South Dakota Department of Transportation

Title VI Compliance Review

Transit Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This review/report covers the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and was completed from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Reviewing actual documentation of your activities is necessary in determining compliance. In addition to your narrative responses to the questions below, you must provide documentation in the form of electronic documents, a link to your website for documents and materials, or provide a paper copy.

1. Staff
	* In the table below, list current personnel employed by position. Include all members of boards, commissions, and committees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Gender** | **Race/Ethnicity** |
| **F** | **M** | **Black/ African American** | **Hispanic/ Latino** | **American Indian/ Alaska Native** | **Asian** | **Native Hawaiian/ other Pacific Islander** | **Two or More Races** | **White** |
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|  | **Totals** |  |  |  |  |  |  |  |  |  |

* How are boards, councils, or committees appointed?
* How does your agency ensure that equal opportunity is provided when appointments are made?
1. Language Services
	* List the people designated to provide alternative and non-English language assistance, including volunteers and staff that provide interpreting and translation services.
	* What is the number of requests for services by customers with Limited English Proficiency (LEP)? What percentage does this make of total requests?
2. Provide copies of or electronic link to online version of:
	* Limited English Proficiency (LEP) plan **or** Four-Factor Analysis
	* Equal Employment Opportunity (EEO) Plan (if applicable and not previously submitted)
	* Americans with Disabilities Act (ADA) Transition Plan (if applicable)
3. Complaint Procedure/Pending Complaints
	* Provide a copy of the procedure/form used to handle Title VI complaints
	* How is the Title VI Policy Statement and complaint procedure disseminated to employees and the public?
	* List any public transportation-related Title VI investigations, complaints, or lawsuits filed since the time of the last review. (List should include only those that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs that pertain to the recipient submitting the report)
4. Demographics
* Is your agency using the most current data to describe the population demographics within your jurisdiction? (please supplement review with data relied upon to ensure veracity)
* Can SDDOT provide any demographic information for your agency?
1. Title VI Equity Analysis
	* If you have constructed a facility in this reporting period, such as a vehicle storage facility, maintenance facility, operations center, etc. you must include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.
2. Public Outreach/Involvement
	* Provide documentation of your Title VI notice to the public as well as the locations the notice is located.
	* List the recruiting opportunities during the report period including the number of vacancies and promotions:
		1. How was recruitment done?
		2. Race and gender of applicants.
		3. Race and gender of person hired/promoted.
	* Describe any public outreach activities undertaken during the reporting period such as public announcements and/or communications for meetings, hearings, and project notices.
	* List the special language needs assessments conducted. Attach examples of assessments.
	* What efforts were made to ensure equal opportunity of participation in outreach activities from minorities, women, low-income individuals, and LEP population groups?

* + Attach demographics gathered from attendees at public meetings, hearings, etc.
	+ Describe the avenues of public outreach. (i.e. print, television, radio, etc.) Is this information provided with advance public notice or in a timely manner?
	+ Which meetings were attended by the local EEO/Title VI officer?
		1. What was their role in the outcome of that meeting?
1. List any Title VI training\* taken by staff:

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| --- | --- | --- |
| Attendee | Name of Training | Date |
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1. Name the individual who will be serving as the Title VI coordinator for the next year.

Sponsor must return a copy of this completed form to:

June D. Hansen, Civil Rights Compliance Officer

South Dakota Department of Transportation

Office of Legal Counsel

700 East Broadway

Pierre, SD 57501-2586

Or email:

june.hansen@state.sd.us

Or fax:

(605) 773-4442

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Transit Name/Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of duly authorized representative

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Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\*Title VI training can be provided by the SDDOT upon request. To discuss training or Title VI requirements, reviews or reports, contact June Hansen, Civil Rights Compliance Officer, (605) 773-3540, or email: june.hansen@state.sd.us

SDDOT acknowledges the Idaho Transportation Department and the California Department of Transportation for the original formation of this document.