

## **Office of Civil Rights**

*Resources for Equity and Opportunity  
in Oregon Transportation*

# **Title VI Goals & Accomplishments Report**

**FFY October 1, 2016 – September 30, 2017**

Oregon Department of Transportation



# Table of Contents

<b>Part 1—Program Summary .....</b>	<b>2</b>
Organization & Staffing .....	3
Monitoring & Review Process .....	5
Program Accomplishments.....	7
Sub-recipient list.....	16
Goals for 2017-2018 Reporting Year.....	18
<b>Part 2—Appendices: .....</b>	<b>19</b>
Authorities: Appendix E .....	19
Program Area Reports.....	20
Organization Chart.....	76

# Title VI Program Summary

## Introduction

The Oregon Department of Transportation (ODOT) is a recipient of federal financial assistance. All recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 forbids discrimination against anyone in the United States because of race, color, or national origin by any agency that receives Federal funds. Subsequently, related authorities have expanded Title VI protections to include gender, age, and disability.

ODOT expects every manager, supervisor, employee, and subrecipient of Federal-aid funds administered by ODOT to be aware of and apply the intent of Title VI of the Civil Rights Act of 1964 and related authorities in performing assigned duties.

The Federal Highway Administration (FHWA) requires recipients of Federal-aid highway funds to prepare an update report to clarify accomplishments, roles, responsibilities and procedures established to ensure compliance with Title VI of the Civil Rights Act of 1964; 23CFR 200.9(b) (10). The following report focuses on 2016-2017 compliance performance within each special emphasis program area. It further provides an update and status of the ODOT Title VI Program for the period.

## Civil Rights Organization & Staffing

The Oregon Department of Transportation (ODOT) Title VI Program is led by the Title VI/EJ/ADA Program Manager. The Title VI Program Manager reports to the ODOT Office of Civil Rights (OCR) Manager with a direct report to the ODOT Director. This organization structure is in compliance with 23 CFR 200.9 (b). See attached organization chart.

Contact with the ODOT Title VI/EJ/ADA Program Manager can be made at:

**Oregon Department of Transportation**  
**Office of Civil Rights**  
**3930 Fairview Drive SE MS 23**  
**Salem, OR 97302 -1166**  
**(503) 986-4350**  
[Rebecca.J.Williams@odot.state.or.us](mailto:Rebecca.J.Williams@odot.state.or.us)

The ODOT OCR is comprised of the Title VI/EJ/ADA program, Disadvantaged Business Enterprise Program (DBE), Emerging Small Business Program (ESB), External EEO, Workforce Development Program, and Intermodal Programs. OCR is located within the ODOT Office of the Director. The Title VI/EJ/ADA Program Manager is a full time position that works in pursuant to 23 CFR 200.9(b) (1) for the agency.

**Civil Rights Manager:** (Angela Ramos, OCR Manager)

- Works collaboratively with federal and state authorities in communicating Title VI program requirements
- Works closely with ODOT's Title VI Program Manager to implement the Department's Title VI work plan
- Advises Title VI Program Manager of Title VI related problems
- Communicates with the Title VI Program staff regarding project development where Title VI issues may arise
- Reviews Directives to disseminate to staff as appropriate

**Title VI/EJ/ADA Manager Program Manager:** (Rebecca Williams)

- Coordinate Title VI Program development and implementation with affected program areas.
- Provide Title VI technical assistance to program areas, Metropolitan Planning Organizations (MPO), Local Public Agencies (LPA's), subrecipients of federal funds through ODOT, section coordinators and program area managers.
- Work with program area subject matter experts (SMEs) to conduct Title VI compliance reviews of program area activities, receive expert program guidance and gather statistical data.
- Conduct Title VI compliance reviews of subrecipients such as MPOs, LPA's, universities and contractors.
- Review ODOT program areas to correct identified Title VI problems, including

discriminatory practices or policies.

- Conduct Title VI training for section coordinators and program area staff.
- Reporting Implementation
  - o Annual Accomplishment Report
  - o Annual Title VI Program Plan updates
- Title VI complaint investigation and resolution
- Collecting statistical data
- Policy directives include Title VI requirements
  - o Establish procedures to Administer corrective action plan resolving deficiency status
- Develop Title VI information for communication to the public and provide in languages other than English.
- Review ODOT program manuals, contracts, and policy documents to determine whether Title VI is appropriately addressed.

**Civil Rights Programs Coordinator:** (Vacant due to rotational opportunity)

- Assists the Title VI/EJ/ADA Manager and the Intermodal Manager with implementation of nondiscrimination programs within Civil Rights.
- Provides training support and outreach to ODOT staff and ODOT Stakeholder Groups.
- Assists with data coordination and analysis, tracking of concerns and requests from Stakeholder groups.
- Principal contact for ADA Transition Plan outreach and support to Title VI/EJ/ADA Program Manager.

**Civil Rights Field Coordinators:** (Regions 1-5)

- Serve as the liaison between the Office of Civil Rights and regional Planning and Development, Construction, and Maintenance and Operations staff.
- Integrate OCR programs into the project delivery process.
- Provide technical advice, monitors compliance and provides OCR program assistance and support.
- Monitors OCR program delivery to local agency programs that receive funding through ODOT.
- Provide assistance and guidance to regional programs pertaining to planning, monitoring, training, evaluation and reporting of DBE, ESB, EEO, Title VI, and Workforce Development Programs.
- Assists with gathering information on investigations and complaints as appropriate.
- Presents Title VI, EJ, ADA and LEP information as appropriate as part of training and outreach.

### **Program Area Subject Matter Expert Team (SMEs) Identified Role:**

- Participate in conducting Title VI Compliance reviews in special program areas.
- Determine the focus area to be reviewed and explain how the focus area is identified.
- Revise where necessary, policies and procedures with assistance of Title VI/EJ/ADA Program Manager and Special Program Area Manager to include Title VI requirements.
- Collaborate with program areas officials to develop program area summaries for OCR Annual Work Plan and Accomplishment Report submission to FHWA.
- Identified SME's will be involved in conducting research, data collection and analysis.
- Work with Title VI/EJ/ADA Program Manager to summarize major findings (trends, patterns, and metrics) that drive public involvement decisions and determine whether programs have disproportionately high and adverse effects on minority populations and low-income populations.
- Identified SME's will work with Title VI/EJ/ADA Program Manager to conduct staff training on Title VI and related statutes for compliance purposes and to ensure an understanding of the relationship between the program goals and civil rights responsibilities.

