

TITLE VI PROGRAM

For FTA, Pursuant to 49 C.F.R. § 21

2023-2025



WYOMING DEPARTMENT OF TRANSPORTATION

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1. WYDOT Title VI Notice to the Public



WYDOT Title VI Notice to the Public



The Wyoming Department of Transportation 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. WYDOT operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

Any person who desires more information regarding the Title VI Program can contact its Title VI Program Coordinator with the Office of Civil Rights - 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, or national origin 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:

WYDOT Office of Civil Rights
Title VI Coordinator
5300 Bishop Blvd.
Cheyenne, WY 82009
307-777-4457
DOT-civilrights@wyo.gov

A Spanish version and a combined English/Spanish version of this document are located in Section 17, Vital Documents in Spanish.

The foregoing Title VI Notice (or its combined English/Spanish counterpart) is available to the public in the following locations:

- On WYDOT's website.
- In public office bulletin boards at the following locations: Civil Rights Office; Human Resources Office; and at public-facing local government offices.

2. Title VI Complaint Form



WYDOT Title VI Complaint Form



Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date are required below.

Signature

Date

Please forward your Complaint to the Following:

Wyoming Department of Transportation Office of Civil Rights
 Title VI Coordinator
 5300 Bishop Blvd.
 Cheyenne, WY 82009
 307-777-4457
 DOT-civilrights@wyo.gov

3. Title VI Complaint Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the WYDOT's Civil Rights Program. If the Complainant is unable to reduce the complaint to writing, please contact the Office of Civil Rights using the information below, and a staff member will help dictate the complaint or provide other necessary assistance.*

Initiation and Acceptance of a Complaint

2. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
3. The complainant must meet the following requirements:
 - a. Complaint shall be in writing and signed by the complainant(s).*
 - b. Present the date or approximate date of the alleged act of discrimination (date when the complainant became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
 - c. Present a detailed description of the issues including names and job titles of those individuals perceived as parties in the complained-of incident, if known.
 - d. Allegations received by fax or e-mail will be acknowledged and processed. Allegations received by telephone will be reduced in writing and provided to the complainant for confirmation or revision before processing.
4. Upon receipt of the complaint, the Civil Rights Program will determine its jurisdiction, acceptability, need for additional information, and investigate the merit of the complaint. In cases where the complaint is against one of WYDOT's subrecipients, the complaint will be forwarded to that subrecipient for investigation. If the complaint falls under the jurisdiction of the Federal Highway Administration (FHWA), it will be forwarded to the office with proper jurisdiction.
5. Complaints received as Title VI Complaints, but which may fall under rights protected by the ADA or other federal protections will be routed and investigated by the proper office.
6. Acceptance of a complaint will be determined by:
 - a. Whether the complaint is timely filed;
 - b. Whether the allegations involve a covered basis: race, color, or national origin;
 - c. Whether the allegations involve a program or activity of a Federal aid recipient, subrecipient, or contractor.
7. A complaint may be dismissed for the following reasons:
 - a. The complaint is untimely filed;
 - b. The complaint does not allege a basis covered by Title VI (in which case it will be forwarded to the appropriate office or agency);
 - c. The complainant does not allege any harm with regard to covered programs or statutes;
 - d. The complainant requests the withdrawal of the complaint;

- e. The complainant fails to respond to repeated requests for additional information needed to process the complaint;
- f. The complainant cannot be located after reasonable attempts; or
- g. The Complainant has filed a legal action in Federal District Court with the same basis and issues involved in the complaint.

Acknowledging the Complaint

- 8. The Civil Rights Program has sole authority for accepting complaints for investigation. Once accepted, the complaint will be acknowledged in writing within thirty (30) calendar days.

Investigating the Complaint

- 9. The Title VI Coordinator, or any other qualified investigator designated by the Civil Rights Program, will investigate the complaint, including outreach to the party who is alleged to have acted in a discriminatory manner.
- 10. The Title VI Coordinator or assigned investigator will contact the Complainant if more information is needed. The Complainant shall respond to any such requests within thirty (30) days, or the complaint may be dismissed.
- 11. As soon as feasible, and generally within ninety (90) calendar days of receipt of the complaint and all necessary follow up, the Title VI Coordinator or designee will prepare an investigative report. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
- 12. The Complainant will be mailed a written copy of the report.

Appealing the Decision

- 13. If the complainant is not satisfied with the results of the investigation s/he shall be advised of his/her rights to appeal WYDOT's initial determination.
- 14. No form is required to file an appeal. The Complainant should simply notify the Title VI Coordinator in writing they wish to appeal. This notice can be sent via mail (5300 Bishop Blvd., Cheyenne, WY 82009) or email (DOT-civilrights@wyo.gov) to the Title VI Coordinator.
- 15. The complaint and appeal will then be forwarded to Civil Rights Program and be assigned to the ADA Coordinator or other WYDOT employee(s) who was/were not a party to the original investigation.
- 16. That secondary reviewer or review team will re-assess and re-investigate if necessary, and an independent decision will be issued in writing.

Other Venues for Title VI Complaints

17. Upon completion of the investigative process, or at any time, the Complainant has the right to file the complaint with FTA's Office of Civil Rights at the address below:

Office of Civil Rights
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590
United States

5. List of Recent WYDOT Title VI Complaints/Investigations

There are currently no complaints, investigations, or lawsuits related to Title VI for WYDOT under any program. There have been no such complaints, investigations, or lawsuits in recent memory, dating at least back to the 2019 Title VI Program.

In the future event of a complaint or lawsuit being filed within the Transit Program, a log will be maintained to include the following information (as required by FTA C 4702.1B): date the complaint/lawsuit was filed, a summary of the allegation(s), status of the investigation, and actions taken by WYDOT in response to the complaint, lawsuit, or investigation. In addition to the required information, WYDOT Office of Local Government Coordination will also collect the same information for any Title VI Complaint filed against any subrecipient of WYDOT.

6. WYDOT's Title VI Public Participation Plan

WYDOT's Public Involvement Philosophy

WYDOT welcomes and values public involvement. WYDOT believes that well-designed, proactive public involvement improves its planning and policy efforts and ultimately leads to better decisions, better projects, and maximized, long-term public benefits. Creating long-term, sustainable systems requires WYDOT to embrace outside skills and knowledge, including input from the public. Advantages of enhanced public involvement include:

- Increased public collaboration. Citizen collaboration on projects benefits WYDOT's processes and outcomes, promoting public participation and respectful, productive dialogue.
- Decisions that better reflect diverse interests. Consulting with all identifiable interests helps WYDOT better understand and reflect the full range of community values and livability standards.
- Efficient transportation decision implementation. Early public involvement fosters better decision making and reduces costly project plan revisions and change orders.
- Enhanced agency credibility. Increased public involvement results in more meaningful and better interactions between Department personnel and customers. This interaction aids everyone. WYDOT better understands public concerns, and customers gain an appreciation of the Department and its responsibilities.
- WYDOT proactively involves the public in addressing transportation issues. The agency communicates its mission and goals to the widest audience possible and considers feedback received from transportation stakeholders and the public.

The Department embraces several specific goals:

- Provide for open and continuous communication to incorporate public input into decision-making and inform the public of planning, program functions, project activities, designs, and construction.
- Implement a public involvement strategy to identify and use Department resources to inform the public of WYDOT's activities and receive public input. The strategy will establish levels (based on the nature and complexity of the activity) for communicating with transportation stakeholders and the public.
- Consult with local governments in identifying transportation needs, coordinating projects, and selecting viable solutions.
- Provide public input opportunities in developing the State Long Range Transportation Plan and the State Transportation Improvement Program.
- Respond quickly and transparently to concerns expressed about WYDOT activities and educate the public about transportation programs and issues.
- Review and update the public involvement strategy and process as needed, continuously evaluate public outreach activity effectiveness, and use the results to improve the program.
- Ensure minorities and low-income populations have opportunities to participate in the public involvement process.
- Foster internal communication and training to promote public involvement process understanding and implementation.

WYDOT periodically reviews its public involvement processes for effectiveness. Striving for continuous improvement, every five years WYDOT requests comments from county officials, the Wyoming Association of Municipalities, and tribal governments on its public involvement process.

WYDOT Public Meeting Locations are Selected Based on the Goal of Diverse Public Involvement

In order to maximize public participation, especially from diverse population, WYDOT uses guidelines when selecting locations and schedules for public meetings. WYDOT makes every attempt to:

- Schedule meetings at times and locations that are convenient and accessible for minority and LEP communities;
- Employ different meeting sizes and formats including town hall type meeting formats;
- Coordinate with community organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities;
- Consider radio, television, social media, or newspaper ads that serve LEP populations;
- Ensure that transportation is available to and from the meeting if requested;
- Provide opportunities for public participation through means other than written communication, such as one-on-one interviews, phone calls, or use of audio or video recording devices to capture oral comments.

