

## **Title VI Annual Update and Accomplishment Report**

**(LOCAL PUBLIC AGENCY)**

**JULY 31, 20\_\_**

**FOR REPORTING PERIOD OF: JULY 1, 20\_\_ TO JUNE 30, 20\_\_**

This reporting format will be used for reporting Title VI activities of Local Public Agencies (LPA). The Annual Report is to be submitted by July 31 each year to the NDOT Civil Rights Office.

### **I. POLICY STATEMENT**

- A. Describe any changes to your approved policy statement that have resulted from changes in the legislation, local ordinances, etc., or a change in Board. Submit a copy of the policy statement with approved signature.

### **II. ORGANIZATION, STAFFING, STRUCTURE**

- A. Report any changes in the organizational structure since the last reporting period.  
Example: New Title VI Coordinator, new planning, or public works directors etc.
- B. Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff. If no changes have been made, please indicate that accordingly.

### **III. DEMOGRAPHICS**

Using the most current data available (through Census or Nebraska State Office of Financial Management), describe the demographics within your jurisdiction.

- A. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.
- B. How was the information utilized or Title VI provisions and needs applied in each study or activity?

### **IV. COMPLAINTS**

- A. Identify Title VI complaints filed, if any. Provide a summary of each with basis, status, actions proposed, and actions taken.
- B. This includes complaints from each of the Program Areas (if applicable): Planning, Project Development, Design, Right-of-Way, Construction, and Research.

### **V. ACCOMPLISHMENT REPORT FOR EACH PROGRAM AREA**

- A. Public Outreach Activities: List any Public outreach activities during the reporting period such as public announcements and/or communications for meetings, hearings, project notices. Include the following:
  1. How were special language needs assessed? List the special language needs assessments conducted.

2. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publications)
  3. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.
  4. List any costs incurred for translations and interpreters for each activity.
- B. Executed Contracts: List all the transportation related contracts, (Federal and others), that were executed during the reporting period.
1. Other than advertising in your local legal publication, what outreach was made to the Disadvantaged/Minority/Women-Owned Business Enterprise (DMWBE) firms that a contracting opportunity existed within your agency?
  2. Is there a Title VI Non-Discrimination statement included in all contracts & public notices?
  3. How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?
- C. Impacts on Minority & Low-Income: Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations i.e. impacts such as displacements, increased noise, bisecting neighborhoods, etc.
1. Note how impacts were minimized/mitigated.
  2. Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.
- D. Right-of-Way: If Right-of-Way has been acquired for a transportation project:
1. Identify the number of minority, low-income, elderly, and disabled persons affected.
  2. Describe the efforts that were made to address Limited English Proficiency issues (including use of translators, outreach efforts for each reported activity).
  3. Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance and payments. What actions were taken to resolve those issues?

## **VI. EDUCATION AND TRAINING**

- A. Identify agency staff responsible for training.
- B. Describe Title VI training, if any, that was provided, and how many participants attended, their titles, etc.
- C. Describe participation in any other kind of civil rights training.

**VII. AMERICANS WITH DISABILITIES ACT, TITLE II**

Local Agencies with 50 or more employees are required by Title II to develop and implement an ADA Transition Plan.

- A. Summarize progress towards meeting the Plan's schedule of ADA corrections
- B. If you have 50 or more employees, provide the name of the individual who will be serving as the ADA coordinator for the next year.
- C. How do you provide notice to the public the name and contact information for your ADA Coordinator?
- D. What process is available so that a member of the public can request an accommodation (for meetings and in the public right of way)?