## **Title VI Monitoring and Review Process**

In preparation for the 2016-2017 Annual Accomplishment Report each federally identified special program area received a survey to complete which identifies areas for the program's Title VI compliance and performance. Identified special program areas include Planning, Environmental, Project Development (Design), Right of Way, Construction, Research, Maintenance, Safety and Education. The Title VI Coordinator reviews each submitted questionnaire for Title VI compliance, completeness and opportunities to assist the Special Program Area with training and support. (See program area reports in Appendices beginning on page 19).

Each program area is charged with developing tools and procedures for their respective discipline. The Title VI/EJ/ADA Program Manager continues to build on the work that has taken place in the OCR to educate and collaborate with program area staff and SME's to bring the law and intent of Title VI to the forefront in every day practices within special programs.

In 2018 the OCR is required by FHWA to conduct a Title VI review of all programs within ODOT to ensure Title VI of the Civil Rights Act is followed within the agency. The "Special Emphasis Programs" at ODOT are required to submit a survey questionnaire to assess whether or not the Act is in fact part of everyday processes of Public Involvement, Data Collection, Research, Education, Training in the Disadvantaged Business Enterprise (DBE) Program, Safety, Right of Way,

Construction, Contracting, Design, Planning and Environmental programs. Beyond the questionnaire the OCR staff meets with the program staff to discuss needs for training, guidance and best practices for outreach and data analysis.

Currently OCR is utilizing a desk audit method of review for internal ODOT programs. In FFY 2018 the Title VI/EJ/ADA Manager will be receiving training in conducting formal internal Title VI reviews that go beyond the desk audit method. The OCR plans to formally review three internal programs within the 2017-2018 funding cycle.

The OCR is required to conduct external sub-recipient reviews for Title VI compliance. During the reporting period, a formal comprehensive review was conducted of four Local Public Agencies (LPAs) which exceeded the goal during the last reporting period. The review of the sub-recipient is initiated in a four-step process; Initiation Letter, Survey Questionnaire, Scorecard, and Final Report. During the review process MPO's, LPA's, and other identified subrecipients are evaluated to ensure that they are following **Title VI of the Civil Rights Act of 1964, (42 USC 2000d to 2000-4), The Civil Rights Restoration Act of 1987, (Pub. L. No. 100-259), 23 CFR 200 and 49 CFR 21, Federal-Aid Highway Act of 1973, (23 USC 324), Executive Order 13166** and other related Acts and Orders related to Title VI. Elements of the review include scope and methodology, organization and staffing, plans and documents, data analysis, policies and procedures, complaint process, training, public outreach and environmental justice. The review always includes a section on ADA Title II Transition Plans. While the reviews are Title VI in nature, the OCR feels that it is important to include ADA laws and requirements. The OCR will assist with any available resources in ensuring that the sub- recipient is compliant with ADA Title II Transition Plans. However, a current ADA Title II Transition Plan is not required to be in compliance with the Title VI Review.

The following ODOT subrecipients were reviewed for Title VI Compliance in the 2016-2017 reporting year:

- The City of Salem, In Compliance, working on updating Title VI Plan
- The City of Corvallis, In Compliance, Working on a Title VI Plan and updated AAR
- The Greater Albany Area MPO, In Compliance
- Marion County Public Works, In Compliance, Working on an updated Title VI Plan

# Accomplishments

## Training

### Nondiscrimination Programs Training, Outreach and Education

In the 2016 – 2017 reporting year the ODOT SME's and OCR staff provided and participated in the following trainings, meetings and workshops related to the Non-Discrimination Programs within ODOT:

- January** Title VI/EJ Presentation to ODOT staff  
Governors Environmental Justice Task Force Meeting
- February** Transportation Disadvantaged in Oregon
- March** FHWA Virtual Symposium Webinar  
Plain Language  
DMV – Review Complaint Process  
Teleconference Training with FDOT
- April** Clackamas County review of Title VI & ADA Requirements  
Nevada Department of Transportation review of Title VI & ADA Requirements
- May** ADA Training for Facilities and DMV  
Environmental Justice Road Map webinar  
Governors Environmental Justice Task Force Meeting
- June** Governors Environmental Justice Task Force Meeting  
Improving Delivery of Local Transportation Projects  
EJ Screen webinar
- July** DMV Management Team presentation  
DBE Conference Bringing the Gap between Regulatory Compliance and Meaningful Implementation
- August** Reporting Mechanisms for Title VI/EJ  
AskODOT staff meeting presentation  
ODOT Presentation for Portland based staff on Nondiscrimination Programs
- September** Title VI Work Group Title VI & Nondiscrimination presentation  
ODOT Diversity Conference  
Governors Environmental Justice Task Force Meeting
- October** ODOT Fall Forum  
Oregon Public Transportation Conference  
City of Forest Grove Title VI Training conference call

## **ODOT/OCR Training Planned for 2017**

The OCR is working with Florida Department of Transportation (FDOT) on implementing “best practices” for Title VI Program Management. The types of training that FDOT is willing to provide are as follows:

- Peer to Peer tracking and data
- Complaint investigation
- Internal and external Title VI program reviews
- ODOT staff and subrecipients training on Title VI “best practices” and Title VI Plans

ODOT Environmental Program is working with FHWA to bring Environmental Justice training to the Environmental Program staff and other interested parties. The topics for training are as follows:

- Availability of EJ Resources/Tools
- Defining/explaining fundamental principles of EJ
- Identifying impacts/impact analysis
- Level of effort/documentation
- Public Involvement
- Case Studies

The OCR Title VI/EJ/ADA Manager is planning to work with Local Agencies, MPO’s and other subrecipients to provide training on completing Title VI Plans and Annual Accomplishments Reports. A Title VI Template and other resources will be available on OCR’s website for subrecipients to review as a guideline. (See: Title VI Plans.)

## **ODOT/OCR Training Planned for the 2017-2018 reporting period**

The OCR is partnering with MPO’s and LPA’s to provide updates on current guidance for submission of Title VI Implementation Plans and Title VI Annual Accomplishments Reports which includes the following training:

- Presentations of the Title VI best practices training template,
- External Title VI program reviews which include updates on best practices,
- Participation in the Local Programs workshops both as attendee and presenter.

ODOT Environmental Program is coordinating Environmental Justice training to the Environmental Program staff and other interested parties, such OCR and Local Agencies. The topics for training include:

- Availability of EJ Resources/Tools
- Defining/explaining fundamental principles of EJ
- Identifying impacts/impact analysis
- Level of effort/documentation

- Public Involvement
- Case Studies

### **Education and Training:**

*Opportunities made available to DBE firms:*

- **Events Pages:** The OCR has a dedicated Events webpage where small businesses can find a list of relevant upcoming networking and training events: <http://www.oregon.gov/ODOT/Business/OCR/Pages/Events.aspx>

Additionally, as part of the Oregon Small Business Initiative, AGC and OAME post shared upcoming networking and training opportunities on their respective webpages.

