

Civil Rights Office

Title VI and Equal Employment Opportunity (EEO)

- Sherry Tompkins, Stacie Haskell or Jennifer Laliberte

Disadvantaged Business Enterprises Program (DBE)



• Stacie Haskell or Jennifer Laliberte

OJT and Davis Bacon Act (DBA)

- Jennifer Laliberte or Stacie Haskell

www.maine.gov/mdot/civilrights/

Title VI of the Civil Rights Act of 1964

Prohibits discrimination based on race, color, national origin, disability, sex and age in **ANY** program or activity that receives federal funding.

Applies to MaineDOT and any Local Public Agency (LPA) receiving federal funding through MaineDOT.



What is required:

Title VI Plan

Elements of Title VI Plan

1. Policy Statement
2. Designation of a Title VI Coordinator
3. Title VI Assurances in Contract Documents and Agreements
4. Title VI Nondiscrimination Statement
5. Dissemination of Title VI Information
6. Title VI Training
7. Title VI Complaint Process
8. Data Collection and Analysis



Policy Statement

- The policy statement describes the agency's commitment to not discriminate on the basis of race, color, national origin, sex, age, disability, limited English proficiency or income status.
- Signed by agency's chief executive officer.

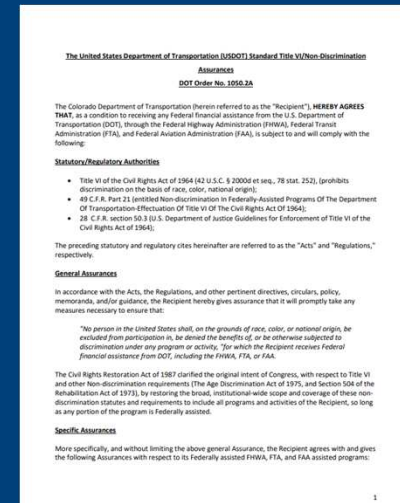


Title VI Coordinator

- ❑ Designate a responsible point of contact to coordinate Title VI efforts
- ❑ Easy access to the head of the agency
- ❑ Responsible for initiating and monitoring Title VI activities and preparing required reports (Goals and Accomplishment Report)
- ❑ Developing Title VI information for dissemination (posting in public areas and on website)

Title VI Assurances in Contract Documents and Agreements

- ☐ FHWA Form 1273
 - Required in all FHWA contracts and sub-contracts
www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf
- ☐ Submit annual signed Title VI Assurances to MaineDOT
 - All 3 Sections
 - Attach Appendices A through E
- ☐ Include in all solicitations for bids the affirmation that bidders will receive a fair opportunity



Dissemination of Title VI Information

❑ To the General public, and where appropriate, in languages other than English

❑ Know Your Rights

❑ Nondiscrimination/Title VI Poster



Call Us with Questions

If you believe that you have been discriminated against because of your race, color, national origin, sex, age, disability or income level, or because you have difficulty with the English language, call us at 207-624-3056. MaineDOT's Civil Rights Office will explain the process for filing a complaint. Complaint forms are on our website.

mainedot.gov/civilrights/title-vi

Language translation services available upon request.

Services de traduction de langue disponibles sur demande.

服従提供の 言語翻譯服務

Inghe ya talbot buduma isapathkana joo ya omhi.

Lafanen panerjanahan Rase nya kanta panofita.

مراكنا اوجع اجتمعت لافانل امرجرتا سانا سامواج

Gô các dịch vụ phiên dịch khi quý vị yêu cầu.



MaineDOT

Maine Department of Transportation
Civil Rights Office
16 State House Station
Augusta, Maine 04333-0016
Phone: 207-624-3056
TTY Users Dial Maine Relay 711



MaineDOT
Civil Rights Office
mainedot.gov

Know YOUR Rights




MaineDOT
Civil Rights Office

TITLE VI PROGRAM of the Civil Rights Act

MaineDOT's mission is to provide the people of Maine with a safe, efficient and effective transportation system. Our work is intended to serve the transportation needs of all people in Maine, regardless of race, color, national origin, sex, age, disability, income level, or limited English proficiency.

MaineDOT is committed to ensuring that none of its activities or programs encourage discrimination. We manage our programs without regard to race, color, national origin, sex, age, disability, income level, or the ability to speak or understand English.



MaineDOT will not allow discrimination by a MaineDOT employee or by recipients of federal-aid funds such as cities, counties, contractors, or planning agencies. MaineDOT prohibits all discriminatory practices which may result in:

- Unfair denial of any service, financial aid or benefit provided by the federally funded program;
- Different standards or requirements for participation in programs;
- Segregation or separate treatment within our programs;
- Differences in the quality, quantity or way in which a benefit is provided;
- Discrimination in any activities in a facility built with federal funds.

