



Kostopulos Dream Foundation/Camp Kostopulos

Title VI Plan

Non-Discrimination in the Federal Transit Program

September 2018

“Simple justice requires that public funds to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial discrimination.”

—John F. Kennedy

Kostopulos Dream Foundation/Camp Kostopulos

The Agency affirms:

1. Title VI of the Civil Rights Act of 1964 prohibits discrimination in federally assisted programs. Title VI was amended by the Civil Rights Restoration Act of 1987 (P.L. 100-259), effective March 22, 1988, which added Section 606, expanding the definition of the terms “programs or activities” to include all of the operations of an educational institution, governmental entity, or private employer that receives federal funds if any one operation receives federal funds.
2. Kostopulos Dream Foundation/Camp Kostopulos is a Non-profit entity. It is the policy of Kostopulos Dream Foundation/Camp Kostopulos to ensure compliance with Title VI of the Civil Rights Act of 1964 and all related statutes or regulations in all programs and activities so administered.
3. The Kostopulos Dream Foundation/Camp Kostopulos Title VI Coordinator is granted the authority to administer and monitor the Title VI Plan as promulgated under Title VI of the Civil Rights Act of 1964 and any subsequent legislation. The Title VI Coordinator will provide assistance as needed.
4. Kostopulos Dream Foundation/Camp Kostopulos will take all steps to ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the Agency.
5. The Agency recognizes the need for annual Title VI training for Agency personnel.

Mircea Divricean

Mircea Divricean
Executive Director

10/2/2018

Date

1. UDOT Compliance/Monitoring Review and Training

Kostopulos Dream Foundation/Camp Kostopulos agrees to participate in on-site reviews and cooperate with Compliance Staff throughout the review process.

1.1 In conducting on-site reviews, the UDOT PTT Compliance Officer looks for the following:

1. Clearly displayed Title VI posters with the required information (in vehicles and in public spaces)
 - a. Description of Title VI
 - b. Explanation of how to obtain Title VI information
 - c. Explanation of how to file a complaint
 - d. Available complaint forms
2. Current file containing complaints
3. UDOT conducts periodic on-site monitor assessments to determine the subrecipient's compliance with the FTA Title VI regulations. These reviews include service measurements, location of transit service and facilities, participation opportunities in the transit planning and decision-making processes, and communication needs of persons with limited English proficiency (LEP).

Kostopulos Dream Foundation/Camp Kostopulos agrees to participate in training that includes Title VI and its requirements. The UDOT PTT Compliance Officer presents the following:

1. Introduces Title VI and its requirements for compliance
 - a. Provides information regarding outreach opportunities to minority populations and demographic information
2. Provides sample Title VI posters (including required signatures and contact information)
 - a. Discusses required poster locations
3. Discusses LEP and provides the sample UDOT LEP tools
4. Discusses Title VI complaint forms
5. Provides sample Title VI complaint forms
6. Discusses the required maintenance of a Title VI file readily available for review
7. Discusses the reporting requirements and the annual Certification and Assurances
 - a. Discusses the required Title VI verification, including a description of lawsuits and complaints for the past year

In addition to new subrecipients, training by the UDOT PTT Compliance Officer and UDOT Civil Rights staff is also conducted as requested and as changes in the law occur, as needed. Both the Compliance Officer and the Civil Rights staff are also available any time as a technical resource for questions or concerns regarding Title VI and its requirements.

1.2 Certification and Assurance Submission

Kostopulos Dream Foundation/Camp Kostopulos agrees to submit the annual Title VI assurance to UDOT as part of the annual Certification and Assurance submission.

1.3 Title VI Complaint Procedures

UDOT investigates and tracks Title VI complaints filed with UDOT against subrecipients.

1.4 Procedure for Investigations, Complaints and Lawsuits

UDOT has developed and maintains a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the recipient and/or subrecipients that allege discrimination on the basis of race, color, or national origin. This list includes the date the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient or subrecipient in response to the investigation.

2. Title VI Complaint Procedure and Investigation Guidelines

Kostopulos Dream Foundation/Camp Kostopulos has developed procedures for investigating and tracking Title VI complaints filed against them and has made those procedures for filing a complaint available to the public. The Kostopulos Dream Foundation/Camp Kostopulos's complaint procedure is outlined below:

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Kostopulos Dream Foundation/Camp Kostopulos may file a Title VI complaint by completing and submitting the Agency's Title VI Complaint Form. The Kostopulos Dream Foundation/Camp Kostopulos investigates complaints received no more than 180 calendar days after the alleged incident. The Kostopulos Dream Foundation/Camp Kostopulos will process complaints that have completed all elements of the complaint form.

