



**T**ARGHEE  
**R**EGIONAL  
**P**UBLIC  
**T**RANSPORTATION  
**A**UTHORITY

# **TITLE VI PLAN**

**2016 - 2019**

## **I. Title VI Policy Statement**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin, sex, age, disability or retaliation in programs and activities receiving Federal financial assistance.

Civil Rights Restoration Act of 1987 (Public Law 100.259) and subsequent related acts, provide that no person shall be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation. See also FTA Circular 4702.1.B

This Title VI Policy Statement and its contents also apply to any and all TRPTA sub-recipients.

If you feel you are being denied participation in or being denied benefits of the transit services provided by TRPTA, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact the TRPTA Title VI Coordinator at:

TRPTA

Attn: Title VI Coordinator, Varinia Foster

1810 W. Broadway Suite #7

Idaho Falls, ID 83402

208-535-0356

[varinia.trpta@gmail.com](mailto:varinia.trpta@gmail.com)

## **II. Title VI Information Dissemination**

Title VI information posters shall be prominently and publicly displayed in the TRPTA facilities and revenue vehicles. The name of the Title VI coordinator is available on TRPTA's website, at [www.trpta.org](http://www.trpta.org) Additional information relating to nondiscrimination obligation can be obtained from the TRPTA Title VI Coordinator.

Title VI information shall be disseminated to TRPTA employees annually via Mandatory Driver Training. Employees will be asked to sign a checklist confirming they have been reminded of the TRPTA Policy Statement and their daily work responsibilities and duties.

During New Hire Orientation, new employees shall be informed of the provisions of Title VI and TRPTA's expectations to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign an Acknowledgement of Receipt.

### **III. Subcontractors and Vendors**

All contractors and vendors who receive payments from TRPTA where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package, which becomes an associated component of the contract.

### **IV. Record Keeping**

The Title VI Coordinator will maintain permanent records which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of TRPTA's Title VI Plan, copies of the Title VI complaints or lawsuits and related documentation, records of correspondence to and from complainants, and Title VI investigations.

### **V. Title VI Complaint Procedures**

#### **How to file a Title VI Complaint?**

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

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

The Title VI Complaint Form may be used to submit the complaint information. The complaint may be filed in writing to TRPTA at the following address:

Targhee Regional Public Transportation Authority  
1810 W. Broadway, #7  
Idaho Falls, Idaho 83402

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

#### **What happens to the complaint after it is submitted?**

All complaints alleging discrimination based on race, color, or national origin in a service or benefits provided by TRPTA will be directly addressed by TRPTA. TRPTA shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to

communicate in English. Additionally, TRPTA shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of complaint will be mailed within seven (7) days. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

**How will the complainant be notified of the outcome of the complaint?**

TRPTA will send the complainant a final written response letter addressing the complaint. If the response letter to the complainant states the complaint is not substantiated, the complainant is also advised of his or her right to 1) appeal within seven (7) calendar days of receipt of the final written decision from TRPTA, and/or 2) file a complaint externally with the U. S. Department of Transportation and/or Federal Transit Administration (FTA). Every effort will be made to respond to Title VI complaints within 60 working days of receipt.

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

Christopher C. MacNeith  
Regional Civil Rights  
Federal Transit Administration - Region 10  
Attention: Title VI Program Coordinator  
915 Second Ave, Suite 3142  
Seattle, Washington 98174  
(206) 220-4462  
(206) 220-7959 Fax  
[christopher.macneith@dot.gov](mailto:christopher.macneith@dot.gov)

or

Idaho Department of Transportation  
Title VI/Civil Rights Officer  
P.O. Box 7129  
Boise, ID 83707-1129  
(208) 334-8152

**VI. Limited English Proficiency (LEP) Plan**

**Plan Goal**

TRPTA shall provide quality language assistance services to individuals with limited English proficiency, in a timely manner, to ensure meaningful access to programs, services and activities.

## Plan Purpose

TRPTA shall eliminate or reduce limited English proficiency as a barrier or impediment to accessing TRPTA's core services.