- **Supportive Services:** The Office of Civil Rights supports efforts for the development of the capacity and capability of firms that are ready, willing, and able to work with ODOT in prime or sub-contracting roles. Many of the services provided include joint efforts with private and public agencies to meet the diverse needs of public contracting. The following is a non-exhaustive list of Small Business Supportive Services and other training initiatives that ODOT Office of Civil Rights supported during July 1, 2016 – June 30, 2017 reporting period. The Agency intends to support the same or similar training opportunities during the ensuing year:

#### **Small Business Training**

- o Mentor Protégé Program with the Port of Portland
- o Small Business Development Center (SBDC) Business Management training classes
- o BDI MED Week: small business training and diversity practitioner workshops
- o BDI Breakthrough Breakfast Workshops
- **Civil Rights and Labor Compliance Workshops – ODOT Construction Projects:** Each year ODOT civil rights and labor compliance staff collaborate with the Oregon Bureau of Labor and Industry (BOLI) to bring construction project training workshops to Contractors and Subcontractors (including DBE subcontractors) who work or are considering working on ODOT projects, Local Agency Partners, Consultants, and agency project contract administration staff around the state.

The workshops are intended to improve understanding of compliance with ODOT's construction project civil rights programs' requirements and Oregon's prevailing wage rate laws. The following information is covered:

- o ODOT and BOLI payroll forms explained - what information is needed and where.
- o BOLI will cover the prevailing wage rate law requirements for contractors and subcontractors will be covered.
- o Where to find current DBE, EEO and OJT forms and what these programs

require for compliance.

- o Other tools and resources and an opportunity ask questions of the Agency and to network with other contractors.

In the spring of 2017, one workshop was held in Salem (Region 2).

### **ODOT OCR Programs Field Coordinator Training (Outreach)**

ODOT OCR Field Coordinators delivered training to ODOT Project Manager staff, Local Agency staff as well as Contractors (Primes and Subcontractors) in various locations around the state. Topics covered included OCR Vision, mission and objectives; DBE and ESB programs, Title VI Compliance; Equal Employment Opportunity, and OJT/Apprenticeship Programs.

### **Governors Marketplace 2017 Roadshow (Outreach)**

ODOT OCR partnered with State, Federal and regional government entities along with private sector firms and non-profit organizations, to help Oregon small businesses achieve greater contracting success at the Governor's Marketplace 2017 Roadshow, which was held at various locations across the state. The day's events featured industry focused training, and a reverse vendor exhibitor fair, where small business owners had the opportunity to meet face-to-face with organizations who could utilize their products or services.

### **Umpqua Community College Career Fair (Outreach)**

ODOT OCR participated as an exhibitor at the Career Fair held November 2, 2016 at the Umpqua Community College campus in Roseburg, which served over 200 students and alumni.

### **Diversity in Construction Trades Summit (Outreach)**

ODOT OCR participated in the November 10, 2016 Diversity in Construction Trades Summit held at the Oregon Zoo in Portland. The Summit was attended by contractors, state, county and city government agencies with a total of forty (40) different organizations.

### **Central Oregon Skilled Trades & Apprentice Fair (Outreach)**

ODOT OCR participated as an exhibitor at the Central Oregon Skilled Trades & Apprentice Fair held November 18, 2016 at the Central Oregon Community College Technical Education Center in Redmond, which served students from local high schools.

### **Josephine County College & Career Fair (Outreach)**

ODOT OCR participated in this event in Grants Pass on October 19, 2016 by sharing apprenticeship, internship and working for ODOT opportunities with students and teachers from all high schools in Josephine County, with an estimate of 1,800 attendees.

### **Gold Beach Career & College Fair (Outreach)**

ODOT OCR provided pre-apprenticeship and apprenticeship opportunities to 7th through 12th grade students from multiple schools at this event held in Gold Beach on March 7, 2017.

### **Hermiston Hispanic Chamber of Commerce Community Resource Fair (Outreach)**

ODOT OCR participated as an exhibitor at the Hermiston Hispanic Chamber of Commerce Community Resource Fair held on March 8, 2017 at the Hermiston Conference Center, and provided information to the 150 attendees regarding ODOT services, On the Job Training (OJT) and employment opportunities.

### **Reynolds Learning Academy (Outreach)**

ODOT OCR provided student to career opportunities, including OJT, apprenticeship and ODOT employment to students of Reynolds Learning Academy at the East Portland Maintenance Park on March 8, 2017.

### **Annual ODOT/Confederated Tribes of Grand Ronde TERO Meeting (Outreach)**

Annual meeting between ODOT OCR and the Confederated Tribes of Grand Ronde to discuss federally funded projects that will be subject to TERO, workforce, apprenticeship and training, held in Salem on March 15, 2017.

### **ODOT-Confederated Tribes of Warm Springs Meetings (Outreach)**

ODOT OCR and Region 4 staff met with representatives from the Confederated Tribes of Warm Springs in April, May, June and September 2017 to discuss the new TERO, federally funded projects that will be subject to TERO, goals, workforce, apprenticeship and training.

### **Oregon Youth Challenge Career Fair (Outreach)**

The Oregon National Guard Youth Challenge Program is an alternative, residential high school, which has a graduating class every 6 months. ODOT OCR regularly participates at these career fairs, and attended April 6, 2017 and October 6, 2017 to share and explain apprenticeship opportunities to the cadets.

### **Annual ODOT/Confederated Tribes of the Umatilla Indian Reservation TERO Meeting (Outreach)**

Annual meeting between ODOT OCR and the Confederated Tribes of the Umatilla Indian Reservation to discuss federally funded projects that will be subject to TERO, workforce, apprenticeship and training, held at the Nixyaawii Governance Center in Pendleton, Oregon on April 14, 2017.

### **Construction Career Days – Salem, Oregon (Outreach)**

ODOT OCR participated in the Salem, Oregon Regional Construction Career Days

(CCD) Event on April 25, 2017. This event drew 466 students from schools located within 100 miles of the event. 100% of the students participated in hands-on activities related to the construction and heavy highway construction trades.

2017 Construction Career Days by the numbers:

- 35% Minority representation
- 30% Female representation
- 15 School Districts
- 22 Schools represented
- 15 Pieces of Heavy Equipment
- 44 Exhibitors

### **2017 Eastern Oregon Construction and Utility Career Day (Outreach)**

ODOT OCR hosted this biennial event held April 25, 2017 in Baker City at the ODOT Maintenance Station, with over 300 high school students attending. Exhibitors provided valuable information regarding employment and apprenticeship opportunities. Students were also given the opportunity to participate in hands on activities throughout the day which were job related skills and functions.