Once the complaint is received, the Kostopulos Dream Foundation/Camp Kostopulos will review it to determine Kostopulos Dream Foundation/Camp Kostopulos has jurisdiction. The complainant will receive an acknowledgment letter informing her/him whether the complaint will be investigated by Kostopulos Dream Foundation/Camp Kostopulos.

The Kostopulos Dream Foundation/Camp Kostopulos has 10 business days to investigate the complaint. If more information is needed to resolve the case, Kostopulos Dream Foundation/Camp Kostopulos may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 calendar days, the investigator can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue the case.

After the investigator reviews the complaint, Kostopulos Dream Foundation/Camp Kostopulos will issue one of two letters to the complainant:

1. A closure letter that summarizes the allegations and states there was not a Title VI violation and that the case will be closed.
2. A Letter of Finding (LOF) that summarizes the allegations and the interviews regarding the alleged incident, and explains if any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, she/he has 10 calendar days after the date of the closure letter or the LOF to do so. If an appeal has been submitted, Kostopulos Dream

Foundation/Camp Kostopulos will forward appeals to the UDOT Civil Rights Title VI Coordinator within 10 days.

When a complaint has been directly filed with another state or federal agency, the Agency is to inform the Title VI Coordinator where the complaint has been filed and coordinate any action needed by UDOT to resolve the complaint.

A person may also file a complaint directly with the Utah Department of Transportation at:

Utah Department of Transportation
Attn: Title VI Coordinator
4501 South 2700 West, P.O. Box 141265
Salt Lake City, UT 84114-1265

A person may also file a complaint directly with the Federal Transit Administration at:

FTA Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590

2.1 Title VI Informal Complaint Policy

Title VI complaints may be resolved by informal means. When informal means are utilized, the complainant must be informed of their right to file a formal written complaint. Such informal attempts and their results will be summarized by Kostopulos Dream Foundation/Camp Kostopulos's identified Title VI Coordinator. The coordinator will log the complaint in the required complaint log (see Appendix D for a sample). If the complaint cannot be resolved informally, Kostopulos Dream Foundation/Camp Kostopulos's identified Title VI Coordinator must inform the complainant of the formal process outlined above and instruct the complainant on how to proceed.

2.2 Title VI Log of Complaints/Lawsuits, etc.

Kostopulos Dream Foundation/Camp Kostopulos will prepare and maintain a list of any alleged discrimination on the basis of race, color, or national origin, including any active investigations conducted by entities other than FTA, lawsuits, and complaints naming the Agency. The list will include the date that the investigation, lawsuit or complaint was filed; a summary of the allegation(s) and date resolved. See Appendix D for sample complaint log. There have been no Title VI complaints since the inception of our Title VI plan.

3. Title VI Notice to Beneficiaries

Kostopulos Dream Foundation/Camp Kostopulos will provide information to the public regarding Kostopulos Dream Foundation/Camp Kostopulos's obligations under FTA's Title VI regulations and apprise members of the public of the protection against discrimination afforded to them by Title VI. At a minimum, Kostopulos Dream Foundation/Camp Kostopulos shall disseminate this information to the public by posting the notice on its website (if available) and in local media. Kostopulos Dream Foundation/Camp Kostopulos will document where and when this information is posted.

Kostopulos Dream Foundation/Camp Kostopulos will widely distribute its Title VI plan. The Title VI notifications are also included with all newly printed or revised agency publications, brochures and pamphlets meant for public consumption. The following notice is standard wording for publications, brochures, flyers, etc.:

Kostopulos Dream Foundation/Camp Kostopulos is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and relevant guidance. The Agency assures that no person in the United States shall, on the grounds of race, color or nation 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.

To request additional information on Kostopulos Dream Foundation/Camp Kostopulos's Title VI policy, or to file a discrimination complaint, please contact Mircea Divricean at 801-582-0700 x103.

The Complaint Procedure is contained within the overall Grievance Procedures for Kostopulos Dream Foundation at www.campk.org.