TRPTA will focus on representatives with activities having the most interactions with LEP individuals and on programs having vital information that affect the provision of a service, benefit, or the imposition of a burden. TRPTA representatives should assess the general nature, purpose and consequences of their interactions with the general public or LEP populations using the following category definitions:

- Category 1—Representatives whose mission or primary function is the provision of services, information, or assistance to the general public may have significant contact or interaction with LEP populations.
- Category 2—Representatives whose primary function is to serve the internal management and administrative needs of TRPTA itself may have interactions with LEP individuals that are infrequent and secondary to the services performed by these representatives.
- Category 3—Representatives whose primary function is the provision of services, information, or assistance to the public may have predictable and periodic interactions with identifiable LEP populations.
- Category 4—Representatives whose primary function is to serve the legal, investigative, and policy needs of TRPTA.
- Category 5—Representatives whose primary function is the provision of services, information, or assistance to third party entities that are not generally limited English proficiency, may serve no significant LEP populations.

Representatives whose mission meets the definition of Categories 1 thru 5 will be required to follow this written LEP plan or designate an LEP point of contact in accordance with all regulations and guidelines. Only those representatives who certify they do not operate or administer any program or activity that provides services, information, or assistance, to the general public and their programs and activities have no significant predictable or periodic contact or interaction with identifiable LEP population; and, their interactions with the public do not involve direct and immediate impact on the person's health, personal security, or other important interest, may designate an LEP contact.

In order to achieve the goal of meaningful access to programs and activities by LEP persons, each representative, program and activity of TRPTA shall:

- a. Perform a needs and capacity assessment
- b. Arrange for oral language assistance, as appropriate
- c. Translate vital documents in languages other than English upon request or as appropriate
- d. Train front-line and managerial staff
- e. Provide notification to customers of the availability of language assistance

## Plan Implementation

a. Needs and capacity assessment:

**Representatives will identify direct public points of contact.** These could include information offices, telephone numbers regularly used by the public, including 800 numbers, 211 CARELINE, outreach activities, clearinghouses and public service education announcements. These contacts may be face-to-face, telephonic, written or electronic in nature.

**Representatives will define their target audiences.** This may include individuals of a region or county, class or status. For example: low-income households or medical providers.

**Representatives having interactions with the public will collect and record data.** Customers should be asked his or her language preference and that information should be recorded for future contact and for statistical purposes.

**Representatives will assess on an ongoing basis the language assistance needs of TRPTA's customers and the capacity of the program to meet these needs.** An annual needs assessment is recommended.

b. Oral language assistance:

**Representatives will arrange oral language assistance for customers in a face-to-face or telephone contact within a reasonable period of time.** This assistance may take the form of bilingual staff, oral interpreters, staff personnel, volunteers, or telephone language assistance services.

**Public points of contact.** Translations of commonly requested documents, bilingual staff, and telephone interpreter services should be made available at locations that are readily accessible to the public, such as the dispatch office and public telephone areas.

**Competency of bilingual staff and contractors.** Bilingual staff or contractors must be assessed for bilingual proficiency, interpretation skills, and sensitivity to the special confidentiality issues raised by interpreting for others. Representatives should ensure that individuals providing interpretative services possess a level of fluency and comprehension appropriate to the specific nature, type, and purpose of information at issue.

**Unacceptable practices.** Representatives should not use family members or friends to translate or interpret for LEP persons. If the LEP customer insists upon using friend or family member, it should be allowed only after language services have been offered and refused. Minor children should never be used to interpret, except in emergencies.

**Use of contractors.** Contractual translation or interpreter services may be an option for some programs where the needs assessment suggest less frequent contact with LEP customers. Some interpreter services require payment. This must be approved by the Executive Director prior to making the arrangement.

- c. Translation of written material:

**TRPTA shall have vital documents translated into languages other than English where a significant number or percentage of the customers served is limited English proficient.** This includes written material and electronic documents and websites. “Vital documents” convey information that critically affects the ability of the program recipient to make decisions about his or her participation in an activity. Vital documents include applications, public notices, consent forms, letters containing important information regarding participation in an activity or program, and anything pertaining to the Company’s services. It is a good business practice to develop procedures to ensure the translation of documents is ongoing and that revisions take place as needed.

- d. Training:

**Each TRPTA representative shall be trained on the policies and procedures of its language assistance program.** These representatives will be employees whose routing duties include interactions with the public, such as the drivers and dispatchers and management.

- e. Notification of availability of language assistance services and outreach:

**Representatives identified as warranting language assistance measures shall inform LEP customers of the availability of free language assistance services.** The notification shall be made orally or in writing, and should be given at the first point of contact when possible and shall be given in the language of the LEP customer. The LEP customer should be advised that they may choose to secure the assistance of an interpreter of their own choosing at their own expense.