Minority, Low-Income, and LEP Participation in Environmental Justice Issues

The WYDOT public involvement process must conform to the U.S. Department of Transportation (USDOT)/(FHWA) Order 6640.23A (June 14, 2012) that establishes policies and procedures for complying with Executive Order 12898 (February 11, 1994) “FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations”.

This directive requires WYDOT to identify and prevent discriminatory effects caused by a proposed action. The public process must:

- Obtain information on the population type a proposed action serves or affects.
- Identify and address disproportionately high and adverse environmental effects a proposed action will have on minority and low-income populations.
- Provide minorities and low-income populations opportunity to participate.
- Solicit input from affected minority and low-income populations when evaluating alternatives.
- Disseminate information in an easily accessible manner for minorities and low-income populations.

Social Media in the Public Involvement Process

Many WYDOT planning activities provide public input opportunities. Additionally, WYDOT welcomes comments even outside normal planning and construction activity cycles. Comments can be submitted

electronically using the “contact” button on the WYDOT website, calling the appropriate department phone number from the website, or engaging with WYDOT on social media.

Social media is an umbrella term that includes products like social networks, blogs, and online communities with a primary feature of allowing users to connect with the agency. Social media often provides a greater opportunity for discussion and feedback with a more active interaction than the passive nature of traditional methods. Sharing information through social media allows for more accessibility, especially those who are unable to travel to public meetings; however, some areas in places like Wyoming face connectivity and access issues. Given these issues, social media is used as an additional tool to traditional outreach methods, not as a replacement.

An important component of social media outreach is monitoring public input as close to continuously as possible. WYDOT’s audience expects real-time or near real-time feedback, very much like holding a face-to-face discussion. WYDOT will inform users about the “hours of operation” for its social media outlets. For example, when creating a Facebook page for a road project, the department will use the “About” section to inform the public of what to expect for response time, and whether the page will be monitored after-hours or over the weekend. Citizens can also leave messages in other language, which can be translated and a response given in the participant’s language.

The most common social media tools used by WYDOT are Facebook and Twitter. These outlets are widely accepted in Wyoming, and the public expects to find such a site for projects in their communities. WYDOT will take advantage of these expectations by providing the public with an easily accessible location to stay informed about the project, weigh-in with concerns, and ask questions whenever practical. The decision to create a social media site for WYDOT projects rests with district staff.

Summary of Recent Outreach Efforts

WYDOT’s outreach events have been successful in obtaining and incorporating the feedback of the public, including minority and LEP populations. These activities span the width of WYDOT’s services, incorporating various internal departments in their efforts.

One example of public outreach and input that is available to all Wyoming citizens is the State Transportation Involvement Program (STIP) Public Comment Map, available on the web at <https://webapp.dot.state.wy.us/ao/f?p=951:1:10534969232767>. This interactive tool maps each proposed or current project in the STIP and allows citizens to click any one of them to find more information, and more importantly, to easily leave a comment on any project. This allows citizens to share their input even if they are unable to attend any in-person meetings, making participation easy for anyone, including minorities or LEP persons.

The STIP planning process is also a rich source of public participation and input. When considering potential projects to be included in the STIP, multiple public meetings are held. Pursuant to the Language Assistance Plan (LAP) outlined in this Program, interpretation services are offered upon request to encourage LEP participation. In 2023, no less than five public meetings were held on the STIP in each of WYDOT’s five districts. A chart detailing these public meetings is located in Appendix 1.

7. Four Factor Analysis of Limited English Proficient (LEP) Residents

What does it mean to be Limited English Proficient (LEP)?

LEP individuals do not speak English as their primary language and therefore have a limited ability to read, write, speak, or understand English. Many LEP persons are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently. LEP status may be context-specific – an individual may have sufficient English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information in English.

Background

Federal law prohibits discrimination based on national origin. National origin discrimination includes discrimination based on a person's inability to speak, read, write or understand English. Recipients of Federal funds must provide meaningful access to LEP individuals.

On August 11, 2000, Executive Order 13166, titled, "Improving Access to Services by Persons with Limited English Proficiency," was issued. Executive Order 13166 requires Federal agencies to assess and address the needs of otherwise eligible persons seeking access to federally conducted programs and activities who, due to LEP cannot fully and equally participate in or benefit from those programs and activities. Section 2 of the Executive Order 13166 directs each Federal department or agency "to prepare a plan to improve access to...Federally conducted programs and activities by eligible LEP persons...."

Framework for Deciding when Language Services are Needed

WYDOT will take the following steps to ensure meaningful access to its programs, services, and activities for LEP individuals in a manner that balances the following four factors.

FOUR-FACTOR ANALYSIS

The Four Factor Analysis is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by WYDOT;
2. The frequency with which LEP persons come into contact with WYDOT services and programs;
3. The nature and importance of WYDOT's services and programs in people's lives; and
4. The resources available to WYDOT for LEP outreach, as well as the costs associated with that outreach.

Factor One: The number or proportion of LEP persons eligible to be serviced or likely to be encountered by WYDOT.

The first step in determining the appropriate components of a Language Assistance Plan is understanding the proportion of LEP persons who may encounter WYDOT's services, their literacy skills in English and their native language, the location of their communities and neighborhoods and, more importantly, if any are underserved as a result of a language barrier.

To do this, WYDOT evaluated the level of English proficiency and to what degree people in its service area speak a language other than English and what those languages are. Data for this review is derived from the United States Census and the American Community Survey. The most recent data available for the state were the ACS 2017-2021 five-year estimates.

Service Area Overview

WYDOT’s service area encompasses the entire state of Wyoming. Home to 542,379 people spread over 97,813 square miles, Wyoming’s population speaks a dozen different language groups. However, the overall numbers of residents who speak English ‘less than very well’ are very low. Of the total service area population of 542,379, just 9,143, or 1.83% of residents, report speaking English less than very well. A breakdown of the language groups, and those speaking English less than very well are shown below.

Total Population of Wyoming		
	542,379	
Language Group	Number people who speak the language and English less than very well	Percentage that speaks English less than very well
Spanish:	7,660	1.41%
French, Haitian, or Cajun:	128	0.02%
Russian, Polish, or other Slavic languages:	173	0.03%
Other Indo-European languages:	241	0.04%
Korean:	84	0.02%
Chinese (incl. Mandarin, Cantonese):	455	0.08%
Vietnamese:	241	0.04%
Tagalog (incl. Filipino):	168	0.03%
Other Asian and Pacific Island languages:	374	0.07%
Arabic:	85	0.02%
Other and unspecified languages:	83	0.02%
Total who speak English less than very well	9,143	1.83%

The Safe Harbor Provision

The U.S. Department of Transportation (U.S. DOT) has adopted the U.S. Department of Justice's Safe Harbor Provision. This provision outlines circumstances that can provide a "safe harbor" for U.S. DOT recipients (and sub-recipients) regarding translation of vital documents. Specifically, if a recipient provides written translation of vital documents for each LEP group that constitutes the lesser of 1,000 persons or five percent (5%) of the total population eligible to be served or likely to be affected or encountered, such action is considered strong evidence of compliance with the recipient's written translation obligations.

The Safe Harbor Provision only applies to the translation of written documents. It does not affect WYDOT's requirement to provide meaningful access to LEP individuals through oral language services.

A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

The data above shows that just one language meets the Safe Harbor threshold—Spanish. Wyoming is home to 7,660 people (1.41% of the population) who speak Spanish, and speak English less than very well. The number of people who speak other languages and English less than very well all comprise under 0.1% of the population each.

Designation of Vital Documents

Based on the limited population of Spanish speakers who also speak English less than very well, WYDOT designates the following as Vital Documents which be translated to Spanish: Title VI Notice to the Public, Title VI Complaint Form, and Title VI Complaint Procedures.

Factor Two: The frequency with which LEP persons come into contact with WYDOT services and programs.

Given that WYDOT is a large organization that does not directly operate transit services, it is difficult to gauge precisely how much contact LEP persons have with WYDOT services and programs. WYDOT recognizes the importance of taking measures to gauge LEP needs, but in the spirit of transparency, admits it has done less than planned in the past few years to fortify the Title VI Program. For several years, WYDOT's Civil Rights Program has had significant staff turnover and extended vacancies in key positions, including that of Title VI Coordinator. However, WYDOT recently hired an outside consulting agency to assist with Civil Rights compliance in its programming. WYDOT is also in the process of hiring a new Title VI Coordinator.

