

## Title VI Annual Report for Local Public Agencies

### NEBRASKA STATE DEPARTMENT OF ROADS

(Over 100,000 in population)

In responding to this questionnaire, the agency is to **only identify changes** that have occurred since they submitted their previous report or since their Title VI Nondiscrimination Agreement was approved. The Annual Report is to be submitted by July 31 each year to the Highway Civil Rights Coordinator, NDOR.

#### I. **POLICY STATEMENT**

Describe any changes to your approved policy statement that have resulted from changes in legislation, local ordinances, etc., or a change in Chief Executive Officer. Submit a copy of the policy statement with the new CEO's signature.

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

- a. **Organization:** Describe any changes in the agency's organization that modify the Title VI Program reporting relationship of the Title VI Coordinator to the CEO.
- b. **Staffing:** Provide all changes in descriptions of duties, names, race and gender of the support staff responsible for Title VI compliance monitoring.
- c. **Structure:** Provide all changes in supervisory staff (their names, race and gender) responsible for Title VI compliance for each of the agency's program areas (e.g., Planning, Design, Construction, Maintenance, etc.).

#### III. **TITLE VI MONITORING AND REVIEW PROCESS**

Describe actions that have been taken to promote internal (within the agency) and external (sub recipient of the agency's federal funds) compliance with Title VI.

List any Title VI compliance reviews the agency has conducted and the results and/or conclusion of each review.

#### IV. **COMPLAINTS**

Identify Title VI complaints filed, if any. Provide a summary of each with basis, status, actions proposed and actions taken.

This includes complaints from each of the Program Areas: Planning, Project Development, Design, Right-of-Way, Construction, and Research.

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

##### 1) Planning

- 1) How many consultant projects for planning were awarded and their dollar value?
- 2) Describe efforts made to utilize minority and female consultants and subcontractors in federally funded contracts.
- 3) Describe any studies conducted to provide data relative to minority persons, neighborhoods, income levels, physical environments, and travel habits. What assistance did the Title VI Coordinator provide to ensure that Title VI considerations were included in the planning stage?
- 4) Identify the number of planning hearings held. Describe efforts to ensure citizen participation in the hearings, particularly by minorities and women. How many minorities and women both individually and through their organizations were represented, and their role(s) in the citizen participation effort?
- 5) 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

##### B. Project Development

- 1) How many Environmental Impact Statements were reviewed? Summarize comments provided on the EIS about adverse impacts on minority, handicapped, elderly, etc., communities.
- 2) How many consultants currently have contracts involving project development activities and their dollar value? How many are minority consultants and their dollar value? Where minorities and women participation is low, describe efforts to increase their participation.
- 3) How many project location public hearings were held? Describe how these hearings were advertised, including efforts to provide notification to minorities. List the special language services provided.
- 4) Describe efforts to identify minority leaders and encourage them to provide suggestions and ask questions about the location of highways.
- 5) Was there a need to utilize bilingual advertisements, announcements, notices, etc.?

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#### C. Design

- 1) How many consultant firms currently have design contracts and their dollar value? How many of these are held by minority and women owned firms and their dollar value?
- 2) Describe efforts to increase minority and female participation in consultant contracts. Does the agency maintain a list of minority and woman consultants? If so, how many firms are on the list? How many are receiving contracts?
- 3) How many highway design phase public hearings were held? Describe minority individuals, groups and organizations that participated in the hearings, including efforts to involve them. Provide a summary of concerns and issues raised, if any, related to minority communities. Describe actions taken by the Title VI Coordinator to facilitate and/or address these concerns.
- 4) Identify any significant Title VI problem areas, accomplishments, and actions to take during the ensuing year.

#### D. Right of Way

- 1) How many appraisers were utilized and how many were minority and women? What efforts were made by the Title VI Coordinator to increase minority and women representation if they were low?
- 2) Identify the number of negotiations. Does the negotiator's log reflect any disparity in negotiations with minorities as compared to non-minorities?
- 3) Explain concerns, if any, raised by minorities or women about their options in the negotiation phase.
- 4) Identify the number of relocations.
- 5) Describe concerns, if any, raised by minorities or women on replacement housing, referral housing and advisory services.
- 7) Identify the number of contracts awarded for providing relocation assistance, the opportunities given to minorities and women to obtain these, and how many they received.
- 8) Describe special efforts made to comply with Title VI regulations?

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#### E. Construction and Maintenance

- 1) Summarize the efforts of the Title VI Coordinator to encourage the use of minority individuals, firms, or agencies for maintenance agreements or construction contracts.
- 2) Describe any agency procedures that were reviewed to assure Title VI compliance in subcontract agreements, first and second tier, material supply and equipment lease agreements.
- 3) List any significant accomplishment goals and/or action items to be taken during the ensuing year.

#### F. Research (Generally not a local agency reporting area)

- 1) How many research projects are currently underway?
- 2) List of universities and/or consultants currently conducting research projects.
  - a) Universities
  - b) Consultants
  - c) Federal
- 3) Provide a summary of actions taken to encourage universities to utilize minority and women students to participate on highway research projects.
- 4) Provide a summary of actions taken to increase minority and women consultant firms in obtaining research projects.
- 5) List any significant actions to be taken during the ensuing year.

#### G. Administration/ Education and Training

- 1) Describe activities undertaken to assure Title VI compliance with contractors and by contractors. (Title VI requirements are to be included in all contracts, subcontracts, and consultant agreements.) Describe reviews made to ensure contractors and consultants are apprised of Title VI requirements and to ensure that contractors and/or consultants are adhering to Title VI requirements.
- 2) Identify agency staff responsible for training.
- 3) Describe Title VI training, if any, that was provided, and how many participants attended, their titles, etc. Describe participation in any other kind of civil rights training.