### **Cinco De Mayo Community Celebration (Outreach)**

ODOT OCR participated in the Cinco De Mayo Community Celebration event at Butte Park in Hermiston on May 6, 2017, by providing information regarding transit, safety, OJT and employment opportunities with over 200 families.

### **Oregon Association of Minority Entrepreneurs (Outreach)**

The OAME Trade Show and Luncheon held May 11, 2017, is designed for purchasers and buyers from the public and private agencies to network with Minority, Women and Emerging Small Businesses (MWESBs). ODOT OCR participated as a sponsor and exhibitor at this large event.

### **Eugene Chamber – Lane County Construction & Aggregate Workforce Committee (Outreach)**

ODOT OCR and BOLI were on the agenda of the May 11, 2017 meeting of the Eugene Chamber – Lane County Construction & Aggregate Workforce Committee in Eugene. BOLI presented a high-level apprenticeship 101 and ODOT OCR presented information about ODOTs OJT Program.

### **Women in Trades Career Fair (Outreach)**

ODOT partnered and participated for the 25th year as an exhibitor at the 2017 Women in Trades Career Fair in Portland on May 19 & 20, 2017. The fair incorporates a Construction Career Day component by focusing on a highway construction theme. This fair is a highly visible event designed to encourage young girls and women to consider careers in the construction trades. <http://www.tradeswomen.net/fair/>

2017 Women in Trades Career Fair by the numbers:

- 923 Students attended on Girls' Day
- 146 Teachers who brought groups of students
- 676 Women and their families attended the fair
- 60 School groups attended
- 21 People toured the Fair as VIP's
- 107 Volunteers contributed 426 hours
- 40 Hands-on workshops
- 64 Exhibitors
- 25 Attended a seminar on recruiting girls for career and technical education
- 18 Dads and their Daughters participated in a special workshop

### **Hispanic Metropolitan Chamber Employment, Business & Resource Fair (Outreach)**

The Hispanic Metropolitan Chamber works with all members of the community to increase the economic advancement of Latinos in Oregon and SW Washington. The 15th Annual Employment, Business and Resource Fair was held June 15, 2017 in Portland. ODOT OCR was an exhibitor and sponsor at this event designed to allow participants to learn how to conduct business, apply for employment and network.

### **Hispanic Heritage Month Breakfast (Outreach)**

The Hispanic Heritage Month Breakfast event in Oregon's official kick-off celebration for Hispanic Heritage Month took place on September 15, 2017 at the Salem Convention Center. This event brought together Latino leaders, business owners, and community members from throughout Oregon. ODOT OCR staffed a table and discussed all OCR programs with representatives from the private sector, public institutions, non-profits, and public elected officials/candidates.

### **El Grito 2017 Fiesta Patrias (Outreach)**

ODOT OCR participated in the 2017 El Grito celebration on September 16 at the Rose Quarter Commons in Portland, and interacted with 300 community members by providing information about employment opportunities, OJT/Apprentice information and all business lines of ODOT.

### **Minority Enterprise Development (MED) Week (Outreach)**

Each year, ODOT sponsors the MED Week Workshops and awards luncheon for the Portland Metropolitan region. ODOT OCR attended MED Week, September 26 and 28, 2017, along with advocacy groups, government partners and the local business community to celebrate local minority businesses and the contributions they make to the local economy.

### **First Biennial Southern Oregon Trades Careers Expo (Outreach)**

ODOT OCR was instrumental in organizing and participated in the first biennial Southern Oregon Trade Careers Expo on September 28, 2017 at the 7 Feathers convention Center in Canyonville. Students from Douglas, Josephine and Jackson counties attended this event to introduce and lead students to living wage career opportunities in manufacturing, trades and industries through hands on activities, while educating administrators, teachers and elected officials. After the students left, the Expo was open to veterans and young adults.

**Metro Area Title VI Workgroup:** Title VI Program staff took part in ongoing meetings with the Portland Metro Area Title VI Workgroup. This workgroup includes Civil Rights Staff from:

- City of Gresham
- Portland Metro
- Multnomah County
- City of Portland
- City of Salem
- TriMet
- Clackamas County
- Washington County
- Cherriots
- Lane Transit District

Presentations are rotated between Title VI staff and outside guests in order to share “best practices” and support each other in the important work that is being done at each MPO and LPA. The work-group networks, identifies needs, shares tools and technical information to better implement their respective Title VI plans and other non-discrimination components of their programs.

**Governor’s Environmental Justice Task Force:** Title VI staff serves as ODOT agency representatives to the Environmental Justice Task Force (EJTF). The team reports annually to the EJTF, to ensure that all persons affected by decisions of state agencies have a voice in the decision making process.

A focus of the Task Force during this reporting period continues to include state appointed Task Force representatives to bring the message of EJ to the forefront of the Human Resources Departments within each agency. The goals established aim at staff working with their Human Resources and Agency Managers and Supervisors to identify “key” personnel that due to the nature of their work, require in the very least, basic knowledge of EJ. The work will require positions identified to have EJ elements within their position descriptions and evaluations. Management in “key areas” will be required to include EJ training for their staff.

The Title VI Coordinator at ODOT has identified the OCR as the first “key area” to have required EJ elements within job descriptions and evaluations. Training on EJ has been provided to OCR staff as a beginning step and at least (1) position has been reviewed and updated to include EJ language. An automated training through iLearn is in the exploratory stage. Future training goals will include required civil rights training for ODOT staff through the state’s training system.

The OCR staff has begun to meet with Transportation Project Leaders and ODOT Communications Staff to begin a project designed to bring Public Participation to the forefront in the minds of staff who work with Title VI and EJ communities. Specifically, the work group will ensure that there is a centralized and consistent tool on ODOT’s website where staff that need Public Outreach tools, will have access to consistent documents and resources.

This will enable the OCR office to have the most current and accurate information for the Annual Accomplishments Report and for Title VI Program Reviews. This effort will continue through 2018.

#### **Title VI Plans:**

Title VI plans are being developed at the MPO and local government agency level. ODOT’s Title VI Program is providing on-going support and guidance to these organizations as they develop and finalize their plans. Once Title VI Plans are reviewed, approval letters are sent to the agency concurring with the plans. When the need arises to request updates or changes to the Title VI Plans, a plan of assistance with a deadline for submission is given in writing to the MPO or LPA. Annual Accomplishment Reports (AAR) is reviewed for updates, possible complaint reporting and to ensure that all elements of an AAR area addressed.