In this situation, WYDOT is doing all it can to move forward in a positive direction. This includes a plan to collect data on the frequency in which LEP persons come into contact with WYDOT's various departments and programs. Once the Title VI Coordinator is in place, one of their first duties will be creating an annual survey to be sent to each department. Departments will collect data on their contacts with people who need language assistance, and the Title VI Coordinator will review and analyze this data

each year. Departments will also be asked to log their use of Language Line or any other translation or interpretation services. Thus, by the time this Program is due for an update, WYDOT will have concrete data on language access needs to help direct future efforts and planning.

Factor Three: The Importance of WYDOT's Service to People's Lives

WYDOT's services likely affect every community member in some way. Various departments provide public services to which almost everyone needs access. For example, WYDOT's Driver Services Program administers and maintains Wyoming's driving records system, tests, and issues and processes all classes of driver licenses, commercial driver licenses, learner permits, graduated driver licensing, and identification cards. Driver Services maintains driver history records, including convictions for motor vehicle offenses and crashes, and administers the process of withdrawing and reinstating driving privileges. These are services that most adults in the state likely utilize at some point.

WYDOT Highway Safety department is responsible for educating the public on transportation safety issues. The department coordinates campaigns on distracted driving, sober driving, motorcycle safety, and pedestrian and bicyclist safety. All of these affect the entire population, including LEP persons.

LEP persons looking for employment with WYDOT also need access to information from WYDOT on employment opportunities. Further, some Disadvantaged Business Enterprises (DBEs) who seek to bid on WYDOT projects likely have some LEP employees. Potential DBEs need to be able to access the certification process overseen by WYDOT.

Finally, WYDOT's planning process relies on input from the public. WYDOT's services are therefore important to LEP person's lives, and must be accessible to everyone, regardless of ability to speak English.

Factor Four: Resources and Costs for LEP Outreach

Given that Wyoming has a very limited number of LEP citizens, WYDOT can meet the needs of its LEP population through relatively simple means. First, WYDOT staff members who speak Spanish or any other foreign languages can be consulted or utilized for translation or interpretation in informal or emergency situations. In the event assistance in a rare language is needed, WYDOT can reach out to local colleges or universities to find staff who are proficient and may be willing to assist. Other free resources include the use of Google Translate or other technology-based translation services. WYDOT can utilize Google Translate to interpret simple comments or messages left on WYDOT's social media or interactive STIF map of projects.

WYDOT recognizes there will be times when professional interpretation or translation services are needed. In those cases where a citizen needs to communicate with WYDOT in another language, WYDOT employees have access to a telephonic interpretation service called Language Line. This is a pay-as-needed service under which WYDOT is billed per minute for service. This makes the service affordable. Finally, WYDOT will pay for document translation services when needed, which generally costs about \$25-\$35 per page. For example, the Spanish translation of vital documents included in this Program were completed by a paid professional.

These resources give WYDOT the ability to perform outreach with the LEP population at a reasonable cost.

8. Language Assistance Plan (LAP) for LEP Population

Four Factor Analysis Results

In reviewing the data from the Four Factor Analysis (above), it is clear that Wyoming is a state in which almost everyone speaks English. Just 1.83% of residents report speaking English less than very well, and almost all these LEP persons (1.41% of the total population, or 77% of those who speak English less than very well) are Spanish speakers. In total, Wyoming is home to 7,660 Spanish speakers who speak English less than very well, hitting the threshold¹ for translation of vital documents.

Though there are some speakers of other languages such as French, Russian, and Vietnamese, none of these language groups (who speak English less than very well) comprise even one-tenth of a percent of the population.

The Analysis demonstrated that while the services provided by WYDOT are just as important to the LEP persons as they are to the rest of the population, there is currently little to no evidence LEP persons are struggling to access WYDOT services. As noted in Factor Two (above) WYDOT has plans for more concrete data collection on this topic for the future.

WYDOT's Provision of Language Assistance

WYDOT has a responsibility to provide Spanish speakers with the resources they need to fully access its programs. In this Program, WYDOT designates the following as vital documents which have been translated to Spanish and are included in this program: Title VI Notice, Title VI Complaint Form, and Title VI Complaint Procedures. As WYDOT operates no transit services directly, there is no need for translation of bus schedules or similar material.

Anyone who attempts to access WYDOT's departments or services who is unable to communicate in English will receive assistance. WYDOT's staff has access to the Language Line service, which can provide translators in 190 languages. The Language Line Access Guide is attached as Appendix 2 for reference. If a citizen wishes to attend a public meeting, but needs an interpreter, one will be provided by WYDOT upon request (likely telephonically).

Public Notice of the Availability of Language Services

As part of WYDOT's collaboration with a consultant on this Title VI Program and other compliance issues, WYDOT is working toward better advertising the availability of language services. At this time, WYDOT is working on adding notices on key pages of its website that state that translation and interpretation services are available upon request. This notice will be posted in English and Spanish. WYDOT will also work to assure that when public meetings are advertised, the availability of language services is advertised in tandem.

As the new Title VI Coordinator is onboarded and begins collaborating with various WYDOT departments on language access surveys, s/he will also work with department heads to determine the best way for that department to communicate the availability of language services to its customers, and to provide tools that

¹ The threshold, as described in the Four Factor Analysis in section 7, is the *lesser* of 5% of the population *or* 1,000 people.

are relevant to the public interactions of each. What this looks like may vary from department to department. For example, WYDOT workers at ports of entry may need access to and training on the utilization of “I Speak” cards, which would allow a customer to inform WYDOT which language they speak and for which they need an interpreter.

Monitoring, Evaluating, and Updating the LAP

The Title VI Coordinator is responsible for monitoring, evaluating, and updating the LAP. In addition to regularly updating the Title VI Program every three years, the Coordinator will use the data generated by annual department surveys on language access requests to monitor the frequency with which LEP persons come into contact with WYDOT. The Coordinator will identify trends in which departments interact the most with the LEP population, and work with those departments to assure they have the necessary resources to meet the public’s needs.

The Title VI Coordinator will also monitor trends in LEP populations throughout the state, and make adjustments if any other language group grows toward the threshold of 5% of the population, or 1,000 people that speak English less than very well.

WYDOT Employee Training

Each year, the Wyoming Public Transit Association (WYTRANS) holds a state-wide conference for all public transit operators in the state. During this conference, the Local Government Coordination (LGC) Department of WYDOT offers training on various public transportation topics and FTA regulations. Title VI Requirements is part of the training LGC conducts. Further, all Local Transit Agencies (LTAs) must attend annual training provided by WYDOT, and Civil Rights and Title VI training is always included in this program.

Once a new Title VI Coordinator is in place, regular Title VI training for internal WYDOT employees will resume. It will be the Coordinator’s responsibility to assure that leadership in each department is aware of both their Title VI responsibilities to the public, and the resources available to them to assist in communication with LEPs.

9. Table of Committee and Council Memberships

The Wyoming Transportation Commission governs activities of the Department of Transportation (W.S. 24-2-101). The commission is composed of seven members appointed by the governor, with approval of the Senate. Commissioners are appointed to six-year terms and they represent districts which include three or four counties.

Each county within a commission district is represented, in turn, by successive appointments. State law requires the minority party be represented on the commission. The commission generally meets monthly.

Pursuant to FTA Circular 4702.1B.III.4(a)(6), “Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, **the membership of which is selected by the recipient**, must provide a table depicting the racial breakdown of the membership of those committees...” (emphasis added).

As the Wyoming Transportation Commission members are appointed by the governor and not WYDOT, this requirement does not technically apply. However, in the interest of transparency, a racial breakdown of the membership of the Commission is included below:

Commissioner Name	WYDOT District Represented	Race
Patrick Crank	District 1	Caucasian
Brandt Lyman	District 2	Caucasian
Jon Dolezal	District 3	Caucasian
Susan Holmes	District 4	Caucasian
Michael Baker	District 5	Caucasian
Mark Hughes	District 6	Caucasian
Jim Wilcox	District 7	Caucasian

Similarly, a description of efforts made to encourage the participation of minorities on such committees or councils is not required in this Program, as WYDOT does not appoint these members. However, WYDOT would note that the composition of the Commission is fairly reflective of the state, which is 92.3% Caucasian (U.S. Census, 2020).

10. Monitoring of Subrecipients

WYDOT performs regular oversight of subrecipients in regards to their Title VI obligations. As previously described in this Program, WYDOT's Civil Rights Program has not been fully staffed for several years, and WYDOT is in the process of hiring a new Title VI Coordinator. Further, WYDOT has engaged in a three-year contract with a transit consultation firm for assistance in shoring up its Title VI and other civil rights responsibilities.

