

# **Title VI Policy & Procedures**

## **Upper Arkansas Area Council of Governments**

**Agencies: Golden Age Center / Fremont County Transit**  
**Wet Mountain Valley Community Services / Transit**

### **Statement**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall on the grounds 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).

The Upper Arkansas Area Council of Governments is committed to ensuring that no person is excluded from participation in or denied the benefits of transit services on the basis of race, color, or national origin, as protected by Title VI in the Federal Transit Administration (FTA) Circular 4702.1.A.

The plan was developed to guide the Upper Arkansas Area Council of Governments in its administration and management of Title VI related activities with Golden Shuttle/Fremont County Transit and Wet Mountain Valley Community Transit Services.

### **Title VI Information**

Transit services provided in Fremont and Custer counties are Demand Response with weekday services from 8:00 a.m. to 5:00 p.m.

Title VI information is publicly displayed at the Upper Arkansas Area of Governments, 3224-A Independence Road, Cañon City, Colorado, and the Golden Age Center, 728 Main St., Cañon City, Colorado, and in all vehicles. Wet Mountain Valley Community Services does not have a facility/building. The program is housed in the administrator’s residence; however, each vehicle has a posted notice. Copies of the full policy and complaint forms are available in each agency and in each vehicle. Title VI information will be reviewed once yearly with volunteer drivers and paid employees. Title VI information will be reviewed with all new volunteers and employees. Volunteers and paid staff shall be informed of the expectations to perform duties accordingly.

**Title VI Coordinator Contact information**

Judy Gilkerson  
Transportation Coordinator  
Upper Arkansas Area Council of Governments  
3224–A Independence Road  
Cañon City, Colorado 81212  
Ph. 719-275-1675 x 104

**Public Participation**

Public participation is a key component to the regional transportation process. UAACOG encourages public participation at LCC and CFR TPR meetings for all areas of transportation planning by providing a forum for plans and ideas.

Public participation principles include providing public access to the technical and policy information used in development of plans and programs. Ensure adequate notification related to public involvement to allow for public review and comment at key decision points. Provide feedback to participants in public comments provided during the planning process. Newspaper and radio publications, email distributions, and mailings are outreach techniques most used in our regions.

**Local Coordinating Council**

The local Coordinating Council implements and/or oversees the provision of the coordinated transportation in the community and region. The local Coordinating Council consist of stakeholders with an interest in improving mobility or providing transportation services. The LCC encourages public participation at the meetings and solicits input in all areas of transportation.

**Racial Breakdown of the LLC**

Jamie Ellis	Caucasian
Shelly Penkoff	Caucasian
Judy Gilkerson	Caucasian
Cindy Jones Shoeman	Caucasian
Lisa Hyams	Caucasian
Vicky Casey	Caucasian
Debbie Bell	Caucasian
James Berg	Caucasian

UAACOG and Sub-grantees collects and analyzes racial and ethnic data. This allows analysis of the extent to which minority groups are being served. Data is collected from Demographic data and on-board surveys.

## Demographics

### Fremont and Custer Counties / Population by Races

Race	Population	% of the Total
<b>Fremont County – Total Population</b>	<b>49,409</b>	<b>100</b>
White	39,033	79
Hispanic or Latino	6,423	13
Black or African American	1,976	4
Two or More Races	989	2
American Indian	494	1
Asian	494	1

Race	Population	% of the Total
<b>Custer County – Total Population</b>	<b>5,068</b>	<b>100</b>
White	4,511	89
Hispanic or Latino	304	6
Two or More Races	101	2
Black or African American	76	1.5
American Indian	51	1
Asian	26	.50

## Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from volunteers and employees indicating training on the Title VI policy, complaints or lawsuits and related documentation, and records of correspondence to and from complaints and Title VI investigations.

## How to file a Title VI Complaint

The complainant may file a signed, written complaint up to ninety 180 days from the date of the alleged discrimination. The complaint should include the following information: Complaint forms may be obtained from the drivers in any vehicle/bus. Forms are also available at the Golden Age Center, 728 Main St., Cañon City, Colorado, or at the Upper Arkansas Area Council of Governments, 3224-A Independence Rd., Cañon City, Colorado.

Complaints may also be filed directly with the Federal Transit Administration (FTA) at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington D.C., 20590.

**Please include the following information:**

- Name, mailing address, and contact information (i.e., telephone number, email address, etc).
- How, when, where, and why person believes they were discriminated against. Include the location, names, and contact information of any witnesses.
- Other significant information

UAACOG will work to resolve Title VI complaint investigations within 60 days.

The Title VI Complaint may be used to submit the complaint information. The complaint must be filed in writing with the Upper Arkansas Area Council of Governments at the following address:

Upper Arkansas Area Council of Governments  
Attn: Judy Gilkerson  
Transportation Coordinator  
3224–A Independence Road  
Cañon City, CO. 81212

The Upper Arkansas Area Council of Governments, Golden Age center/Fremont County Transit and Wet Mountain Valley Community Services (Sub-grantees) complies with Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) which requires that no person shall on the grounds of race, color, sex, age, disability or national origin, as provided by be excluded from participation in, be denied the benefit of or be otherwise subjected to discrimination under any program or activity.

The Upper Arkansas Area Council of Governments will not tolerate discrimination in any of its programs or activities whether those programs are federally funded or not and will monitor for compliance with sub-grantees.

The Upper Arkansas Transportation Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

3/29/2021  
Date Approved

Jessica T. Scott Digitally signed by Jessica T. Scott  
Date: 2021.03.29 14:22:50 -06'00'

Jessica T. Scott  
Executive Director  
Upper Arkansas Area Council of Governments