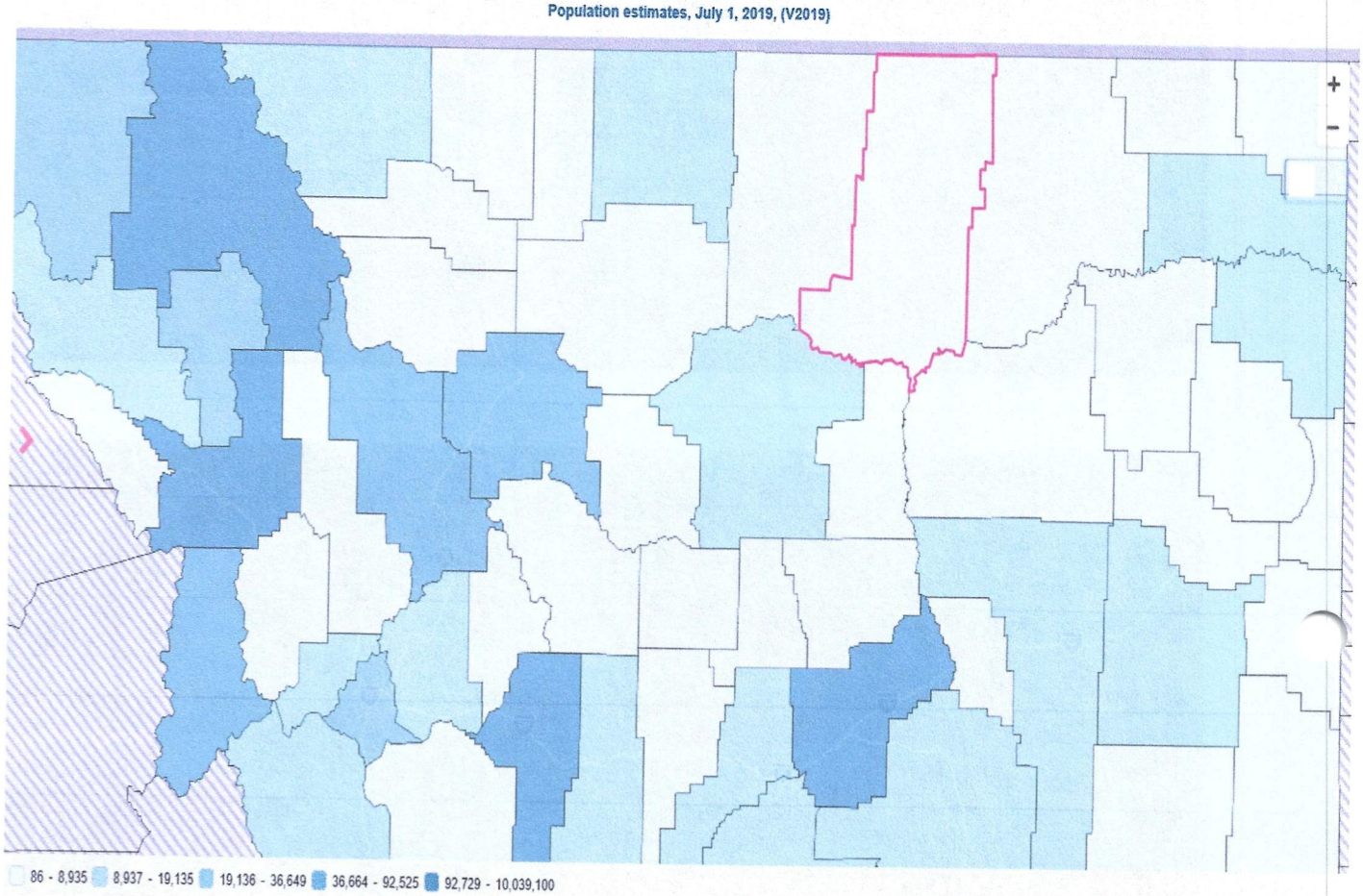


LEGEND
- Calculated Point
- Found Rebar No Cap
- Quarter Corner
- Set 1/2" Rebar w/ YPC marked 18896LS
- 1 1/4" A.C. Brass Monument
- Circle

SHEET 1 of 1
TRANSIT ADDITION to MALTA, MONTANA
PHILLIPS COUNTY, MONTANA
Prepared For: Phillips County Hospital

SCALE	DRAWN BY	DATE
1:00 FT/IN	M. Kaier	8 November 2013

Population estimates, July 1, 2019, (V2019)