WYDOT is currently working with the consultant to build a stronger subrecipient oversight monitoring program generally, which will include the following elements:

- Collection and review of each subrecipient's Title VI Program.
 - The review schedule will assure that WYDOT reviews approximately one-third of all subrecipients' Programs on a rotating basis; such that every Program will be reviewed once every three years (the length of validity of the Program).
 - WYDOT has made changes to its BlackCat system so that subrecipients can upload their Title VI Programs directly, making collection and review simpler.
- Review of each Program will include, but is not limited to assuring the following:
 - LEP Data is accurate and up to date, with complete Four Factor Analysis;
 - Languages that meet the LEP threshold are identified and vital documents are translated to those languages;
 - Each agency has a compliant Title VI Notice, which is publicly displayed;
 - Subrecipients have an appropriate Title VI Complaint Form and Complaint Procedures which ensure due process and the right to appeal the initial finding;
 - A Public Participation Plan is present and being implemented; and
 - The LAP is appropriate, given the needs and resources of the agency, and is being implemented.

WYDOT also assists subrecipients by providing template Title VI documents; monitoring Title VI complaints received by subrecipients; and providing technical assistance to subrecipients on any aspect of their Title VI Program or obligations.

11. Title VI Equity Analysis

When performing a Title VI equity analysis, WYDOT will perform outreach to persons potentially impacted by the proposed location of the facility. The Title VI equity analysis will compare the equity Title 49 CFR Section 21.9(b)(3) states, "In determining the site or 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 49 CFR part 21, Appendix C, Section (3) 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."

Currently there are no new facilities being planned, nor have any facilities been built anytime in recent memory that would fit into the intent of this requirement. However, if and when WYDOT intends to build a facility that does warrant this scrutiny, and for which a NEPA process has not been required, WYDOT will complete a Title VI equity analysis during the planning stage with regard to where a project is to be located to ensure the location is selected without regard to race, color, or national origin. Impacts of various location alternatives, and the analysis will occur before the selection of the preferred site.

12. Demographics Profile of Wyoming

Figure 1: Census Data for Wyoming







































 Population Estimates, July 1, 2022, (V2022)  581,381			
 PEOPLE			
Race and Hispanic Origin			
 White alone, percent	 92.3%		
 Black or African American alone, percent (a)	 1.2%		
 American Indian and Alaska Native alone, percent (a)	 2.8%		
 Asian alone, percent (a)	 1.1%		
 Native Hawaiian and Other Pacific Islander alone, percent (a)	 0.1%		
 Two or More Races, percent	 2.4%		
 Hispanic or Latino, percent (b)	 10.8%		
 White alone, not Hispanic or Latino, percent	 83.1%		
<th colspan="2">  Population Estimates, July 1, 2022, (V2022)  581,381 </th>		 Population Estimates, July 1, 2022, (V2022)  581,381	
 PEOPLE			
Income & Poverty			
 Median household income (in 2021 dollars), 2017-2021	\$68,002		
 Per capita income in past 12 months (in 2021 dollars), 2017-2021	\$36,288		
 Persons in poverty, percent	 11.8%		
<th colspan="2">  Population Estimates, July 1, 2022, (V2022)  581,381 </th>		 Population Estimates, July 1, 2022, (V2022)  581,381	
 GEOGRAPHY			
Geography			
 Population per square mile, 2020	5.9		
 Population per square mile, 2010	5.8		
 Land area in square miles, 2020	97,088.76		
 Land area in square miles, 2010	97,093.14		
 FIPS Code	56		

Figure 2: Demographic Profile of Minority Populations in Wyoming: Above or Below Median