To ensure compliance with Title VI, and other related laws, MaineDOT:

- Avoids or reduces harmful health and environmental impacts which programs or activities might have on minority and low-income populations;
- Ensures the full and fair participation by all communities in its decision-making process;
- Prevents the denial, reduction or delay of benefits for minority and low-income populations;
- Provides language interpreters to people who have difficulty understanding English.

How to File a Complaint


If you believe you have been discriminated against, you will need to file a written complaint. The complaint must be submitted within 180 days of the alleged discrimination. The complaint form is on our website for you to download.


Be prepared to fill in:

- Your name, address and phone number;
- The name and address of the organization you believe discriminated against you;
- Details of the alleged discrimination and any other relevant information; and
- The names of anyone we could contact regarding the alleged discrimination.

Once you have filled in the form, mail it to us:

MaineDOT Civil Rights Office
16 State House Station
Augusta, Maine 04333-0016
207-624-3056





NON-DISCRIMINATION/TITLE VI POSTER

Title VI and Nondiscrimination Commitment to all USDOT funded programs:
Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, MaineDOT 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.

Complaint Procedures:
MaineDOT 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 MaineDOT. Any such complaint must be in writing and filed with the MaineDOT Title VI Coordinator within one hundred eighty (180) calendar days following the date of the alleged discriminatory occurrence. For more information, please contact the MaineDOT'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, MaineDOT will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. MaineDOT will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access MaineDOT facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, MaineDOT 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 MaineDOT'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.

MaineDOT Title VI/ADA Coordinator:

Amy Hughes, Director
Civil Rights Office
Maine Department of Transportation
16 State House Station
Augusta, Maine 04333

Office Phone: (207) 624-3056
Cell Phone: (207) 592-5087
TTY Users Dial MAINE RELAY 711

Title VI Training

- ❑ Provide Title VI training to managers, supervisors and staff with frequent public contact
- ❑ Samples of Title VI training:
 - Federal-aid Essentials for Local Public Agencies
www.fhwa.dot.gov/federal-aidessentials/
 - FHWA Title VI Toolkit
www.fhwa.dot.gov/civilrights/programs/title_vi/toolkit.cfm
- ❑ Limited English Proficiency/Language Assistance



Title VI Complaint Process

- ☐ All FHWA Title VI complaints received by a local agency are to be forwarded to MaineDOT to submit to the FHWA Division Office
- ☐ Local Public Agencies do not investigate complaints filed against them
- ☐ All complaints must be logged in complaint log



Data Collection and Analysis

- ❑ Develop procedures for the collection of statistical data
- ❑ Analyze data collected to determine the effectiveness of outreach methods
 - FHWA Resources in Data Collection and Analysis
https://www.fhwa.dot.gov/civilrights/programs/title_vi/data_collection_analysis.cfm
- ❑ United States Census Bureau at <https://data.census.gov> is the primary source for gathering relevant data

Why is compliance required?

- Federal funds are involved.
- MaineDOT must monitor LPA compliance.
- Periodic subrecipient on-site reviews will be done by MaineDOT.
- LPAs must ensure that prime contractors and their subcontractors comply.



Title VI



You cannot:

- Deny anyone the benefit of programs, services or activities;
- Provide a different service, aid or benefit, or provide them differently from how they are provided to others;
- Segregate or separately treat individuals in any manner related to the service or receipt of any service or activity.

If discrimination is found, **you risk jeopardizing your federal funding**

Limited English Proficiency (LEP)



- LEP covers persons who do not speak English as their primary language; and
- Have a limited ability to read, speak, write or understand English.
- The LPA must take reasonable steps to ensure meaningful access to programs, services, and information for persons identified as LEP.

Limited English Proficiency (LEP) Executive Order #13166

Four-Factor analysis shall be based on the following factors:

Demography

Number and/or proportion of LEPs served and languages spoken in service area

Frequency

Rate of contact with service or program

Importance

Nature and importance of program/service to peoples' lives

Resources

Available resources, including Language assistance



FOUR FACTOR ANALYSIS

Factor One

Number/Proportion of LEP Persons in Service Area

- Include data from sources such as Census Bureau, American Community Survey (ACS), etc.
- Include a listing of the counts and percentages of LEP individuals present in your service area by language.
- Identify if any of the LEP languages reach the LEP threshold of 5%, or the Safe Harbor Threshold (1000 persons).

