

Do you have a question or would you like more information regarding the City of Casper's Civil Rights programs?

Contact Information:

Andrew Nelson
Title VI Officer, City of Casper Transportation Programs
200 North David Street
Casper, WY 82601
anelson@cityofcasperwy.com
(307) 235-8255

Would you like to file a Title VI discrimination complaint against the City of Casper?

- 1) The City strongly encourages the use of the attached *City of Casper, Wyoming/CATC Title VI Complaint Form* when filing official complaints. The preferred method is to file your complaint in writing using the *City of Casper, Wyoming/CATC Title VI Complaint Form*, and sending it to:

Title VI Coordinator – Community Development
City of Casper, Wyoming
200 North David
Casper, WY 82601-1815

- 2) In the case where a Complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the City Title VI Coordinator. Under these circumstances, the Complainant will be interviewed, and the City Title VI Coordinator will assist the Complainant in converting the verbal allegations to writing.
- 3) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the Complainant, within ten (10) calendar days by registered mail.
- 4) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided sixty (60) calendar days to submit the 21 required information. Failure to do so may be considered good cause for a determination of no investigative merit.
- 5) Within fifteen (15) calendar days from receipt of a complete complaint, the City will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) calendar days of this decision, the City Transit Grant Manager or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.
 - a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.
 - b. If the complaint is to be investigated, the notification shall state the grounds of the City's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.

- 6) When the City does not have sufficient jurisdiction, the City Grant Transit Manager or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
- 7) If the complaint has investigative merit, the City Transit Grant Manager or his/her authorized designee will instruct the Title VI Coordinator to fully investigate the complaint. A complete investigation will be conducted, and an investigative report will be submitted to the Transit Grant Manager within sixty (60) calendar days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the Title VI Coordinator will notify the appropriate authorities, and an extension will be requested.
- 8) The City Transit Grant Manager or his/her authorized designee will issue letters of finding to the Complainant and Respondent within (ninety) 90 calendar days from receipt of the complaint.
- 9) If the Complainant is dissatisfied with the City's resolution of the complaint, he/she has the right to file a complaint with the Federal Transit Administration.

Federal Transit Administration - Region 8
Attn: Civil Rights Officer
12300 West Dakota Avenue - Suite 310
Lakewood, CO 80228
720-963-3300
Fax 720-963-3333 22

FTA Complaint procedures can also be found on the FTA web site at: www.fta.dot.gov. These procedures are also outlined in FTA Circular 4702.1B, Chapter IX.



Title VI Complaint Form



Complaint Form

Instructions: If you would like to submit a Title VI complaint to the City of Casper, Wyoming (City) The Bus Transit System, please fill out the form below and send it to: Casper Area MPO/The Bus, Attn: Title VI Coordinator/Community Development Director, 200 North David, Casper, WY 82601-1815. For questions or a full copy of the City's Title VI policy and complaint procedures call the Casper Area MPO at 307-235-8255, Casper Area Transit Coalition (CATC)/The Bus at 307-237-4287.

1. Name (Complainant):	
2. Phone:	3. Home address (street no., city, state, zip):
4. If applicable, name of person(s) who allegedly discriminated against you:	
5. Location and position of person(s) if known:	6. Date of incident:
7. Discrimination because of: <input type="checkbox"/> Race <input type="checkbox"/> National origin <input type="checkbox"/> Color <input type="checkbox"/> Other Please specify:	

8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.

9. Why do you believe these events occurred?

10. What other information do you think is relevant to the investigation?

11. How can this/these issue(s) be resolved to your satisfaction?

12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses):

Name:

Address:

Phone number:

13. 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 court
 Local agency State agency

If filed at an agency and/or court, please provide information about a contact person at the agency/court where the complaint was filed.

Agency/Court: Contact's Name: Address: Phone number:

Signature (Complainant):

Date of filing:

MPO CONTENT

Metropolitan Planning Organization

The Casper Area Transportation Planning Process (CATPP) was initiated in 1962 at the request of the City of Casper in order to provide cooperative, comprehensive and continuing transportation planning to the Casper urbanized area. CATPP invited the various jurisdictions within the Casper urbanized area to join in the transportation planning process. These jurisdictions presently include the City of Casper; Towns of Evansville, Mills, and Bar Nunn; the County of Natrona and the Wyoming Department of Transportation.

The Metropolitan Planning Organization (MPO) was designated by the governor, is structured as the administrative arm of CATPP, and is funded through the Federal Highway Administration and the Federal Transit Administration. The MPO consists of various committees including a Policy Committee, Technical Advisory Committee, Citizens' Transportation Advisory Commission, and their subcommittees. These groups identify and analyze transportation needs within the metropolitan area, oversee special studies and establish transportation policies. All recommendations must be approved by official action of the appropriate agencies.

Along with transportation planning, the MPO devotes time and effort toward future development, community enhancement, and improving the quality of life within the Casper area. The MPO is responsible for helping support the economic vitality of the community, increasing the safety and security of both motorized and non-motorized individuals, promoting and maintaining safe accessibility and mobility, and preserving and protecting our environment.

To provide the best opportunity for mobility and accessibility within our community, a fixed-route transit system called The Bus has been implemented. The Bus is owned by the City of Casper and operated by the Casper Area Transportation Coalition. The City of Casper's transit program operates without regard to race, color, or national origin. If you have questions about the City's Civil Rights obligations, please [click here](#).

The MPO is also responsible for the development of a Long Range Transportation Plan (LRTP), a Transportation Improvement Program, a Unified Planning Work Program, a Public Involvement Policy, and sub-area plans and special studies. The Wyoming Department of Transportation is responsible for developing a State Transportation Improvement Plan which addresses major issues facing state and non-urbanized areas.

Casper Area MPO
200 N. David, Rm. 203
Casper, WY 82601
P: 307-235-8255
F: 307-235-8362

Andrew Nelson

MPO Supervisor
Email

Pam Jones

MPO Administrative
Technician
Email

Constance Lake, CFI

MPO GIS Technician
Email

MPO LINKS

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CATC & THE BUS

STATEMENT OF RIGHTS:

CATC/The Bus is committed to ensuring that no person is excluded from participation in or denied the benefits of or been subject to discrimination in the receipt of its services on the basis of race, color, national origin or any other characteristics protected by law including Title VI of the Civil Rights Act of 1964 as amended. If you believe you have been subjected to discrimination, you may file a written complaint no later than 180 calendar days after the alleged discrimination with the Director of CATC/The Bus 1715 East 4th Street Casper, WY 82601. If you need assistance with a written complaint (o si no habla ingles, llama por) call the Supervisor (307) 265-1313 during regular business hours. The office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.