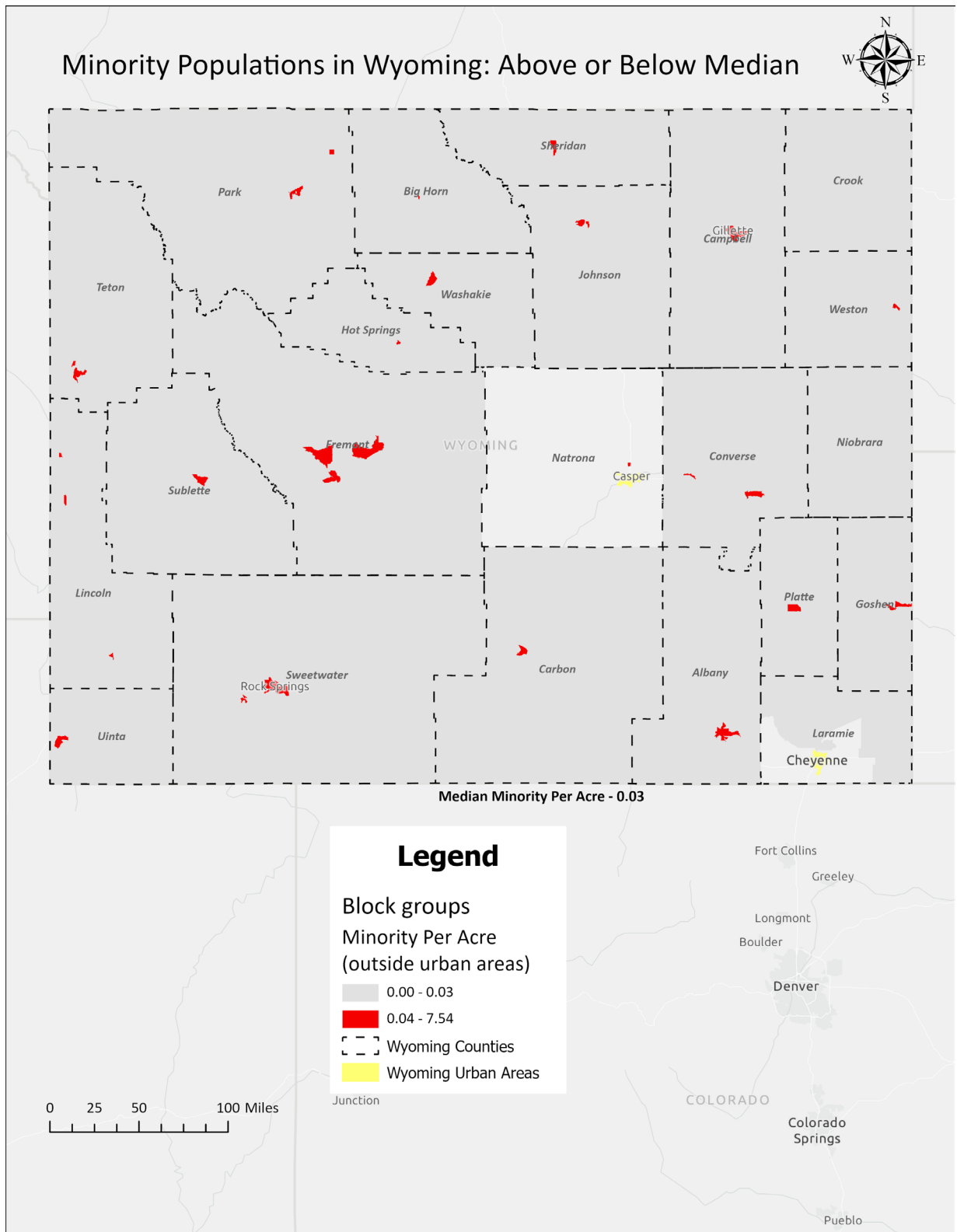


Figure 3: Wyoming Transit Service Areas and Minority Population

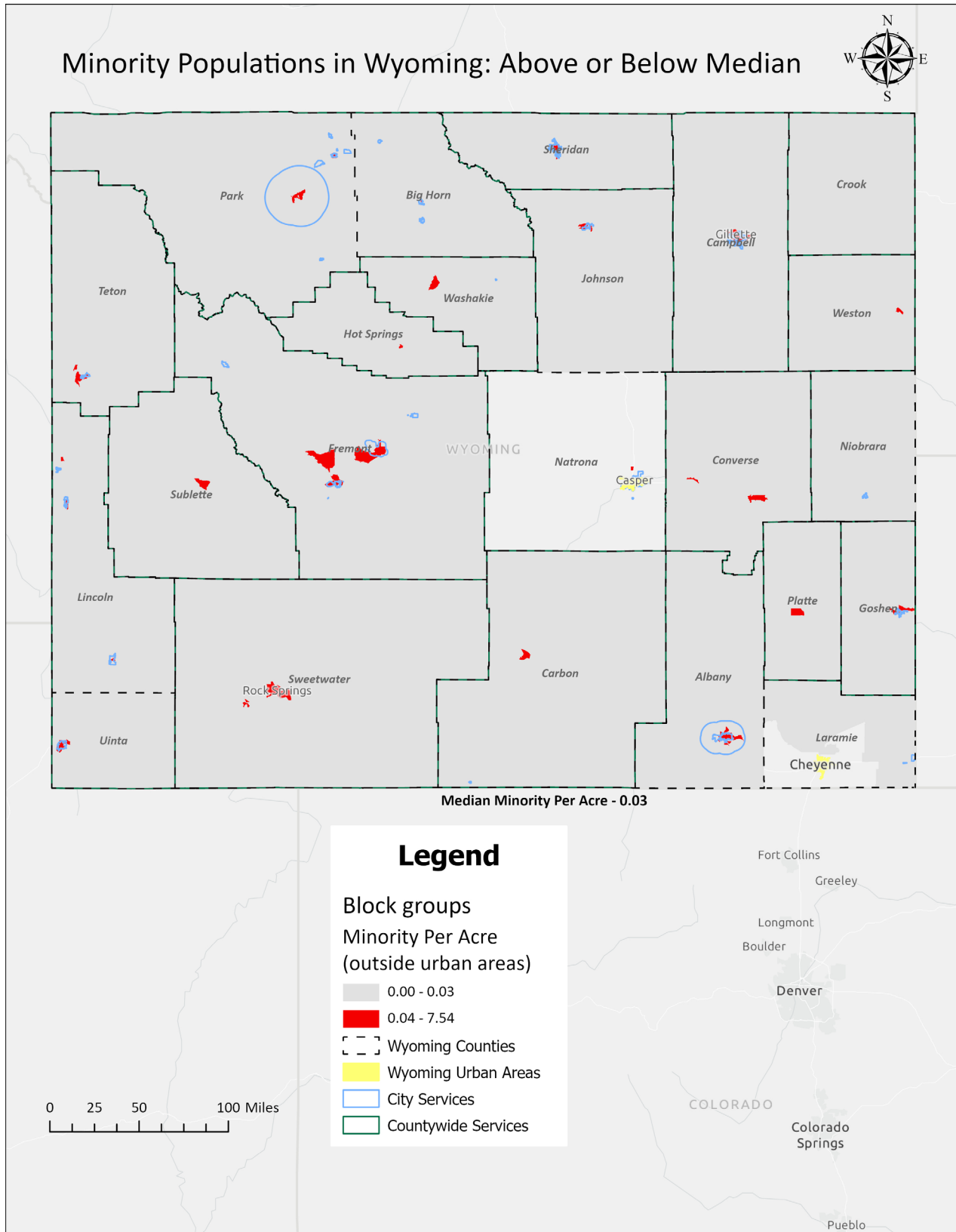


Figure 4: Program Funding Distribution by Provider with Above Median Minority Population Overlay

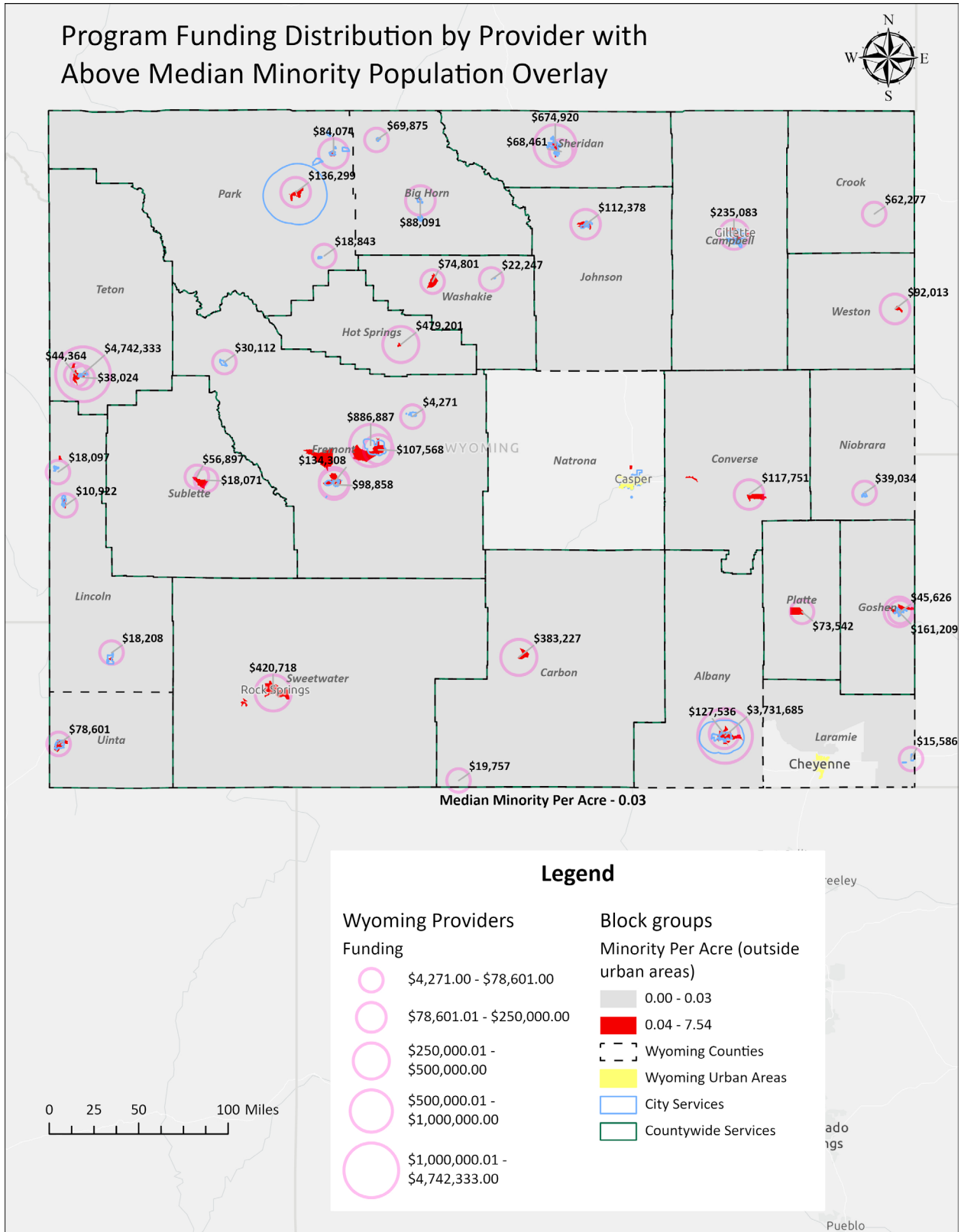
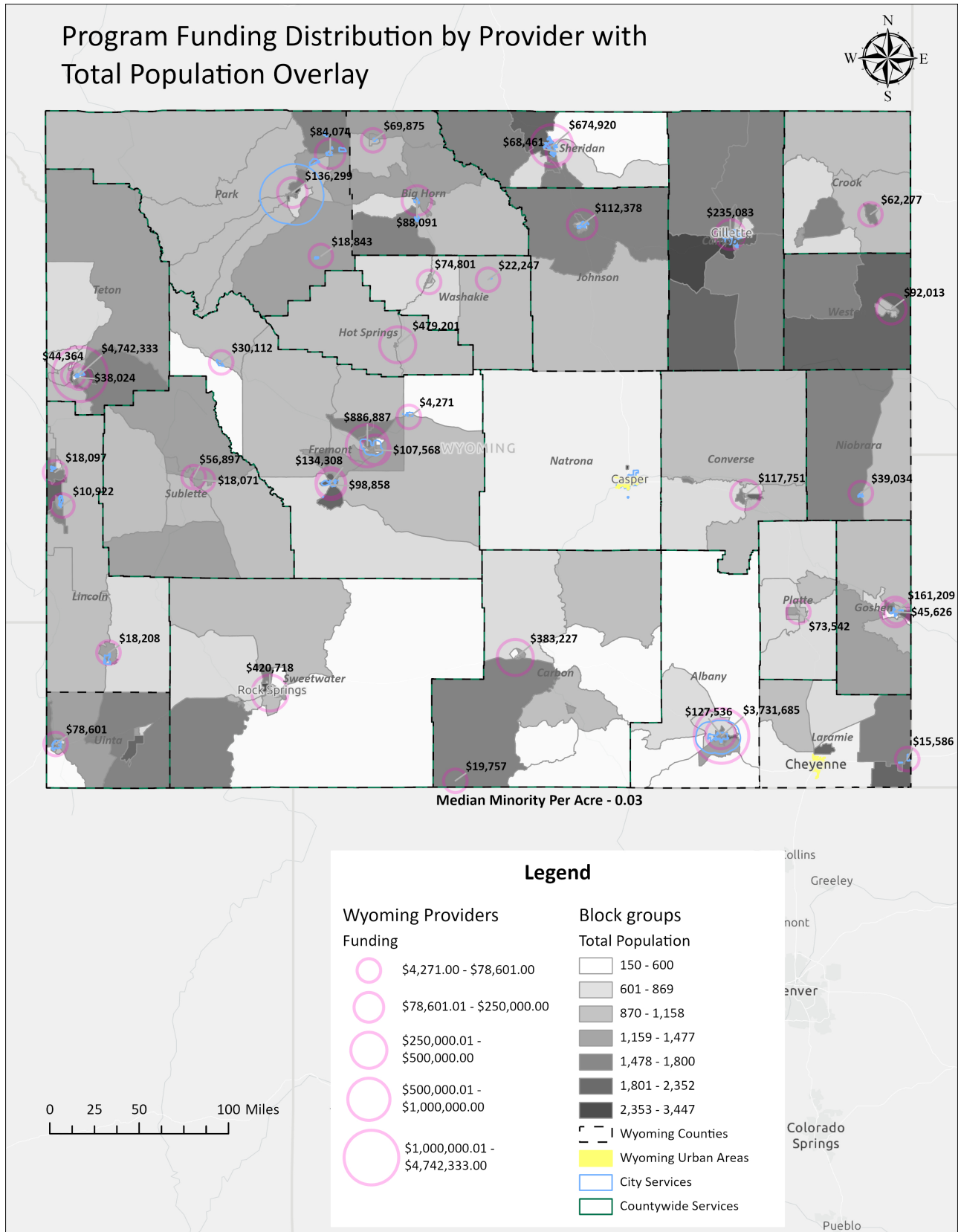