Factor Two

Frequency of Contact with LEP Persons

- How frequently does your organization encounter LEP persons?
- Are you in contact with LEP persons within a specific language group, and that language is not identified in Factor One?
- Include information gathered from face-to-face meetings with LEP persons or from surveys of LEP persons.
- Include information gathered from interviews with agency staff who typically come in contact with LEP persons.
- Include information kept by your organization on past interactions with members of the public who are LEP.

Factor Three

Nature & Importance of the Service to LEP Persons

- Provide a brief summary of the services, benefits, and activities offered by your organization.
- Gather input from CBO/FBOs on the importance of this service to LEP persons.

Factor Four

Resources Available & Overall Costs

- Include a brief summary of the resources available and overall costs of providing language assistance.
- Analyze budget to identify available funding for providing language assistance.

Language Assistance Plan (LAP)

❑ Language Assistance/Access Plan (LAP)

- LAP addresses LEP customers when an agency engages in public outreach events or public meetings
- Free of charge

❑ Interpretation

- Immediate rendering of oral language from the source language into the target language

❑ Translation

- Rendering of a written text from one language into another language


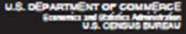


Language Assistance Plan (LAP) Continued

□ Language Assistance Resources

- Bilingual Staff
- “I Speak” Cards or Language Identification Flashcard
- Qualified Interpreters
- Telephone Interpretation



 	
LANGUAGE IDENTIFICATION FLASHCARD	
Hello, I'm from the U.S. Census Bureau. Is someone here now who speaks English and can help us? If not, please write your phone number and someone will contact you in English.	01. English
Buenos días (Buenas tardes), soy de la Oficina del Censo de los Estados Unidos. ¿Se encuentra alguien que hable inglés y pueda ayudarnos? Si no, por favor, anote su número de teléfono y alguien se comunicará con usted en español.	02. Español/ Spanish
Përshëndetje, unë vij nga Zyra e Regjistrimit të Popullsisë së Sh.B.A-së. A ndodhet dilash tani këtu që flet anglisht dhe mund të na ndihmojë? Nëse jo, ju lutem shkruani numrin e telefonit tuaj dhe dilash do t'ju kontaktojmë në gjuhën shqipe.	03. Shqip/ Albanian
ለንደምንት ፡ ከእሞረን የሕዝብ ቁጠራ ቢር ነኝ ። እሁን እንግሊዝኛ ቋንቋ የሚናገር እና ሊረዳን የሚችል ሰው አለ? ከሌለ እንከትን የስልክ ቁጥርን ይጻፉልንና በእማርኝ የሚያናግርን ይናገራል።	04. -ጽዕርቁጽ/Amharic
مرحبًا، أنا من مكتب الإحصاء الأمريكي. هل يوجد هنا الآن شخص يتحدث الإنجليزية ويمكنه مساعدتنا؟ إذا آان لا يوجد، فلارجاء كتابة رقم هاتفكم وسيصل بكم أحد الأشخاص باللغة العربية.	05. العربية/ Arabic
Բարև Ձեզ, Ես ԱՄՆ-ի Մարդահամարի Բյուրոյից եմ: Ներկա* է արդյոք մեզ, որը խոսում է Ամերիկյան և կարող է մեզ օժնել: Եթե ոչ, մերը Ձեր հեռախոսի համարը և Ձեզ հետ կկապվեն հայերենով:	06. Հայերեն/ Armenian
হ্যালো, আমি ইউ.এস. সেন্সাস বিউরো থেকে এসেছি। এখানে এমন এমন কেউ আছেন কি যিনি ইংরেজি বলতে পারেন এবং আমাদের সাহায্য করতে পারেন যদি তেমন কেউ না থাকে, আপনার ফোন নম্বর লিখে দিন এবং আপনার সঙ্গে একজন আরো যোগাযোগ করবে।	07. বাংলা/ Bengali
Разрешете да ви се представи, аз съм служител на Бюрото по преброяване на населението на САЩ. Има ли тук някой, който говори английски и би могъл да ни помогне? Ако няма, моля, напишете своя телефонен номер, за да може някой от нашите служители да ви се обади на български.	08. Български/ Bulgarian

USCENSUSBUREAU D-3309 (9-14-10)

QUIZ!

Thank You

- The LPA Manual (Chapter 7) outlines the requirements for federally funded bid packages
- Check out: Federal Aid essentials for LPAs
<http://www.fhwa.dot.gov/federalaidessentials>
- Please contact the MaineDOT Civil Rights Office if you have questions.