The OCR continues to provide training on the new requirements from ODOT that all subrecipients of Federal funds will need to have a current Title VI Plan and submit an Annual Accomplishments Report to ODOT OCR yearly. A template example and other resources are available on the OCR website.

#### **Title VI Plans and Annual Accomplishments Reports reviewed and responded to:**

- The Salem-Keizer Area (SKATS) Transportation Plan: Satisfactory
- The SKATS Title VI Implementation Plan: SKATS was advised to make their website more transparent by adding a link to the Title VI Plan and ADA Plan if it was available. Adding the email or phone number of the Title VI Officer and/or the complaint form would be helpful. The training section of the AAR is missing. The Title VI Plan needs updated.
- The Greater Albany Area MPO Title VI Annual Accomplishments Report: Satisfactory
- The Greater Albany Area Title VI Implementation Plan: Last completed in 2014. Due for an update.

- The City of Corvallis Title VI Implementation Plan: Last completed in 2011. Due for a new Title VI Implementation Plan.
- The City of Corvallis Title VI Annual Accomplishments Plan: Last completed in 2015. Due for a 2016-2017 Annual accomplishments Plan.
- The City of Salem Title VI Implementation Plan: Last submitted in 2010. Due for a new Title VI Implementation Plan
- The City of Salem Title VI Annual Accomplishments Report: Last submitted in 2016. Due for 2016-2017 Title VI Accomplishments Report.
- The MRMPO Annual Accomplishments Report: Last submitted in 2016. Due for 2016-2017 Title VI Annual Accomplishments Report.
- The RVMPO Annual Accomplishments Report: Last submitted in 2017. Current on Tile VI Annual Accomplishments Report. Satisfactory
- METRO Title VI Implementation Plan: Last submitted in 2017. Current on Title VI Implementation Plan. Reviewed by FHWA.
- METRO Title VI Annual Accomplishments Report: Last submitted in 2016. Due for a 2016-2017 Title VI Annual Accomplishments Report.
- Marion County Public Works Title VI Annual Accomplishments Report: Last submitted in 2016. Due for a 2016-2017 Title VI Annual Accomplishments Report.
- Marion County Public Works Title VI Implementation Plan: Last submitted in 2013. Due for an updated Title VI Implementation Plan.

## ODOT Subrecipients

Oregon Department of Transportation  
FHWA - CFDA 20.205 - Federal Distribution to Subrecipients Fiscal Year 2017

<b>SUBRECIPIENT</b>	<b>FEDERAL SHARE</b>
BEND METROPOLITAN PLANNING ORGANIZATION	273,381.40
BENTON COUNTY	28,593.70
BICYCLE TRANSPORTATION ALLIANCE	10,890.69
CITY OF BEAVERTON	401,332.72
CITY OF CORVALLIS	61,519.93
CITY OF EUGENE	1,825,323.24
CITY OF FOREST GROVE	384.11
CITY OF GRESHAM	336,625.97
CITY OF HAPPY VALLEY	36,623.00
CITY OF HERMISTON	13,559.96
CITY OF HILLSBORO	49,114.72
CITY OF LAKE OSWEGO	108,961.40
CITY OF LINCOLN CITY	1,505.74
CITY OF MEDFORD	309,294.02
CITY OF NEWBERG	29,470.12
CITY OF PORTLAND	3,257,064.11

CITY OF SALEM	1,055,336.32
CITY OF SHERIDAN	146,202.11
CITY OF TILLAMOOK	13,768.42
CITY OF WILSONVILLE	96,000.00
CLACKAMAS COUNTY	3,847,421.85
CLATSOP COUNTY	2,477.36
COLUMBIA COUNTY	246,368.90
COMMUTE OPTIONS FOR CENTRAL OREGON	355,726.19
COOS COUNTY	108,601.59
COOS COUNTY AREA TRANSIT	56.08
CORVALLIS SCHOOL DISTRICT 509J	22,415.95
COWLITZ-WAHKIAKUM COUNCIL	2,249.75
CURRY COUNTY	66,524.47
GRANT COUNTY	341,204.61
JACKSON COUNTY	7,651.15
JEFFERSON COUNTY	3,235.57
KING COUNTY	168,262.90
LANE COUNCIL OF GOVERNMENTS	1,486,897.74
LANE COUNTY	1,348,100.80
LANE TRANSIT DISTRICT	79,223.05
LINN COUNTY	804,282.13
MARION COUNTY	1,616,776.98
METRO	4,640,512.77
MID-COLUMBIA ECONOMIC DEVELOPMENT	8,626.00
MID-WILLAMETTE VALLEY COUNCIL	987,351.13
MTR WESTERN	60,349.74
MULTNOMAH COUNTY	2,159,387.92
OREGON CASCADES WEST COUNCIL	376,489.59
OREGON STATE UNIVERSITY	350,127.25
ROGUE VALLEY COUNCIL OF GOVERNMENTS	466,869.82
ROGUE VALLEY TRANSPORTATION DISTRICT	232,280.03
SALEM AREA MASS TRANSIT DISTRICT	321,300.00
SOUTHERN OREGON UNIVERSITY	42,270.08
SUNSET EMPIRE TRANSPORTATION DISTRICT	73,078.00
THE STREET TRUST COMMUNITY FUND	30,774.57
TILLAMOOK COUNTY	464,237.37
UNION COUNTY	25,979.00
UNIVERSITY OF OREGON	15,355.93
UNIVERSITY OF PORTLAND	161,919.43
WALLA WALLA VALLEY METROPOLITAN	23,999.75
WASHINGTON COUNTY	431,117.72
WESTSIDE TRANSPORTATION ALLIANCE	1,109.06
YAMHILL COUNTY	<u>11,664.90</u>
<b>Total</b>	<b><u>29,447,228.81</u></b>

## Goals for the 2017-2018 Accomplishments Cycle

- Continue to work towards implementing EJ practices in to the Human Resources and training components within ODOT.
- Continue to collaborate with Planning (TDD) to develop consistent methodology for data analysis and Title VI Plans within the ODOT Regions, MPO's and LPA's (including mapping).
- Establish protocol for Public Participation in relation to Title VI, LEP, EJ and ADA so that there is consistency and a "best practices" for ODOT staff to follow.
- Review (1) MPO and (2) LPA's within the next cycle.
- Continue to enhance the "best practices" area on the OCR Non-Discriminations Programs website for MPO's and LPA's and other subrecipients to utilize when working on Title VI and ADA Plans.
- Continue outreach and training for program staff and sub-recipients to assist with a better understanding of the Title VI and ADA complaint processes.
- Begin the process for formal reviews of the "Special Program Areas" within ODOT with the assistance of management and supervisors to ensure cooperation and understanding of requirements. Work with SME's and Field Coordinators to conduct reviews.
- Continue to coordinate work with Field Coordinators to establish meeting dates and trainings keeping them informed of current concern and complaint processes for Title VI and ADA.
- Continue to streamline a seamless complaint protocol that includes all Non-Discrimination components both internal and external in nature.
- Continue to provide technical assistance on the Title VI Plan Example Template to MPO's, LPA's and other subrecipients of ODOT.