Figure 5: Program Funding Distribution by Provider with Total Population Overlay



13. Transportation System Investment Disparate Impact Analysis

The demographic and spending data compiled by WYDOT for the Title VI Program is used as both an assessment and planning tool.

WYDOT makes the following observations in reviewing the data found in Figures 1 through 5 above:

- Wyoming is a rural, sparsely populated state with a large Caucasian population, with total minority and mixed-race persons representing just 7.7% of the population. (Figure 1)
- Most counties have one or two small areas with above-median minority populations, which are scattered across the state. (Figure 2)
- Each of the 23 counties has either one or more cities with transit service; or has a county-wide transit system. (Figure 3)
- Every one of the above-median minority areas has a funded transit program, most of which surround or pass through the area. (Figure 4)

In sum, the disbursement of transit funding throughout the state has a positive correlation to both the overall population and minority population in the area. If there were discriminatory impact to the funding distribution, we would expect to see above-median minority areas with little to no transit access or funding. This simply is not the case in Wyoming.

WYDOT maintains that, based on this information, and the fact that WYDOT has made awards to all 2023 program applicants who submitted a responsive application, there do not appear to be any negative disparate impacts to minority populations caused by funding allocation. WYDOT will continue to monitor its distribution of funding and its relationship to minority populations to ensure no future disparate impacts occur.

14. Statewide Transportation Planning Process

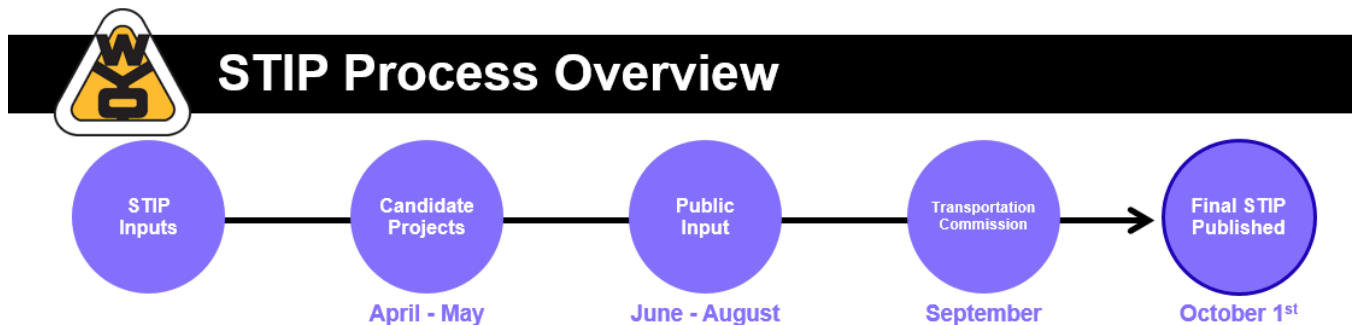
The Wyoming Department of Transportation (WYDOT) currently conducts annual and ongoing public involvement processes for transportation projects throughout the state. The current public involvement process includes the following: Project specific local public involvement within each WYDOT district; State Transportation Improvement Program (STIP) presentations to county, town and city local elected officials; STIP presentations to Tribal Council officials; Annual Urban Systems Advisory Committee review for participating communities; Long Range Transportation Planning (LRTP) outreach through WYDOT’s Public involvement, media, and website interaction.

WYDOT uses a data-driven decision methodology supported by technical data from a variety of sources to assess the transportation system and develop a program of projects that will yield the highest return on investment. These projects are incorporated into the STIP, to best meet our performance goals, as well as state and federal requirements with our limited funding. The STIP provides a snapshot of existing and proposed projects and their schedules. Since the nature of projects and the funding sources are dynamic, the STIP is continually updated as changes occur. WYDOT is currently implementing the STIP for years 2024-2029. WYDOT pledges to do its best to adhere to this program and to serve the public interest through these projects.

What projects are proposed?

From our website, or below, residents can click on the STIP Public Comment Map link which will take you to an interactive map where you can see current and proposed projects and provide your input.

<https://webapp.dot.state.wy.us/ao/f?p=951:1:6019818911840:::1::>



The STIP is continually updated based on the following process to adapt to the ever-changing conditions of Wyoming’s transportation system.

STIP Inputs

- Asset Management Systems
- Long-Range Transportation Plan
- Freight Plan
- Mobility
- Performance Measures
- Economic Development
- Safety
- Budget

Candidate Projects (April - May)

- Highway
- Indian Reservation Road (IRR)
- MPO TIP
- Off-system
- Rail
- Federal Lands
- Aeronautics
- Other
- Public Transit
- Enhancement (TAP)
- Capital

Public Input (June - August)

- Transportation Commission
- Transportation Alternative Program (TAP)
- Tribal Governments
- MPO's
- Aeronautics Commission
- Transportation Agencies
- Federal Agencies
- Citizens
- PSC Commission
- Bureau of Indian Affairs
- Local Governments
- Public Agencies

Transportation Commission (September)

- Approves STIP
- Federal Highway Administration (FHWA) concurs in approval
- Federal Transit Authority concurs in approval

Final STIP Published (October)

15. WYDOT Procedures on Nondiscriminatory Pass-Through of FTA Financial Assistance

Transit programs in Wyoming are administered by WYDOT through the Office of Local Government Coordination. Transit programs are funded through a variety of federal and state programs. Currently all 23 counties have at least one provider of public transportation. Many of the public transportation programs are provided by the senior centers in the area.

Transit programs are divided into four major funding categories:

- Administrative Assistance
- Maintenance Assistance
- Operating Assistance and
- Capital Assistance

If a transit provider is interested in receiving funds, they will contact the Office of Local Government Coordination (LGC) and complete a request (application) for aid. This application will include the scope and a detailed budget for all costs. Based on this information, the LGC makes recommendations to the WYTRANS Advisory Committee to determine which transit providers will be awarded funds.

WYDOT assures the pass through of funds is happening in a nondiscriminatory manner in several ways. First, the Transportation System Investment Disparate Impact Analysis (above) shows the presence of transit systems and underlying funding in every area of the state where the minority population is above the mean. Secondly, WYDOT works with affinity groups that represent the needs diverse populations in its planning and coordination activities. Two examples are the National Association for the Advancement of Colored People (NAACP), and the Wyoming Independent Citizen Coalition (WICC, who support consultation, mediation, situational analysis, and research to address hate-based and civil rights issues in Wyoming). Finally, the fact that virtually every proposed project or application is approved shows that there is no unfair denial of funding. For example, in 2023, the only applicant whose award was not approved did not submit a complete and responsive application packet.

16. WYDOT Potential Subrecipient Assistance Procedures

Potential subrecipients are required to submit detailed applications including an itemized budget request. New applicants generally call WYDOT's Office of Local Government Coordination (LGC) for assistance. The LGC regularly provides technical assistance to potential subrecipients in completing their application and budget in order to give them the best chance possible of receiving an award.

The application requires the subrecipient to identify the sources of matching funds for their request. These requests are evaluated by staff using historical data for the potential subrecipient as well as monthly ridership and expense reports for the previous fiscal year, if applicable.

