

## **Title VI/Nondiscrimination Accomplishment Report Guidance for**

### **Certification Acceptance-Due Annually on August 1<sup>st</sup>**

In accordance with Title 23 Code of Federal Regulations (CFR) 200.9. This template serves as a guide for Certification Acceptance (CA) agencies to report on Title VI activities that occurred over the past year, including subrecipient monitoring of contractors. Certificate Acceptance Agencies send their completed report to the ADOT's Title VI Program Manager annually on or before August 1st to be included in the ADOT Title VI report for Federal Highway Administration (FHWA).

At a minimum the report should contain:

- Your agency's major accomplishments;
- The last plan update;
- Instances where Title VI issues were identified and discrimination prevented;
- Activities and efforts of the Title VI Coordinator/Specialist and program area personnel monitoring Title VI;
- A description of scope and conclusions of any special reviews conducted;
- The identification of major problems and correction action(s) undertaken;
- A summary and status report on any Title VI complaints filed with your agency.

This report should also include monitoring and review activities determined for the next planning year and respective target dates, as well as a list of personnel assigned to activities.

**The following questions are offered as an aid to review and verify compliance with Title VI requirements for each CA's annual report submission:**

- 1. Assurances**-e.g. signed assurances are included in the 20XX of the CA's Title VI Plan.
- 2. Title VI Plan**  
State any changes to the approved Title VI Plan during the reporting period. Submit a copy of the Title VI Plan with a new signature when applicable. Note any changes anticipated for the upcoming year.
- 3. Organization, Staffing, Structure**  
Describe the Title VI Program reporting structure including the Title VI Coordinator, Executive Director, and support staff. Note any changes anticipated for the upcoming year.
- 4. Complaints**

List any Title VI complaints received during the reporting period. Include the basis for the complaint (ethnicity, gender, etc.) and summarize the outcome or resolution. If applicable, include a copy of the Title VI compliant log.

## **5. Planning**

- Describe the planning activities that were performed by the agency.
- Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status.

## **6. Studies and Plans**

Were any transportation studies conducted or transportation plans completed during the reporting period that provided data relative to minority persons, neighborhoods, income levels, physical environments, and/or travel habits? If so, what type of assistance was provided to ensure that Title VI considerations were included in the studies or plans?

## **7. Other Public Meetings**

- Were any other public meetings held during the reporting period? If so, how many?
- What efforts were used to enhance citizen participation in the meetings?
- Were minorities, both individually and through their organizations, represented in the citizen participation effort? (Community Advisory Groups, Stakeholder committees, public meeting attendance).
- Were any Limited English Proficiency (LEP) services requested, if so for which languages? What were your translation costs for the year?
- What methods does your agency use to collect demographic information from the public e.g. self-identification surveys? List the demographics of those who attended meetings.
- Describe strategies for the upcoming year for increasing attendance of low income and or minority and LEP populations.

## **8. Consultant Contracts (If applicable)**

- Briefly describe the process for issuing request for proposals (RFPs) and soliciting consultants.
- Describe the actions taken to promote consultants' compliance with Title VI, including monitoring and review processes, and their outcomes or status (e.g. is required Title VI language included in all contracts and consultant agreements;

were contractors and consultants annually reviewed to ensure compliance; are Title VI responsibilities explained to contractors and consultants?).

- How many consultants have contracts with the CA? Dollar value of each contract?
- Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.

### **9. Program Area Reviews**

- How many program area reviews were conducted by the Title VI Coordinator? Which program areas were reviewed? What were the findings?

### **10. Education & Training**

- Describe the actions taken by the CA to promote Title VI compliance regarding education and trainings, including monitoring and review processes, and their outcomes or status.
- Did the CA agency Title VI Coordinator attend Title VI training? Who provided the training?
- Did the CA agency Title VI Coordinator provide Title VI training to agency staff? If so, who attended?
- Was any Title VI training information provided by ADOT during the reporting period? If so, how did the CA Title VI Coordinator assist ADOT to distribute training program information?
- How many participants attended trainings, if applicable? What was the subject of the trainings? Provide the job titles and Title VI roles, if applicable, of attendees.
- Were any other civil rights training conducted? If so, what type of training (course content)? Provide a list of participants by job title and Title VI role, if applicable.
- Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.
- Are there any special training needs?