# Appendices:

## Authorities: (FEDERAL) Appendix E

***Title VI of the Civil Rights Act of 1964, (42 USC 2000d to 2000-4):*** Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

***The Civil Rights Restoration Act of 1987, (Pub. L. No. 100-259):*** The Civil Rights Restoration Act of 1987 broadens the scope of Title VI by expanding the definitions of terms “programs or activities” to include all programs or activities of Federal- Aid recipients, sub-recipients, and contractors.

***23 CFR 200 and 49 CFR 21:*** 23 CFR 200 and 49 CFR 21 are USDOT and FHWA issued administrative regulations from USDOT and FHWA that specify requirements for state DOTs to implement Title VI policies and procedures at the state and local levels.

***Federal-Aid Highway Act of 1973, (23 USC 324):*** The Federal-aid Highway Act of 1973 provides that no person on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.

***Age Discrimination Act of 1975, (42 USC 6101):*** The Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.

***Americans with Disabilities Act of 1990, (Pub. L. No. 101-336):*** The Americans with Disabilities Act of 1990 provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

***Section 504 of the Rehabilitation Act of 1973:*** Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person, shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.

***Executive Order 12898:*** Executive Order 12898 establishes Federal requirements to address Environmental Justice in minority populations and low income populations.

***Executive Order 13166:*** Executive Order 13166 establishes requirements to improvement access to services for persons with limited English proficiency (LEP).

## **Program Area Reports**

### **SME Implementation**

In order to foster collaboration within ODOT's program areas, the Title VI team works with an interdisciplinary group of subject matter experts (SMEs). For each program area, the SME works in concert with the Title VI Coordinator to implement the program throughout the Agency.

These program area experts help to compile data for the Annual Accomplishments Report, invite the Title VI team to relevant management meetings and identify training needs. The SME's also collaborate with Field Coordinators to present civil rights information at LPA meetings, Planning Program meetings and other gatherings where establishing an understanding of the civil rights programs, and how they affect transportation programs is beneficial to the group.

#### **Planning (23 CFR Part 450)**

The Transportation Planning Program Area of the Oregon Department of Transportation is

comprised of planners from both the Transportation Development Division (Statewide Planners) and the Highway Division (Regional Planners).

ODOT statewide Planners are responsible for providing long-term direction for the planning and management of the integrated statewide transportation system by developing and maintaining multimodal and modal policy, planning and guidance documents, developing and utilizing system analytical models and tools, developing and delivering training, economic data analysis and leading, coordinating or collaborating in delivering statewide programs.

ODOT Regional Planners are involved in planning future transportation facilities, including Transportation and Growth Management (TGM) projects. They provide short-term planning activities associated with ODOT's project development and delivery. Regional planners work directly with local jurisdictions, developers, and other stakeholders to better coordinate land development and transportation.

ODOT Planners develop short and long-range plans that provide efficient transportation services to the citizens of Oregon. Planning staff coordinates with other government agencies, private groups, and the public to develop comprehensive plans that meet the transportation needs of the State of Oregon. Planners provide staff and technical assistance to regional transportation groups and serve as liaison for the Area Commissions on Transportation.

ODOT planning policies guide public involvement and come from three main sources;

1. The Oregon Transportation Commission's (OTC) *OTC Public Involvement Policy*
2. Oregon's Statewide Planning Goals

**Goal 1:** *Citizen Involvement*, guides the development of a citizen involvement plan in transportation decision-making.

**Goal 4:** *Sustainability* includes provisions for equal access to transportation decision-making to the fullest practical extent and regardless of race, culture or income.

3. Oregon Transportation Plan (OTP)

Strategy 7.3 guides the public involvement and consultation process.

Strategy 7.3.1 states that programs for the involvement of citizen, business, tribal, local and state governments must be conducted and publicized, when preparing and adopting a modal/topic plan, transportation improvement program or multimodal transportation plan.

Further subsections of Strategy 7 instruct to seek out and facilitate the involvement of those potentially affected, including traditionally underserved populations; and to provide ongoing communication to the public in developing and implementing transportation policies.

ODOT Planners are also guided by Operational Notice PB-04. The notice provides a statewide framework for the implementation of Title VI procedures for planners.

ODOT has developed Guidance for Addressing Title VI and Environmental Justice in Transportation Planning to provide tools and assist staff when conducting Title VI and EJ activities for transportation projects. The approach detailed in the document works to ensure that Title VI and EJ populations are considered and included in project scoping and education by providing tools, sample language for contracting and checklists in scoping, public involvement analysis and outreach, solution alternatives analysis and compliance reporting.

## **PROCESS/ACTIONS REQUIRED**

Title VI issues must be considered from the start of program development and scoping through project development process and construction.

The approach in the Title VI guidance includes four phases:

- Phase I: Scoping
- Phase II: Public Involvement Analysis and Outreach
- Phase III: Solution Alternatives Analysis
- Phase IV: Reporting

Specific steps are described under each of the phases. A standardized reporting form is provided with the guidelines and is uploaded to ODOT's internal Inclusive Public Involvement Intranet site. This site serves as ODOT's data collection site for Title VI activities.

### **Accomplishments this Reporting Period**

- **Public Involvement in Transportation Planning at ODOT Webpage:** ODOT has developed a webpage located at <http://www.oregon.gov/ODOT/Planning/Pages/Public-Involvement.aspx> - for use by MPOs and local governments to assist them with Title VI and EJ efforts. The site contains a Public Involvement page full of resources. There are links to several mapping tools, federal and state guidance as well as community resources. The page also has FHWA's video "The Civil Rights Act of 1964" imbedded in the page as a training resource
- Implemented real time reporting and posting to OCR's internal data collection page
- Equity Speaker at Fall Planners Workshop – PSU professor Aaron Golub gave a presentation on Implementing Transportation Equity in planning. (October 2016)
- Integrated Title VI reporting into consultant contracts.