After the initial review by WYDOT staff, the recommended budgets are then reviewed by the WYTRANS advisory committee, appointed by the WYTRANS Board President. After receiving the input of the committee, final funding determinations are made by WYDOT staff. WYDOT is currently working to develop a method to incorporate Performance Measures into its funding model.

Applications are solicited annually beginning March 1, and are due mid-April and subrecipients are notified of the following Fiscal Year budget in June. Staff makes a determination to which subrecipients receive Federal funds based on the size of the program, the length of time that key personnel have worked in the program and other factors related to the burden of Federal requirements.

As previously stated, new potential applicants generally call WYDOT's Office of Local Government Coordination (LGC) for assistance. The LGC regularly provides technical assistance to potential subrecipients in completing their application and budget in order to give them the best chance possible of receiving an award.



17. Vital Documents in Spanish

Formulario de Queja del Título VI del WYDOT



Sección I:			
Nombre:			
Dirección:			
Teléfono (Domicilio):		Teléfono (Trabajo):	
Dirección de correo electrónico:			
¿Requisitos de formato accesible?	Letras Grandes		Cinta de audio
	Dispositivo de telecomunicaciones para sordos (TDD)		Otro
Sección II:			
¿Está presentando esta queja en su propio nombre?	Sí*	No	
*Si respondió "sí" a esta pregunta, pase a la Sección III.			
De lo contrario, proporcione el nombre y la relación de la persona por quien presenta la queja:			
Explique por qué ha presentado una solicitud en nombre de un tercero: _____			
Confirme que ha obtenido el permiso de la parte agraviada si presenta la presentación en nombre de un tercero.		Sí	No
Sección III:			
Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda): <input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional			
Fecha de la presunta discriminación (mes, día, año): _____			
Explique lo más claramente posible qué sucedió y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si las conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el reverso de este formulario. _____ _____ _____ _____			

Sección IV		
¿Ha presentado anteriormente una queja del Título VI ante esta agencia?	Sí	No
Sección V		
¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal?		
<input type="checkbox"/> Sí <input type="checkbox"/> No En caso afirmativo, marque todo lo que corresponda: <input type="checkbox"/> Agencia Federal: _____ <input type="checkbox"/> Tribunal Federal _____ <input type="checkbox"/> Agencia Estatal _____ <input type="checkbox"/> Tribunal Estatal _____ <input type="checkbox"/> Agencia Local _____		
Proporcione información sobre una persona de contacto en la agencia/tribunal donde se presentó la queja.		
Nombre: _____		
Título: _____		
Agencia: _____		
Dirección: _____		
Teléfono: _____		
Sección VI		
Nombre de la agencia la queja es contra: _____		
Persona de contacto: _____		
Título: _____		
Número de teléfono: _____		

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja. La firma y la fecha se requieren a continuación.

Firma

Fecha

Por favor envíe su queja a lo siguiente:

Departamento de Transporte de Wyoming
 Oficina de Derechos Civiles
 Coordinador del Título VI
 5300 Bishop Blvd.
 Cheyenne, Wyoming 82009
 307-777-4457
 DOT-civilrights@wyo.gov



Procedimientos de Quejas del Título VI del WYDOT



1. Cualquier individual, grupo de individuos, o entidad que cree ellos ha sido sometido a discriminación prohibida por Disposiciones contra la discriminación del Título VI puede presentar una queja por escrito ante el Programa de derechos civiles de WYDOT . Si el demandante no puede poner la queja por escrito, comuníquese con la Oficina de Derechos Civiles utilizando la información a continuación y un miembro del personal lo ayudará a dictar la queja o le brindará otra asistencia necesaria.*

Inicio y aceptación de una queja

2. A la denuncia formal debe ser presentado dentro de 180 días calendario de el supuesto suceso.
3. El conforme debe cumplir con los siguientes requisitos:
 - a. La queja deberá ser en escribiendo y firmado por el denunciante(s).*
 - b. Presentar la fecha o fecha aproximada del presunto acto de discriminación (fecha en que el denunciante tuvo conocimiento de el supuesta discriminación; o el fecha en cual eso conducta era descontinuado o el último caso de la conducta).
 - c. Presente a descripción detallada de el asuntos incluido nombres y trabajo títulos de aquellos individuos percibidos como partes en el incidente denunciado , si se conoce.
 - d. Acusaciones recibió por fax o correo electrónico voluntad ser admitido y procesada. Las denuncias recibidas por teléfono serán reducido por escrito y proporcionado a el reclamante para su confirmación o revisión antes del procesamiento .
4. Al recibo de la denuncia, la Programa de Derechos Civiles voluntad determinar es jurisdicción, aceptabilidad, necesidad de información adicional e investigar el mérito de la queja. En los casos en que la queja sea contra uno de los subreceptores de WYDOT, la queja se enviará a ese subreceptor para su investigación. Si la denuncia cae bajo la jurisdicción del Administración Federal de Carreteras (FHWA), será remitido a la oficina con jurisdicción adecuada.
5. Las quejas recibidas como quejas del Título VI, pero que pueden estar comprendidas en derechos protegidos por la ADA u otras protecciones federales, serán remitidas e investigadas por la oficina correspondiente.
6. Aceptación de a queja voluntad ser determinado por:
 - a. Si la queja es oportuno archivado;
 - b. Si el las acusaciones involucran un cubierto base : raza, color o nacional origen;
 - c. Si el las acusaciones involucran a programa o actividad de a ayuda federal recipiente, subreceptor, o contratista.
7. A queja puede ser despedido para el siguientes razones:
 - a. La queja es prematuro archivado;
 - b. La queja hace no alegar a base cubierto por Título VI (en cuyo caso se remitirá a la oficina o agencia correspondiente) ;

- c. El querellante hace no alegar cualquier dañar con respecto a programas cubiertos o estatutos;
- d. El querellante peticiones el retiro de la queja;
- e. El denunciante falla a responder a solicitudes repetidas para adicional información necesaria para procesar la queja;
- f. El denunciante no puedo ser situado después razonable intentos; o
- g. El denunciante tiene archivado a legal acción en Federal Tribunal de Distrito con el mismo base y cuestiones involucradas en la queja.

Reconociendo la queja

- 8. La Programa de Derechos Civiles ha autoridad única para aceptar quejas para su investigación. Una vez aceptada, la queja será reconocida por escrito dentro de los treinta (30) calendario días.

Investigando la denuncia

- 9. El Coordinador del Título VI, o cualquier otro investigador calificado designado por el Programa de Derechos Civiles, investigará la denuncia, incluido el contacto con la parte que presuntamente actuó de manera discriminatoria.
- 10. El Coordinador del Título VI o el investigador asignado se comunicará con el denunciante si necesita más información. El Demandante deberá responder a dichas solicitudes dentro de los treinta (30) días, o la queja podrá ser desestimada.
- 11. Tan pronto como sea posible, y generalmente dentro de los noventa (90) días calendario posteriores a la recepción de la queja y todo el seguimiento necesario, el Coordinador del Título VI o su designado preparará un informe de investigación. El informe deberá incluir una descripción narrativa del incidente, identificación de las personas entrevistadas, hallazgos y recomendaciones para su disposición.
- 12. Al demandante se le enviará por correo una copia escrita del informe.

Apelar la decisión

- 13. Si el denunciante no está satisfecho con los resultados de la investigación, se le informará de sus derechos para apelar la determinación inicial de WYDOT.
- 14. No se requiere ningún formulario para presentar una apelación. El demandante simplemente debe notificar por escrito al Coordinador del Título VI que desea apelar. Este aviso se puede enviar por correo (5300 Bishop Blvd., Cheyenne, WY 82009) o correo electrónico (DOT-civilrights@wyo.gov) al Coordinador del Título VI.
- 15. La queja y la apelación luego se enviarán al Programa de Derechos Civiles y se asignarán al Coordinador de la ADA u otro empleado(s) de WYDOT que fueron o no fueron parte de la investigación original.

16. Ese revisor secundario o equipo de revisión volverá a evaluar y volver a investigar si es necesario, y se emitirá una decisión independiente por escrito.

Otros lugares para quejas del Título VI

17. Al finalizar el proceso de investigación, o en cualquier momento, el denunciante tiene derecho a presentar la queja ante la Oficina de Derechos Civiles de la FTA en la siguiente dirección:

Office of Civil Rights
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590



Aviso al Público del Título VI del WYDOT



El Departamento de Transporte de Wyoming da aviso público de su política para defender y asegurar 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. WYDOT opera sus programas y servicios sin distinción de raza, color u origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles.

Cualquier persona que desee obtener más información sobre el Programa del Título VI puede comunicarse con el Coordinador del Programa del Título VI en la Oficina de Derechos Civiles, en la dirección que se indica a continuación.