4. Title VI Poster Requirements

Kostopulos Dream Foundation/Camp Kostopulos will provide a poster (found in Appendix F) to meet the requirements listed below and will provide updates as required. Kostopulos Dream Foundation/Camp Kostopulos will also keep a database of the location of all Title VI posters and ensure they are clearly posted in the appropriate public places. Posters will include the following information:

- Description of agency Title VI commitment
- Information for more of Agency's Title VI program and the procedures to file a complaint, contact information, email, and address
- For more information, visit www.campk.org
- FTA and UDOT Office of Civil Rights, Attention Title VI Program Coordinators, address to file a complaint directly with either the state or federal agency directly
- Additional information if another language is needed: Mircea Divricean at 801-582-0700 x103. Ensure the sentence inserted on the poster is also provided in any language(s) spoken by LEP populations that meet the Safe Harbor Threshold.

5. Public Participation Plan

Kostopulos Dream Foundation/Camp Kostopulos will work with UDOT staff to identify targeted minorities within the service area. UDOT PTT staff will supply demographic information to the lowest census level possible within the region to identify specifically what minority populations exist within the Kostopulos Dream Foundation/Camp Kostopulos service area. Kostopulos Dream Foundation/Camp Kostopulos will identify the appropriate locations to disseminate information to the identified populations (e.g., church, neighborhood gathering space) to seek comment, interest in new service or service revisions and/or extensions.

Kostopulos Dream Foundation/Camp Kostopulos will document and maintain on file all activities related to Title VI outreach. This plan and documentation will be made available at UDOT's request. This plan can be viewed on Camp K's website at:

<http://www.campk.org/about/accountability>

Kostopulos Dream Foundation/Camp Kostopulos will coordinate with the regional mobility manager to ensure that Kostopulos Dream Foundation/Camp Kostopulos is included in regional planning efforts and that regional planning efforts include outreach to targeted populations within the Kostopulos Dream Foundation/Camp Kostopulos service area.

Kostopulos Dream Foundation/Camp Kostopulos will provide a summary to UDOT of all outreach efforts upon request or prior to future plan submittals and review.

Kostopulos Dream Foundation/Camp Kostopulos recognizes that future funding for new or revised service requires documentation of the above efforts.

6. Limited English Proficiency

A. Kostopulos Dream Foundation/Camp Kostopulos is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. By completing the Four Factor Analysis below, Kostopulos Dream Foundation/Camp Kostopulos assures that no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any FTA service, program, or activity.

1. Indicate the number or proportion of LEP persons eligible to be served or likely to be encountered by the program.
 - a. Describe how LEP persons interact with the Agency.
 - b. Identify LEP communities by language group.
 - c. Identify whether LEP persons are underserved by the Agency service due to language barriers.
2. Indicate the frequency with which LEP persons come into contact with the program through the following methods:
 - a. Buses
 - b. Public meetings
 - c. Customer service interactions
 - d. Surveys
3. Describe the service and the nature of importance of the service (narrative).
 - a. Participate in the development of the coordinated plan to meet the specific transportation needs of seniors and people with disabilities especially those with LEP needs.
 - b. Include special language assistance for public meetings.
4. Indicate the resources available to Agency for LEP outreach, as well as the costs associated with that outreach.

FOUR FACTOR ANALYSIS

Factor 1 – LEP Persons Served

The majority of the individuals served by Kostopulos Dream Foundation/Camp Kostopulos reside within Salt Lake County, with limited numbers coming from other counties within the state. Most of our clients are funded through Utah's Division of Services for People with Disabilities (DSPD), and has a Support Coordinator. Many of our clients are referred through DSPD.

Some of our clients are non-verbal, which requires interpretation skills when working with them. Our staff is trained to ensure that the needs of these individuals are identified and met appropriately. There are no language barrier.

Factor 2 – Frequency of Contact

Currently, we do not have any LEP individuals in our programs. However, because our staff is fully trained to work with people with disabilities, they appropriately meet the needs of our non-verbal clients.

Factor 3 – Level of Importance

Kostopulos Dream Foundation/Camp Kostopulos provides transportation services for our clients, in coordination with the other services that we provide. Due to our location in Emigration Canyon, there are no UTA/Paratransit services available for our clients. Therefore, providing transportation is critical for these clients.

Factor 4 – Available Resources to Recipients and the Costs

Kostopulos Dream Foundation/Camp Kostopulos will be informed of language barriers/requirements prior to a client receiving transportation. We will provide assistance as necessary at that time.

