South Dakota Department of Transportation

Title VI Compliance Annual or Post-Award Report

Local Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 may provide electronic documents or a link to your website for documents and materials as an alternative to providing 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
   * 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?
4. Demographics

* Is your agency using the most current data to describe the population demographics within your jurisdiction?
* Can SDDOT provide any demographic information for your agency?

1. Public Outreach/Involvement
   * 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 the involvement of minority, women, low-income, and LEP population groups were provided equal opportunity to participate in outreach activities.

* + 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 and what was their role in the outcome of that meeting?

1. Consultant Contracts (Transit Providers Skip #7)
   * Describe the Request for Proposals process and advertisement.
   * Provide documentation to show that appropriate non-discrimination language was included in solicitations for proposals/bids for agreements/contracts that were issued as part of federal aid projects.
   * List and provide copies of all the federally funded transportation related contracts that were executed during the reporting period by the local agency. Include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.
   * Describe how non-discrimination requirements are being monitored.
   * Include dollar value of each.
   * Identify the contracts/agreements that were DBE/MBE/WBE.
   * List sub-contracts/agreements issued.
2. List any Title VI training\* taken by staff:

|  |  |  |
| --- | --- | --- |
| 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](mailto:june.hansen@state.sd.us)

Or fax:

(605) 773-4442

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LPA Name/Phone Number

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

Signature of duly authorized representative

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Title

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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](mailto:june.hansen@state.sd.us)

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