Cualquier persona que crea que, individualmente o como miembro de cualquier clase específica de personas, ha sido objeto de discriminación por motivos de raza, color u origen nacional tiene derecho a presentar una queja formal. Cualquier queja de este tipo debe realizarse por escrito y presentarse dentro de los 180 días siguientes a la fecha del presunto suceso a:

WYDOT Office of Civil Rights
Title VI Coordinator
5300 Bishop Blvd.
Cheyenne, Wyoming 82009
307-777-4457
DOT-civilrights@wyo.gov



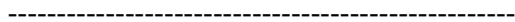
WYDOT Title VI Notice to the Public



The Wyoming Department of Transportation 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. WYDOT operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

Any person who desires more information regarding the Title VI Program can contact its Title VI Program Coordinator with the Office of Civil Rights - 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, or national origin 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 the address below.



Aviso al Público del Título VI del WYDOT



El Departamento de Transporte de Wyoming da aviso público de su política para defender y asegurar 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. WYDOT opera sus programas y servicios sin distinción de raza, color u origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles.

Cualquier persona que desee obtener más información sobre el Programa del Título VI puede comunicarse con el Coordinador del Programa del Título VI en la Oficina de Derechos Civiles, en la dirección que se indica a continuación.

Cualquier persona que crea que, individualmente o como miembro de cualquier clase específica de personas, ha sido objeto de discriminación por motivos de raza, color u origen nacional tiene derecho a presentar una queja formal. Cualquier queja de este tipo debe realizarse por escrito y presentarse dentro de los 180 días siguientes a la fecha del presunto suceso a:

WYDOT Office of Civil Rights
Title VI Coordinator
5300 Bishop Blvd.
Cheyenne, WY 82009
307-777-4457
DOT-civilrights@wyo.gov

18. WYDOT's Adoption of the Title VI Program

I hereby acknowledge the receipt of the WYDOT Title VI Program for 2023-2025. I have reviewed and approve the Program. I am committed to ensuring that no person is excluded from participation in, or denied the benefits of WYDOT's services on the basis of race, color, or national origin, as protected by Title VI according to FTA Circular 4702.1B, and Title VI requirements.



Signature

10/16/23

Date

Darin Westby, Director
Wyoming Department of Transportation

Appendix 1: STIP Public Meetings for 2023

District	Date and Time	Location
1	July 19 th at 11 am	Carbon County Public Meeting at WYDOT Rawlins Conference Room, 301 Airport Rd Rawlins, WY 82301
1	July 19 th at 6 pm	Carbon County Council of Governments, Cowboy Inn, 210 Penland St Baggs, WY 82321, (back dining room)
1	July 25 th at 11 am	Albany County Public Meeting at WYDOT Laramie Conference Room, 3411 S 3rd St Laramie, WY 82070
1	July 25 th at 6 pm	Albany County Commissioners/City of Laramie Joint Work Session (virtual). Visit https://cityoflaramie.org/68/City-Council for the Zoom link information.
1	August 1 st at 11 am	Laramie County Board of Commissioners, City and County Building, 310 W 19 th St Cheyenne, WY 82001
1	August 1 st at 2 pm	Laramie County Public Meeting at WYDOT Headquarters Auditorium, 5300 Bishop Blvd Cheyenne, WY 82009
2	July 5 th at 11 am	Converse County Commissioners, Converse County Courthouse, 107 N 5th St Douglas, WY 82633
2	July 6 th at 10:30 am	Platte County Commissioners, Platte County Courthouse, 800 9th St Wheatland, WY 82201
2	July 11 th at 9:30 am	Goshen County Commissioners, Goshen County Courthouse, 2125 E A St, Torrington, WY 82240
2	July 18 th at 10 am	Niobrara County Commissioners, Niobrara County Courthouse, 424 S Elm St Lusk, WY 82225
2	August 1 st at 3 pm	Natrona County Commissioners, Natrona County Courthouse, second floor, 200 N Center St Casper, WY 82601
2	August 8 th at 5:30 pm	Natrona County Public Meeting at WYDOT Casper Office, downstairs classroom, 900 Bryan Stock Trail Casper, WY 82601
3	June 20 th at 1 pm	Sublette County Commission, Sublette County Courthouse, 21 S Tyler Ave Pinedale, WY 82941

District	Date and Time	Location
3	July 5 th at 10:30 am	Sweetwater County Commission, Sweetwater County Courthouse, 80 W Flaming Gorge Way, Suite 115 Green River, WY 82935
3	July 18 th time TBD	Uinta County Commission, Uinta County Courthouse, 225 9th St Evanston, WY 82930
3	August 1 st at 3 pm	Lincoln County Commission, Lincoln County Courthouse, 925 Sage Ave, Suite 302 Kemmerer, WY 83101
3	August 7 th time TBD	Teton County Commission, Teton County Administration Building, 200 S Willow St Jackson, WY 83001
4	June 26 th at 5 pm	Sheridan City Council Chambers, Sheridan City Hall, 55 E Grinnell Plaza Sheridan, WY 82801
4	July 10 th at 9:30 am	Sheridan County Commission Chambers, Sheridan County Courthouse, 224 S Main St Sheridan, WY 82801
4	July 12 th at 11 am	Crook County Commission, Crook County Courthouse, 309 E Cleveland St Sundance, WY 82729
4	July 13 th at 5:30 pm	Johnson County/Bufalo Council JOINT STIP Presentation, Johnson County Library, 171 N Adams Ave Buffalo, WY 82834
4	July 17 th at 6 pm	City of Newcastle, 10 W Warwick St Newcastle, WY 82701
4	July 18 th at 9 am	Campbell County Commission, Campbell County Courthouse, 500 S Gillette Ave Gillette, WY 82716
4	August 1 st at 6 pm	City of Sundance, 213 E Main St Sundance, WY 82729
4	August 1 st at 10 am	Weston County Commission, 1 W Main St Newcastle, WY 82701
4	August 15 th at 6 pm	City of Gillette, City Hall, 201 E 5th St Gillette, WY 82716
5	July 18 th at 10 am	Big Horn County Commission Chambers, Big Horn County Courthouse, 420 West C St Basin, WY 82410
5	July 18 th at 2 pm	Park County Commission Chambers, Park County Courthouse, 1002 Sheridan Ave Cody, WY 82414
5	August 8 th at 11 am	Fremont County Commission Chambers, Fremont County Courthouse, 450 N 2nd St Lander, WY 82520
5	August 15 th at 11 am	Washakie County Commission Chambers, Washakie County Courthouse, 1001 Big Horn Ave #104 Worland, WY 82401
5	August 15 th at 3 pm	Hot Springs County Government Annex Building, County Commission Chambers, 117 N 4th St Thermopolis, WY 82443



Appendix 2: Language Line Guide

Quick Reference Guide

ACCESSING INTERPRETING SERVICES

State of Wyoming

HOW TO ACCESS AN INTERPRETER

■ **When Receiving a call:**

1. Use your phone's conference feature to place the limited English Proficient (**LEP**) speaker on hold.
2. Dial **1-866 874-3972**
3. Provide your Client ID#:
4. Provide your: **Area Code & Phone Number**
5. Provide your: **First & Last Name**
6. Select the language you need
 - a. Press 1 for Spanish
 - b. Press 2 for all other languages and state the name of the language you need

**** Press 0 for agent assistance if you do not know the language**

You will be connected to an interpreter who will provide his/her name and ID number.

7. Brief the interpreter. Summarize what you wish to accomplish and provide any special instructions.
8. Add the LEP onto the call.
9. Say "End of Call" to the interpreter when your call is completed.

■ **Note:**

When placing an outbound call to a LEP, begin at **Step 2**. If you need assistance placing a call to the LEP, Please inform the interpreter or agent at the beginning of the call.

When the LEP is face-to-face with you begin at **Step 2**. Once the interpreter joins the line, brief him/her and place the phone on "Speaker" mode or pass the handset back-and-forth

IMPORTANT INFORMATION:

INTERPRETER IDENTIFICATION - Interpreters identify themselves by name and ID number. Feel free to note this information for future reference if your organization requires it for their records or to comply with regulatory requirements.

WORKING WITH AN INTERPRETER - At the beginning of the call, briefly tell the interpreter the nature of the call. Speak directly to the limited English speaking speaker, not to the interpreter, and pause at the end of a complete thought. Please note, to ensure accuracy, your interpreter may sometimes ask for clarification or repetition.

CUSTOMER SERVICE To provide feedback, commend an interpreter, or report any service concerns, call 1-800-752-6096 or go to www.language.com and click on the 'Customer Service' tab to complete a Voice of the Customer form.

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