LANGUAGE ASSISTANCE PLAN

Based on the Four Factor Analysis and past LEP experience, Kostopulos Dream Foundation has determined that the UDOT Language Assistance Plan provides the necessary resources for our program. Kostopulos Dream Foundation will utilize the UDOT Language Assistance plan.

7. Staff Ongoing Title VI Training Process/Description

All Kostopulos Dream Foundation/Camp Kostopulos staff and volunteers will be trained either annually or as newly hired staff/volunteers on Title VI. Training will include the following documents:

- Non-discrimination poster
- Title VI complaint form
- Complaint log
- LEP (Four Factor Analysis and Language Assistance Plan)
- Title VI brochure

Kostopulos Dream Foundation/Camp Kostopulos will utilize UDOT staff to assist with trainings. Affidavits will be signed when training is completed and filed as part of the Title VI program documentation.

TITLE VI COMPLAINT FORM

Complaints must be in writing and filed with the Kostopulos Dream Foundation/Camp Title VI Coordinator within 180 calendar days following the date of the alleged discriminatory occurrence. Complainant has a right to representation, file a written complaint with FTA, Regional Civil Rights Officer, complainant has the option to remain anonymous or to seek assistance in filling out the complaint form.

Your Name _____ Date of Filing _____

Your Address _____

Work Phone _____ Home Phone _____ Cell Phone _____

FTA recognizes race, color and national origin as basis for Title VI complaints. Indicate on what ground(s) you believe you were discriminated against by checking the applicable boxes below:

Race **Color** **Nat. Origin**

Explain why you believe discrimination has taken place. Please provide date(s), time(s), and location(s) of discrimination. Please provide witness name(s), address(es), and telephone number(s). Please provide name(s) and work location(s) of person(s) you believe responsible for the discrimination. Explain the resolution you request. (Use additional sheets of paper if needed.)

Indicate the person(s) who are alleged to be responsible.

Name(s)	Agency	Work Location (if known)	Classification (if known)

What Remedy? Requested Action? And/or Adjustment you are requesting? Please be specific.
Use additional sheets as necessary. _____

Your Signature _____ Date _____

Kostopulos Dream Foundation/Camp Kostopulos Title VI/ADA Coordinator
Mircea Divricean
President and CEO
4180 E Emigration Canyon
Salt Lake City, UT 84108
Email: mdivricean@campk.org
Phone: (801) 582-0700 x103 Fax: (801) 583-5176

Utah Department of Transportation
Civil Rights Division
P O Box 141520
Salt Lake City, UT 84114-1520
Phone: (801) 965-4384
Fax: (801) 965-4101

FORMULARIO DE QUEJAS TITULO VI

Quejas deben ser sometidas por escrito y presentadas al Coordinador de Titulo VI durante los 180 días a partir de la fecha en que ocurrió la presunta discriminación. El demandante tiene derecho a representación. Someta su queja por escrito a FTA, Oficial de Derechos Civiles de la Region. El demandante tiene la opción a permanecer anónimo o solicitador ayuda llenando el formulario de quejas.

Nombre _____ Fecha _____

Dirección

Tel Empleo _____ Tel Hogar _____ Tel Cel _____

FTA reconoce raza, color, y origen nacional como bases para quejas al Titulo VI. Indique el motivo por el cual cree haber sido discriminado(a) marcando una de las siguientes opciones:

Raza **Color** **Origen Nacional**

Explique porqué cree que ha sufrido discriminación. Por favor provea fecha(s), hora(s), y lugar(es). Por favor provea nombres de testigo(s), direccion(es), y número(s) de teléfono. Por favor provea nombre(s) y lugar(es) de empleo de la(s) persona(s) quienes usted cree son responsables de la discriminación. Explique la resolución que está pidiendo. (Use mas hojas si es necesario)

_____ -

Indique que persona(s) son presuntamente responsables

Nombre(s)	Agencia	Lugar de empleo (si disponible)	Clasificación (si disponible)

¿Qué remedio, acción, o ajuste está solicitando? Por favor sea específico(a). Use mas hojas si es necesario.

Firma _____ Fecha _____

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NON-DISCRIMINATION TITLE VI POSTER

Title VI and Nondiscrimination Commitment (FHWA):

Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, Kostopulos Dream Foundation/Camp Kostopulos will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age or disability.

