

Agency: **PHILLIPS TRANSIT AUTHORITY**

TITLE VI PLAN

Year: 2024

Title VI Contact Name: Betty Hasler

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 7:30am to 4:30pm. 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 transits office and on the transit vehicles.

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, 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 Betty Hasler 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:

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

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.

PHILLIPS TRANSIT AUTHORITY has adopted MDT's complaint form, which is located on our website: [\[link\]](#) and hard copies in the transit facility and on the vehicles.

Commented [MH1]: Use this link on your website: [Civil Rights Discrimination Complaint Form](#)

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 and FTA's website: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta>.

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

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].

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 public meetings or surveys.

As an agency receiving federal financial assistance, PHILLIPS TRANSIT AUTHORITY 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.

Published Public notice in local newspaper on 1/10 and 1/17/24 for operating assistance and handed out several surveys in and around Phillips County in February 2024 and attended Council on Aging meeting on Feb 14, 2024.

Language Assistance Plan

PHILLIPS TRANSIT AUTHORITY 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, but 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 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 does have a transit-related, non-elected Board. The racial breakdown of membership on the [board, committee, advisory council, etc.] is as follows:

Body	African American / Black	American Indian/ Alaskan Native	Native Hawaiian/ Other Pacific Islander	Asian	Hispanic / Latino	White
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