## **Technical Assistance**

TRPTA’s Human Resources department and Federal Transit Administrations Civil Rights department will provide technical assistance to each TRPTA representative that administers activities and/or programs. Technical assistance will consist of advising programs on the requirements of this plan and its implementation, including assistance in developing individual program plans, availability of technical and professional translating and interpreter resources and telephone translation services.

## Compliance and Enforcement

TRPTA's managerial staff shall have primary responsibility for ensuring compliance with the LEP Plan. Human Resources and the Civil Rights Officer will assess whether the program's policies and procedures allow LEP persons to overcome language barriers and participate in a meaningful way in the activities and benefits of the Company. Conversely, certain practices may constitute a violation of the program's responsibility under the LEP Plan. Examples may include:

- Providing services to LEP persons that are more limited in scope or low quality
- Subjecting LEP persons to unreasonable delays in the delivery of services
- Limiting participation in a service on the basis of English proficiency
- Providing ineffective services to LEP persons
- Failing to inform LEP person of the rights to receive **free** interpreter services and/or **requiring** LEP persons to provide their own interpreter

Human Resources and the Civil Rights Officer shall institute a process for handling complaints from customers about language assistance, and data reporting. The complaint process shall inform customers and clients on how to file a complaint, and provide a means of recording and resolving complaints. In addition, complaint data should be included in TRPTA's Annual Workload and Performance data report (Executive Order 12250 Information and Reporting Requirements).

Complaints by LEP persons will be investigated in the manner prescribed by the laws governing federally assisted programs and activities. These procedures include complaint investigations, compliance reviews, efforts to secure voluntary compliance, and technical assistance.

Anyone who believes that he or she has been discriminated against because of their national origin may file a complaint with:

Christopher C. MacNeith  
Regional Civil Rights  
Federal Transit Administration – Region 10  
915 Second Ave, Suite 3142  
Seattle, Washington 98174  
(206) 220-4462  
(206) 220-7959 Fax

Idaho Transportation Department  
EEO/DBE Program Manager  
P.O. Box 7129  
Boise, ID 83707-1129  
(208) 334-8266 office  
(208) 334-4423 Fax



**LEP Point of Contact:**

Adelita Woolf—Interpreter  
1810 W. Broadway, #7  
Idaho Falls, ID 83402  
208-529-1489

Gricelda Palacios- Interpreter and translator  
1810 W. Broadway, #7  
Idaho Falls, ID 83402  
208-529-1489

Linda Garcia –Interpreter and translator  
250 So. Skyline  
Idaho Falls, ID 83402  
208-529-8610

Pilar Saslow—Interpreter and translator  
1610 Summer Way  
Idaho Falls, ID 83404  
208-542-0337  
208-520-3772 cell  
[psaslow@cableone.net](mailto:psaslow@cableone.net)

Services for the Deaf and Blind  
2296 N Yellowstone Hwy, Room 13  
Idaho Falls, Idaho 83403  
208-589-2075

**VII. Community Outreach**

Community Outreach is a requirement of Title VI. Recipients and sub recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of the recipient.

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

Public Meetings: TRPTA holds public and stakeholder meetings to introduce possible pilot projects, routes or schedule changes when needed.

Board Meetings: TRPTA’s Board of Directors meets every third Thursday of each month at 12 noon and the public is invited to attend.

TRPTA regularly attends Health and Human Services meetings in the cities it serves. In the past, TRPTA has used public hearings and public comment sessions for programs such as the Transportation Improvement Plan (TIP).

TRPTA also participate in community resource fairs and public marketing and outreach activities.

TRPTA annually submits an application for funding to the Idaho Transportation Department. The application requests funding for both capital and operating assistance. The application process requires public notice which includes a 30-day public comment period.

### **VIII. Current and Past Investigations**

TRPTA does not have any past or current investigations, complaints or lawsuits alleging discrimination on basis of race, color, or national origin with respect to service or other transit benefits provided filed with the agency in the past three years.

### **IX. Current and Past Civil Rights Compliance Reviews**

TRPTA has not had any civil rights compliance reviews conducted by other local, state or federal agencies during the last three years.

## Appendix A



### Employee Annual Training Form

#### Title VI Policy

No person 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.