Title VI and Nondiscrimination Commitment (FTA):

Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, Kostopulos Dream Foundation/Camp Kostopulos will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color and national origin.

Complaint Procedures:

Kostopulos Dream Foundation/Camp Kostopulos has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Kostopulos Dream Foundation/Camp Kostopulos. Any such complaint must be in writing and filed with the Kostopulos Dream Foundation/Camp Kostopulos Title VI Coordinator within one hundred eighty (180) calendar days following the date of the alleged discriminatory occurrence. For more information, please contact the Kostopulos Dream Foundation/Camp Kostopulos's Title VI Coordinator.

ADA/504 Statement:

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations, Kostopulos Dream Foundation/Camp Kostopulos will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. Kostopulos Dream Foundation/Camp Kostopulos will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access

Kostopulos Dream Foundation/Camp Kostopulos facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, Kostopulos Dream Foundation/Camp Kostopulos asks that requests be made at least five (5) calendar days prior to the need for accommodation. Questions, concerns, comments or requests for accommodation should be made to Kostopulos Dream Foundation/Camp Kostopulos's ADA Coordinator.

Services are provided free without charge for individuals with special needs with disabilities. Any fees will be paid by the recipient or subrecipient. The public will have access to translators, "I Speak Cards", TTY/TDD services and vital documents translated when requested.

Kostopulos Dream Foundation/Camp Kostopulos

Kostopulos Dream Foundation/Camp Kostopulos Title VI/ADA Coordinator

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UDOT Title VI Coordinator

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UDOT ADA Coordinator

Aubrey Garduno
Department of Human Resource Mgmt
UDOT
4501 S 2700 W, PO Box 141425
Salt Lake City, UT 84114
Email: aubreygarduno@utah.gov
Phone: (801) 965-4095
Hearing Impaired: 711 or 1-800-346-4128



CARTEL TITULO VI NO-DISCRIMINACION

Título VI y Compromiso a no discriminación (FHWA):

Según el Título VI de el Acto de Derechos Civiles de 1964 y leyes y reglamentos relacionados, UDOT no quedará libre de participación en, negará beneficios de, o sujetará a discriminación a nadie en base a raza, color, origen nacional, sexo, edad o discapacidad.

Título VI y Compromiso a no discriminación (FTA):

Según el Título VI de el Acto de Derechos Civiles de 1964 y leyes y reglamentos relacionados, UDOT no quedará libre de participación en, negará beneficios de, o sujetará a discriminación a nadie en base a raza, color, y origen nacional.

Proceso para Tramitar Quejas:

UDOT ha establecido un proceso para tramitar quejas de discriminación y tomará acción pronta y razonablemente para investigar y eliminar discriminación cuando ésta suceda. Cualquier persona que crea que él o ella ha sido ofendido(a) por una práctica ilícita y discriminatoria bajo el Título VI tiene derecho a someter una queja formal con UDOT. Tal queja debe ser por escrito y sometida al Coordinador de Título VI de UDOT durante los ciento ochenta (180) días a partir de la fecha del presunto acontecimiento. Para más información, por favor comuníquese con el Coordinador de Título VI de UDOT.

Declaración ADA/504:

Según la Sección 504 de al Acto de Rehabilitación de 1973 (Sección 504), El Acto de Ley para Estadounidenses con Discapacidades de 1990 (ADA) y leyes y reglamentos estatales y federales relacionados, UDOT hará todo esfuerzo para asegurar que sus instalaciones, programas, servicios, y actividades sean accesibles a todos aquellos con discapacidades. UDOT hará modificaciones razonables para individuos con discapacidades quienes deseen participar en eventos públicos o a quienes requieren asistencia especial para acceder programas, servicios o actividades. Ya que proveer tales modificaciones puede requerir asistencia de terceras personas, organización o recursos, UDOT pide que cualquier petición sea hecha al menos cinco (5) días antes de la fecha en que se necesita tal modificación. Preguntas o solicitudes deben ser dirigidas al Coordinador de ADA de UDOT.

Los servicios serán proveídos libres de cargo a individuos con necesidades especiales o discapacidades. Cualquier cargo será pagado por el beneficiario. El public tendrá acceso a traductores, tarjetas "Yo Hablo", servicios TTY/TDD y documentos esenciales traducidos cuando sea necesario.

Kostopulos Dream Foundation/Camp

Kostopulos Title VI/ADA Coordinator

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