

Attachment C - Format for Annual Accomplishments Report

On an annual basis, the Title VI Update should contain the necessary information to evaluate the State's Title VI program as it pertains to accomplishments, shortfalls, and problem areas. The various program areas should cover at least the information listed below:

Policy Statement

If the Title VI Policy Statement was updated during the reporting period, provide a copy of the new or revised policy statement. Explain how it was disseminated throughout the State.

Organization, Staffing, Structures

Update as necessary any changes in the Civil Rights Team (or officials responsible for Title VI) regarding personnel, or relationship of the Civil Rights Team to the head of the Department. An organizational chart should be provided in each Update Report.

Title VI Monitoring and Review Process

Provide a summary of Title VI reviews conducted, including findings, recommendations, action items, and status thereof.

Complaints

Provide a summary of each complaint filed. Include the basis, status, and actions proposed and/or taken by the State.

ACCOMPLISHMENT REPORT FOR EACH PROGRAM AREA

At the minimum, the following should be included in the annual Title VI update for each of the various program areas:

Planning

- How many consultant projects for planning were awarded during the reporting period? What is the dollar value?
- What efforts were made to utilize minority and female consultants and subcontractors?
- Were there any studies conducted which provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits? If so, what type of assistance was provided by those individuals responsible for Title VI to ensure that Title VI considerations were included in the studies?
- Number of hearings held during the reporting period. What efforts were utilized to ensure citizen participation in the hearings, particularly minorities and women? Were minorities and women, both individually and through their organizations, represented in the citizen participation effort? How many, and in what capacity?

Project Selection

- Were any consultant contracts awarded during the last year and what efforts were made to utilize minority-owned and women-owned firms?
- How are Title VI considerations addressed through stakeholder involvement mechanisms?
- Describe how minorities and low-income populations were provided opportunities to be involved in project selection processes.
- Describe what project selection decisions, if any, were affected by Title VI or Environmental Justice issues.
- How many public hearings, and in what locations, were held on adoption of the STIP or in making other project selection decisions?

Design

- How many consultant firms currently have design contracts? What is the dollar value? How many contracts are currently held by minority-owned and women-owned firms? What is the dollar value?
- What efforts were made to increase minority and female participation in obtaining consultant contracts? Is there currently a separate list maintained on minority and female consultants? How many firms are included on the list? How many are receiving contracts?
- Were any public hearings held during the design phase of any highway? Did minorities (individuals or organizations) participate in the hearings? If no, why not? Provide a summary of any concerns and issues raised. Describe actions taken by the Title VI Coordinator to facilitate and/or address the concerns raised.
- List the employees in the Design Program area by title, ethnicity, and gender. Where minority and female representation is low, what efforts were made to increase their representation?
- Were there any complaints filed in the Design Program area? If so, provide summary with basis, status, plus actions proposed and taken.
- List any significant problem areas, accomplishments, and actions to take during the ensuing year.

Environmental Services

- As a result of the choice of highway location or the procedure used for arriving at the choice, were any complaints filed? If so, how many? Summarize each complaint and explain status, with actions proposed and taken.

- Identify the titles, ethnicity and gender of employees working in the environmental program area. Were there any vacancies during the reporting period? What efforts were made by the Title VI Liaison to increase the representation of minorities and women if they are underrepresented? What efforts were made to encourage adequate representation of minorities and women to serve as members of citizen advisory committees for a community project ?
- During the reporting period, how many pre-draft Environmental Impact Statements (EISs) were reviewed? Summarize comments provided on EISs where minority or low-income populations, etc. were adversely impacted.
- How many consultants currently have contracts involving environmental studies? What is the dollar value? How many minority and women-owned firms currently have contracts involving environmental studies? What is the dollar value? Where minority and women participation on consultant contracts is low, describe efforts taken to increase their participation.
- How many public hearings were held during the reporting period concerning location of a project? How were the hearings advertised, and was it adequate to provide notification to minorities and low-income communities?
- How were minority and low-income community representatives identified and encouraged to become involved in the location and environmental phase?
- During the reporting period, was there a need to utilize bilingual advertisements, announcements, notices, LEP and/or sight/hearing assistance, etc.?

Right of Way

- During the reporting period, did the State receive any civil rights complaints in the following right of way functional areas? If so, how many?
 - a. Appraisals
 - b. Negotiations
 - c. Relocation Assistance and Payments
 - d. Property Management
- How many fee appraisers were utilized during the reporting period? How many are minority and female? If the representation of minority and female appraisers is low, what efforts were made by the Title VI Liaison to increase their representation?
- How many negotiations were made during the reporting period? Does the negotiator's log reflect any disparity in the conduct of negotiations between minorities and non-minorities?
- Were there any concerns raised by minorities or women concerning their options in the negotiation phase? Explain.

- Number of relocations during the reporting period:
 - Minority relocations;
 - Female relocations;
 - Elderly relocations;
 - Disabled relocations.
 - Low income relocations.

- Were any concerns raised by minorities, women, elderly, disabled or low income on replacement housing, referral housing, etc.?

Research & Technology

- How many research projects are currently underway?
- List of universities and/or consultants currently conducting research projects.
- Summarize actions taken to encourage universities to utilize minority and female students to participate on highway research projects.
- Summarize actions taken to increase minority and women-owned consultant firms in obtaining research projects.
- List any significant actions planned for the ensuing year.

Contracts

- Has the State received any civil rights complaints involving competitive bidding procedures? What corrective action, if any, was needed/has the State taken? Provide summary of any concerns raised by DBEs regarding licensing, pre-qualifications, lack of subcontracting opportunities, etc.
- What was the level of DBE participation on construction contracts and for minority and women-owned firms?
- Summarize efforts made by the DBE staff to encourage the use of minority and women-owned firms on state-funded projects.
- During the review period, were any procedures reviewed to assure subcontract agreements, first and second tier, and material supply and equipment lease agreements were contained in Title VI contract provisions?
- List any significant accomplishments and/or action items for the ensuing year.

Education and Training

- During the reporting period, what efforts were made to encourage participation by minorities and women in NHI's educational and training programs?
- List the types of NHI-sponsored or co-sponsored programs. How many State participants? How many minorities and women?
- Identify the agency's staff personnel responsible for training by job title, ethnicity and gender.
- Were there any civil rights complaints filed concerning training and educational opportunities? If so, what corrective actions has the State taken? Provide summary of concerns raised, complaints filed, status, etc.

Motor Carrier Safety Assistance Program (MCSAP)

- How many contracts and inter-agency agreements are currently in effect involving MCSAP funds?
- Describe the advertising and selection process for contracts with consultant or professional service firms. Were DBE firms encouraged to submit proposals? Were DBE goals assigned to contracts?
- What was the total dollar value of contract work last year? What amount went to DBE firms, either as primes or sub-contractors?
- What steps, if any, are planned for next year to increase DBE participation?
- Were any civil rights complaints (Title VI) received regarding the MCSAP?

Administration

- Provide a list of employees (Title VI Liaisons) by ethnicity, gender, and title in each of the Departments Program Offices assigned Title VI duties (Exhibit 1, Pages 5 - 7).
- All Department Program Offices shall provide a summary of all activities undertaken during the reporting period, to the Title VI Specialist, which provide for assurances of Title VI compliance by contractors, i.e., are Title VI requirements included in all contracts and consultant agreements; were reviews made to ensure contractors and consultants are adhering to Title VI requirements?
- Was any Title VI training provided during the reporting period? If so, how many participants attended and what were their titles? Was any other kind of civil rights training conducted? If so, what type of training and what was the course content? Provide a list of participants by job title, i.e., supervisor, manager, etc.