### **Goals for the Next Reporting Period**

Continue to focus on a more consistent approach in Title VI reporting. Institute a methodical approach to ensure that Title VI and EJ goals are acknowledged as part of project scoping, that protected populations are identified early in a project and that reporting elements are consistent

### **Training Attended by Planning Staff**

Statewide Planning Coordinator attended **2017 US Department of Transportation Civil Rights Virtual Symposium** sessions attended included

**Building Blocks: Introduction to Title VI** — The goal of this session was to foster an understanding of Title VI of the Civil Rights Act of 1964 (Title VI) as it relates to transportation. The presenters provided an overview of the legal principles of Title VI, how and where Title VI situations manifest themselves in transportation, and general Title VI compliance requirements.

**Understanding Language Access in 2017** — The goal of this session was to provide tools for participants to more effectively communicate and engage with diverse limited English proficient (LEP) communities. Information covered included language-mapping tools, tips for developing and maintaining multilingual websites that are accessible for LEP populations, and ways to engage LEP communities in the transportation planning process.

**Moving the Dial: Leadership Behaviors for Promoting Inclusive Organizations**

— The session gave participants tools to recognize and value the critical behaviors leaders engage in to build and maintain inclusive and diverse organizational environments. Aspects of leadership discussed will include communication, perspective sharing, and accountability.

**Best Practices for Addressing Title VI in Transportation Projects** — session highlighted the development and implementation of Title VI best practices.

**Statewide Planning**

Statewide Transportation Planning provides long-term direction for the planning and management of the integrated statewide transportation system by developing and maintaining multimodal and modal policy, planning and guidance documents, developing tools, developing and delivering training and leading, coordinating or collaborating in delivering statewide programs.

Contracts reported on this period:

Plan Name	Contract Amount	DBE Involvement
Oregon Public Transportation Plan	\$ 813,484	Yes
Oregon Transportation Safety Action Plan	\$ 488,186	Yes
Connect Oregon VI	\$ 45,000,000	Yes
Oregon bicycle and Ped Plan	\$ 600,000	Yes
Oregon Freight Plan Amendment	\$ 148,405	Yes
Oregon Sustainable Transportation Initiative	\$ 390,874	No
Plan Integration	\$ 151,185	No
Oregon Freight Intermodal Connector System study	\$ 135,000	Yes
Transportation System Plan Guidelines	\$ 418,612	Yes

**Statewide Planning Project Highlight:**

**Oregon Freight Intermodal Connector System (OFICS) Study**

**Data:**

- Project cost was approximately \$135,000 with \$28,000 for additional work
- Cambridge Systematics Consultants
- Subconsultant was Sandow Engineering (WBE/ESB certified)

**Analysis:**

Data was collected to identify and analyze intermodal terminals and connectors and to determine the condition and needs of the connectors.

**Key Elements:**

- A list of additional intermodal connectors
- Infrastructure condition and needs
- A GIS tool to display the terminals and connectors
- A tiered list of the OFICS prioritized for future investments
- Recommendations to update the NHS Intermodal Connectors

*Project Overview and Process*

The Oregon Freight Intermodal Connector System (OFICS) study identified intermodal terminals, additional intermodal connectors, validated the existing NHS intermodal connectors, identified connector needs, developed a tiered list connectors and created a GIS tool to display the terminals and connectors.

Freight intermodal connectors are roads that provide the “last mile” connection between major intermodal freight facilities (e.g., ports, airports, and intermodal rail yards) and the state highways. An efficient freight system which includes the intermodal connectors is needed for economic competitiveness in industries that rely on frequent shipments including manufacturing, construction, forest products and retail trade. To identify additional intermodal connectors it was necessary to first locate the intermodal terminals. The study looked at mobility, efficiency and safety issues on the connectors. The study helped establish the Oregon Freight Intermodal Connector System (OFICS), prioritized potential investment in these connectors and helped update the list of NHS intermodal connectors.

**Outreach and Public Involvement:**

The project was supported by a significant stakeholder process, including a Technical Advisory Committee (TAC), Friends of the Committee, the Oregon Freight Advisory Committee (OFAC) and a stakeholder survey.

Website: [www.oregon.gov/ODOT/TD/TP](http://www.oregon.gov/ODOT/TD/TP)

For more Information, please contact: Robin Marshburn, 503-986-3696  
[robin.l.marshburn@odot.state.or.us](mailto:robin.l.marshburn@odot.state.or.us)

## Transportation and Growth Management Program (TGM)

The TGM Program provides planning assistance to Oregon communities to create vibrant, livable places where people can walk, bike, take transit or drive where they want to go. TGM continues to serve as one of the primary funding sources for local governments to plan for well-designed communities with a balanced, interconnected transportation network.

With over 1,100 planning projects supported and completed since 1993, Oregon's TGM Program continues to provide value to Oregonians by helping communities plan for land use and transportation in concert with community objectives.

In compliance with Title VI of the Civil Rights Acts of 1964 and §450.210 of the Code of Federal Regulations, during the pre-application process TGM regional representatives are instructed to communicate directly with Title VI populations and delegates from each of the nine federally recognized Native American Tribes in Oregon to remind them of TGM services and discuss ways in which TGM could be of assistance by proposing shared objectives

The public involvement tasks written into the Statement of Work must include specific steps to provide opportunities for participation by federal Title VI communities. Grantees and consultants are instructed to utilize ODOT's Title VI (of the 1964 Civil Rights Act) Plan guidance to identify Title VI populations, formulate public involvement strategies, and report outreach efforts to and participation by Title VI communities to the TGM project manager.

### TGM Projects this reporting period:

Plan Name	Contract Amount	DBE Involvement
1A-14 City of Fairview Transportation System Plan	\$ 146,028	Yes
1C-14 Portland Truck Parking	\$ 123,740	No
1D-14 Wood Village Town Center Master Plan/TSP Update	\$ 148,840	Yes
1A-15 City of Beaverton Active Transportation Plan	\$ 175,000	Yes
1B-15 Cornelius Transportation System Update	\$ 126,800	Yes
1C-15 City of Gladstone Transportation System Plan Update	\$ 129,800	Yes
1D-15 City of Hood River Westside Area Concept Plan	\$ 266,900	Yes
1E-15 City of Portland	\$ 176,480	No
1F-15 Metro	\$ 114,700	No
2A-13 City of Lincoln City	\$ 197,300	Yes
2B-13 City of Salem	\$ 230,920	Yes

