**South Dakota Department of Transportation**

**Title VI Program -- Pre-Award Assurance Checklist**

This assurance checklist must be completed, signed, and returned to the SDDOT Civil Rights Program as part of your funding process. Below are the requirements to assure non-discrimination in local public agencies (LPA) transportation projects. This checklist also serves as a preview of the processes, procedures, policies, and documentation that will be expected at a formal Title VI Review.

In order to be awarded federal financial assistance, the LPA must certify that it will provide the following information when required, and where applicable in conjunction with reporting requirements and/or a Title VI Review. This checklist also serves to document that the LPA currently has in place, or will be able to implement, where applicable, the following processes and procedures. Please note in the “Comments” column any implementation plans.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Collection – A process to collect the following:** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Breakdown of LPA employees by race, gender and position held. |  |  |  |  |
| Number of (SDDOT) federally funded projects awarded or ongoing during the past two years. |  |  |  |  |
| Log showing Title VI complaints received during past two years (number, how resolved, issues involved) if any. |  |  |  |  |
| Attendance at public hearings tracked, broken down by race and gender. |  |  |  |  |
| Statistical data collected on race, gender, disability for communities impacted by construction projects. |  |  |  |  |
| Statistical data collected on race, gender, and disability for all right-of-way relocatees. (Not Applicable for Transit Providers) |  |  |  |  |
|  |  |  |  |  |
| **Staffing:** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Staff designated to have Title VI coordination responsibilities (in conjunction with other duties). |  |  |  |  |
|  |  |  |  |  |
| **Policies, Procedures, Processes:** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Title VI Policy or Policy Statement in place for your organization, signed by the Sponsor. |  |  |  |  |
| Proof of public dissemination of Title VI Policy or Policy Statement. |  |  |  |  |
| Process for handling Title VI complaints from the public. |  |  |  |  |
| Proof of public dissemination of complaint procedure. |  |  |  |  |
| Planning, public involvement guidelines, and public involvement policies reviewed for compliance with Title VI. |  |  |  |  |
| Procedures in place to ensure that equal opportunity is being considered in the hiring of employees and the award of contracts/agreements. |  |  |  |  |
|  |  |  |  |  |
| **Training:** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Has staff received any Title VI training (formal or informal).\* |  |  |  |  |
|  |  |  |  |  |
| **Contracts & Agreements:** | **YES** | **NO** | **N/A** | **COMMENTS** |
| LPA-issued contracts/agreements contain Title VI non-discrimination assurances. |  |  |  |  |
|  |  |  |  |  |
| **Planning Activities – Documentation to show (if not performed by SDDOT):** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Minority members of the community are actively sought out to participate in public hearings |  |  |  |  |
| Accessible locations, adequate notice, and language translation services are considered or provided during the coordination of public hearings. |  |  |  |  |
| The project for which funding is sought complies in all aspects with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. |  |  |  |  |
|  |  |  |  |  |
| **Design/Environmental Activities – Documentation to show (if not performed by SDDOT):** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Minority members of the community are actively sought out to participate in public hearings. |  |  |  |  |
| Accessible locations, adequate notice, and language translations services are considered or provided during the coordination of public hearings |  |  |  |  |
| Location and design manuals, directives, operational procedures, guidelines and policies reviewed for Title VI compliance. |  |  |  |  |
|  |  |  |  |  |
| **Right of Way Activities – Documentation to show (if not performed by SDDOT):** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Title VI language incorporated in all acquisition, negotiation, property management communications and contracts. |  |  |  |  |
| Title VI language and assurance statements included in all surveys for property owners and tenants after conclusion of all business. |  |  |  |  |
| Values and communications associated with appraisals conducted in an equitable and nondiscriminatory manner. |  |  |  |  |
| Deeds, permits, and leases contain Title VI compliance clauses. |  |  |  |  |
|  |  |  |  |  |
| **Construction & Maintenance Activities – Documentation to show (if not performed by SDDOT):** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Contractor selection procedures have been reviewed to ensure uniformity in their application to minority and non-minority contractors. |  |  |  |  |
| Minority contractors and subcontractors are informed about contracting opportunities with the LPA. |  |  |  |  |
| Title VI assurances included in all LPA-issued contracts, subcontracts, and material supply agreements. |  |  |  |  |

Must return a copy of this completed form with grant application or by due date directly 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

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

Local Public Agency Name/Phone Number

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

Signature of duly authorized representative for LPA

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

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 Department of Transportation for the original formation of this document.