Malta Irrigation District
Hi Line Retirement Center
Phillips County Hospital
The Church of Jesus Christ of Latter...
Fish, Wildlife & Parks Warden
S 2nd St E
S 3rd St E
S 4th St E
S 5th St E
S 5th Ave E
S 6th Ave E
S 7th Ave E
S 8th Ave E
S 9th Ave E
S 10th Ave E

Alternatives Equity Analysis and Cumulative Impacts

While location, size, price, and other criteria were used to select the candidate sites, MDT analyzed demographics to ensure the site selection would have no disparate impact due to race, color, or national origin. , MDT looked at U.S. Census Tract Block Groups 1 and 2 of the existing site compared to demographics for the City of Malta as a whole. Malta has such a small service area that wherever they build a site, assuming it is not 20 miles away or something like that, the comparison to the demographic data will be identical.

Table 2: Demographic Data

	Malta Phillips County Transit Authority 311 E. 8th Ave. East Malta MT, 59538 Block Group 2, Census Tract 602, Phillips County, Montana Block Group 1, Census Tract 602, Phillips County, Montana	
Total Population		2140
White		1881
Non-White		259
Non-White %		12%
Population under Poverty Line		498
Percentage under Poverty Line		8.2%
Median Income (Households)		$42,110.00 weighted median for combined block groups
LEP %	0%	0%

Source: Data from U.S. Census 2012-2016 American Community Survey 5 Year Estimates

Conclusions

The location identified and evaluated for consideration for a new Phillips County Transit Authority Bus barn, Operations, and Maintenance Facility was selected without regard to race, color, or national origin. An evaluation of the poverty rate, minority population rate (non-white), and LEP rate for the site showed no adverse impacts. This site is in a block group with lower averages than the City of Malta for minority, low-income and LEP populations.

Public Notice of Title VI Program Rights

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Any person who desires more information regarding Phillips Transit Authority Title VI Program can contact Phillips Transit Authority as 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, or disability, 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:

Laura Pankratz
phillipstransit@itstriangle.com
406-654-5301

PHILLIPS TRANSIT AUTHORITY
PO Box 852
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Office of Civil Rights
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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.

Aviso público de derechos del Programa del Título VI

Phillips Transit Authority avisa, públicamente, su política de mantener y garantizar el pleno cumplimiento de los requisitos de no discriminación del Título VI de la Ley de Derechos Civiles de 1964 y las autoridades de no discriminación relacionadas. El Título VI y las autoridades de no discriminación relacionadas estipulan que no se excluirá a ninguna persona en los Estados Unidos de América por motivos de raza, color, origen nacional, sexo, edad, o discapacidad, de participar en ningún programa o actividad que reciba asistencia financiera federal, no se le negarán sus beneficios ni será objeto de discriminación en virtud de ellos.

Toda persona que desee más información sobre el Programa del Título VI de Phillips Transit Authority puede comunicarse con Phillips Transit Authority en la dirección indicada a continuación.

Toda persona que considere que, individualmente o como integrante de una clase específica de personas, ha sido objeto de discriminación por motivos de raza, color, origen nacional, sexo, edad, o discapacidad tiene derecho a presentar una denuncia formal. Toda denuncia de este tipo deberá presentarse por escrito en un plazo de 180 días a partir de la fecha del presunto hecho a:

Laura Pankratz
phillipstransit@itstriangle.com
406-654-5301

PHILLIPS TRANSIT AUTHORITY
PO Box 852
810 S 3rd St E
Malta MT 59538

El denunciante puede presentar una denuncia directamente ante la Administración Federal de Tránsito en la siguiente dirección:

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

Si necesita información en otro idioma, comuníquese con la Oficina de Derechos Civiles del MDT llamando al 406-444-6334.

Rev. 11/2025

PHILLIPS TRANSIT AUTHORITY

810 S 3rd S. Str.
Malta, MT. 59538
PHONE: 406-654-5301
Email: phillipstransit@itstriangle.com

Jim Fauth – President
Duane Murray – Vice President
Misty Anderson – Secretary & Public City Member
Jim Sintler – City Council Officer
Sandra Calk – Town of Dodson
Ernest Marinko – Town of Saco
David Rummel – City Council Officer
Jenny Tollefson – County Official
Judy Henry – Public Member City
Becky Green – Public Member County
John Carnahan – County Official

Phillips transit authority board has adopted the current **TITLE VI PLAN** on January 21st, 2026.

Jim Fauth

Jim Fauth,
President of Phillips Transit Authority

Dated: 1-21-2026