All employees of Targhee Regional Public Transportation Authority are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to Title VI Coordinator.

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Employee Signature

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Date

## Appendix B



### Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of Targhee Regional Public Transportation Authority Title VI Plan. I have read the plan and am 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.

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Employee Name Printed

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Employee Signature

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Date

## Appendix C



### TARGHEE REGIONAL PUBLIC TRANSPORTATION AUTHORITY

1810 W. BROADWAY #7, IDAHO FALLS, ID 83402-5072

Phone: (208) 535-0356 Fax: (208) 524-0216

### DISCRIMINATION COMPLAINT FOR Title VI/ADA

<b>Section I:</b>				
<b>Name:</b>				
<b>Address:</b>				
<b>Telephone (Home):</b>			<b>Telephone (Work):</b>	
E-Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
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
<b>Section III:</b>				
My Complaint is based on (check all that apply):				
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin		
<input type="checkbox"/> Religion	<input type="checkbox"/> Disability	<input type="checkbox"/> Sex		
<input type="checkbox"/> Age	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Familial Status		
<input type="checkbox"/> Other				

Date of Alleged Complaint (Month, Day, Year): \_\_\_\_\_

Explain as clearly as possible what happened. Describe all persons who were involved. Include the name and contact information of the person(s) who were involved (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 complaint with this agency?	Yes	No
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**Section V:**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes                       No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

Federal Court \_\_\_\_\_                       State Agency \_\_\_\_\_

State Court \_\_\_\_\_                       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 required below:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please submit this form in person at the address below, or mail this form to:

**TRPTA**

Attn: Varinia Foster ([Varinia.trpta@gmail.com](mailto:Varinia.trpta@gmail.com)) ext.118

or

Attn: Melissa Cheke ([Melissa.trpta@gmail.com](mailto:Melissa.trpta@gmail.com)) ext. 119

1810 W Broadway, #7  
Idaho Falls, Idaho 83402  
(208) 535-0356

## Appendix D



### TARGHEE REGIONAL PUBLIC TRANSPORTATION AUTHORITY

1810 W. BROADWAY #7, IDAHO FALLS, ID 83402-5072

Phone: (208) 535-0356 Fax: (208) 524-0216

### Letter of Acknowledging Receipt of Complaint

Date:

Mr./Mrs. Jane Doe  
1234 Main  
Idaho Falls, Idaho 83402  
Phone

Dear Mrs. Doe:

This letter is to acknowledge receipt of your complaint against Targhee Regional Public Transportation Authority alleging \_\_\_\_\_.

An investigation will begin shortly. If you have additional information you wish to convey or questions regarding this matter, please feel free to contact this office by telephone 208-535-0356 or write to me at 1810 W. Broadway, #7 Idaho Falls, ID 83402.

Sincerely,

Varinia Foster  
Title VI Coordinator



## Appendix E



### TARGHEE REGIONAL PUBLIC TRANSPORTATION AUTHORITY

1810 W. BROADWAY #7, IDAHO FALLS, ID 83402-5072

Phone: (208) 535-0356 Fax: (208) 524-0216

### Letter Notifying Complainant that the Complaint Is Substantiated

Date

Name of Complainant

Address

City, State, Zip

Phone

Dear Jane Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against Targhee Regional Public Transportation Authority (TRPTA) alleging Title VI violation has been investigated.

(There were or weren't) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. (If there will be a hearing add the following sentence) You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Varinia Foster  
Title VI Coordinator

## Appendix F



### TARGHEE REGIONAL PUBLIC TRANSPORTATION AUTHORITY

1810 W. BROADWAY #7, IDAHO FALLS, ID 83402-5072

Phone: (208) 535-0356 Fax: (208) 524-0216

### Letter Notifying Complainant that the Complaint is Not Substantiated

Date:

Name of Complainant

Address

City, State, Zip

Phone

Dear Jane Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against Targhee Regional Public Transportation Authority (TRPTA) alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

TRPTA has analyzed the materials and FACTS pertaining to your case for evidence of TRPTA's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I, therefore, advise you that your complaint has not been substantiated and I am closing this matter in our files.

You have the right to 1) appeal within seven (7) calendar days of receipt of this final written decision from TRPTA, and/or 2) file a complaint externally with the U. S. Department of Transportation and/or the Federal Transit Administration at:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
915 Second Ave, Suite 3142  
Seattle, Washington 98174  
(206) 220-7954  
(206) 220-7959 Fax

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to contact me at 208-535-0356 or by email at [varinia.trpta@gmail.com](mailto:varinia.trpta@gmail.com).

Sincerely,

Varinia Foster, Title VI Coordinator

## Appendix G

### Sample Letters for Public



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 ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C Section 200d).

TRPTA 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. If you feel you are being denied participation in or being denied benefits of the transit services provided by TRPTA, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact our office at:

TRPTA

Attn: Title VI Coordinator, Varinia Foster

1810 W. Broadway, #7

Idaho Falls, ID 83402

208-535-0356 ext. 118

For more information, visit our website at [www.trpta.org](http://www.trpta.org)



## **Equal Employment Opportunity (EEO) Policy Statement**

Targhee Regional Public Transportation Authority (hereafter referred to as TRPTA), offers employment solely on the basis of qualifications, merit, and physical capability to all persons without regard to age, race, creed, color, gender, national origin, religion, marital status, or disability unless such disability does not permit the individual to perform the job in a safe manner. It is the policy of TRPTA to comply with federal and state equal employment opportunity laws. This policy applies to recruiting and hiring plus other personnel actions including promotions, demotions, terminations, compensations, benefits, and training.

It is the policy of TRPTA to not discriminate against any employee or any applicant for employment because of age, race, religion, color, persons with disabilities, gender, physical condition, developmental disability, sexual orientation, pregnancy, veteran status, or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotions, demotions, transfers, compensation, selection for training including apprenticeship, layoff, and termination. Except with respect to sexual orientation, TRPTA shall take affirmative action to ensure equal employment opportunities.

Affirmative Action establishes guidelines to develop a staff which reflects the diversity of the local community in both minorities and protected classes of citizens. Supervisors and managers are responsible for providing the direction required to ensure all TRPTA employees are treated fairly at all times.

TRPTA's objective is to ensure individuals are treated in a fair and non-discriminatory manner throughout the employment process. It is unlawful for TRPTA to violate any federal, state or local law or regulation dealing with equal employment opportunity. Managers and Supervisors are prohibited from harassing and/or retaliating against individuals who make equal employment opportunity complaints. Performance by managers and supervisors will be evaluated on the success of the EEO program the same way as their performance on other agency goals. A workforce which reflects the diversity of the community enables TRPTA to better meet the needs of the entire community.

TRPTA's BBSI HR Representative is appointed as the EEO Officer, and is responsible for monitoring of affirmative action related employee and company issues. All management personnel are responsible for evaluating the hiring and promoting of employees.

TRPTA shall take affirmative action to ensure equal employment and advancement opportunities through activities such as forums, educational programs and organization meetings. This will also be done through TRPTA's website and by handing out print media such as information flyers and public media sources such as radio, television, newspaper, magazines, and journals. TRPTA will continue to work cooperatively with community organizations (employment agencies, educational institutions, organizations for the disabled, Veteran Centers, etc.....) and other government agencies.

Equal employment opportunity laws and regulations are extremely complex and this Policy cannot deal with every specific issue that may arise. Therefore, every employee should always exercise good judgment in dealing with fellow TRPTA employees and applicants. Successful achievement of EEO goals will provide benefits to the recipient/sub recipient/contractor through fuller utilization and development of previously underutilized human resources. Employees should contact their supervisor, or Human Resources Manager, if they have any questions regarding this policy. Anyone may contact the Human Resources Manager.

BBSI, Human Resources Representative for TRPTA is the designated EEO Officer. The Human Resources Representative may be reached at 950 Pier View Drive, Suite B, Idaho Falls, ID 83402 or 208-542-5024. BBSI is responsible for implementing and working with managers and supervisors regarding continuous utilization, adherence, monitoring and reporting of equal employment opportunity practices.

Applicants and employees have the right to file complaints alleging discrimination with TRPTA's EEO Officer at any time. If you feel you have been discriminated against in any manner, at any time, please contact your supervisor, BBSI HR Representative or email the Title VI Coordinator for TRPTA.

As Chairman of the Board of Directors, I reaffirm my personal commitment, as well as the commitment of the Board of Directors, to our "EEO Plan." Only by working together will all employees enjoy a positive work environment with equal opportunity for growth within the Company.

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**Lee Staker**  
**Chairman**  
**TRPTA Board of Directors**