Plan Name	Contract Amount	DBE Involvement
2A-14 City of Gearhart	\$ 147,200	Yes
2B-14 Newberg Downtown Improvement Plan	\$ 274,160	Yes
2D-14 City of Salem –State street corridor Plan	\$ 289,950	Yes
2A-15 Benton County	\$ 332,900	Yes
2B-15 City of Salem	\$ 99,950	Yes
2D-15 Lincoln County Transportation Service District Transit Development Project	\$ 167,300	Yes
2E-15 Yamhill County Transit Area	\$ 194,900	Yes
3A-12 Brookings Transportation System Plan	\$ 249,900	Yes
3A-13 Oakland Local Street Network Plan	\$ 89,350	No
3A-14 North Point Area Master Plan	\$ 151,010	Yes
3A-15 City of Oakland Multi-Use Path Implementation Plan	\$ 53,565	No
3A-16 City of Reedsport Dean to Dunes	\$ 115,150	Yes
4B-14 City of the Dalles Transportation System Plan		
4C-15 Crook County Transportation System Plan		
5A-15 Confederated Tribes of the Umatilla Indian Reservation (CTUIR) Mission Community Master Plan		
City of Stanfield Oregon Downtown Development Code		
Trail Plan		
3B-14 Coos Head Area Master Plan	\$ 149,430	Yes
3B-15 Coquille Indian Tribe Comprehensive Plan	\$ 192,895	Yes
3C-14 Phoenix URCP	\$ 65,000	No

Public involvement and engagement are the cornerstones of TGM. TGM efforts to elicit involvement by people who have been traditionally underserved are highlighted in the following projects:

## **TGM Project Highlighted**

### **Data:**

- What is the dollar amount for this project? \$149,430

### **Projection Overview and Process:**

This project will develop a master plan for the Coos Head area.

Formerly a U.S. Navy facility, the property was purchased by the

<http://transnet.odot.state.orc.uosn/tfdedd/eTrraatnesdPITarnib/Peasgoefs/CpouobslI%2Cc>.

Were there DBE contractors involved? Yes.

### **Analysis:**

- Inventory of natural and cultural resources, land uses, demographics, and transportation system.

Lower Umpqua and Siuslaw Indians (CTCLUSI) are intent on converting the property into an interpretive center, resort, and facility for members of the Tribe as well as the public.

- Transportation analysis for local roads.
- Market feasibility study for property.

### **Key Elements:**

- Multimodal
- Plan for development and funding for Tribe.
- Transportation network, connecting local attractors.

### **Outreach and Public Involvement:**

CTCLUSI leads public involvement efforts. Project includes Tribal Council meetings, two open houses for Tribal members, local residents, and local business and property owners, and a project advisory committee composed of local stakeholders to provide input on all project materials. All project materials are posted online on the CTCLUSI website.

## **Region Planning**

ODOT planning divides its operations into five geographical regions. Each region is responsible for developing and managing transportation projects.

- **Region 1:** Portland Metropolitan Area
- **Region 2:** Willamette Valley, North and Mid-Coast

- **Region 3:** Southern Oregon and the South Coast
- **Region 4:** Central Oregon
- **Region 5:** Eastern Oregon

**ODOT Region 1 Projects for the reporting period included:**

Plan Name	Contract Amount	DBE Involvement
City of Depoe Bay TSP Update	\$222,775	No
City of Eugene	\$700,000	No
City of Lebanon TSP Update and Transit Development Plan	\$271,614	Yes
City of Philomath Transportation System Plan Update	\$281,480	Yes
Warrenton TSP Update	\$298,000	Yes
Corvallis Area MPO Regional Transportation Plan	\$362,959	Yes
City of Corvallis TSP Update and Transit Development Plan	\$993,886	Yes
OR25-25th Street to Gaffin Road Facility Plan	\$190,740	Yes
Millersburg TSP	\$144,406	Yes
Linn County TSP	\$296,673	Yes
Cottage Grove TSP Update	\$298,000	Yes

**Region 1 Project Highlight**

**Data:**

- \$400,200
- DBE Contractors

**Project Overview and Process:**

The Plan will identify potential transportation improvement projects on 82 Avenue in Portland and northern Clackamas County. There is a Community Advisory Committee (CAC) made up of diverse community representative/es (including people of color and a variety of age ranges), a TAC and a Steering Committee. We have had 2 online surveys translated into four languages: Spanish, Vietnamese, Cantonese, and Russian. Our website includes information in these 4 languages, and we offer translation services for all meetings upon request. We've held community walks with the languages cited above, and worked with community representatives to invite members from underrepresented groups, including Cogan Owens Green, and the Multicultural Collaborative.

**Analysis:**

- 2010 Census data on Population Density; Sex/Gender; Race; Age; Ethnicity; and Limited English Proficiency

Surveys are translated into four languages: Spanish, Vietnamese, Cantonese, and Russian. Our website includes information in these 4 languages, and we offer translation services for all meetings upon request. We've held community walks with the languages cited above, and worked with community representatives to invite members from underrepresented groups.

- 2014 American Community Survey data on Poverty Status and Median Household Income.

**Outreach and Public Involvement:**

Online Survey #2 had 494 respondents, 15 in Spanish, 15 in Vietnamese, 21 in Russian and 17 in Cantonese. Business canvassers were able to converse in those languages as well. Translators and community liaisons attended CAC meetings to provide input on the issues important to their specific communities that they

**Key Elements:**

ODOT used Community neighborhood meetings to reach a broad spectrum of stakeholders. Project is ongoing, with future community-specific outreach to occur in the fall.

- Engagement Liaisons: the Asian Pacific American Network of Oregon, the Russian- Slavic Network of Oregon, and the Latino Network for translation and engagement.
- ODOT representatives staffed a booth at the APANO district's Jade Night Market and heard when doing outreach.
- Project is ongoing, with future community-specific outreach to occur in the fall.

**ODOT Region 2 projects for the reporting period included;**

Plan Name	Contract Amount	DBE Involvement
Albany Area MPO Regional Transportation Plan (RTP)	\$ 690,892	Yes
Columbia County TSP Update	\$ 250,000	Yes
Creswell TSP Update	\$ 204,754	Yes
City of Eugene TSP	\$ 700,000	Yes
Lane County TSP	\$ 362,895	Yes
Linn County TSP	\$ 296,673	Yes
Millersburg TSP	\$ 144,406	Yes
OR 22-25th Street to Gaffin Road Facility Plan	\$ 190,740	Yes
Veneta TSP Update	\$ 285,170	Yes
Warrenton TSP update	\$ 303,000	Yes

**Region 2 Project Highlight**

**Data:**

- Pop. (2015): 362,895
- 15% minority
- 18% over 65
- 19% at poverty level

**Project Overview and Process:**

The County is updating its Transportation System Plan. (The existing plan was adopted in 2004.) The plan will identify improvements to address existing deficiencies and future needs. Public transportation and bicycle/pedestrian elements are included to ensure the plan addresses the needs of all users. ODOT and a consultant are assisting in the effort. Work began in March 2015. The plan is expected to be completed by June 2018.

**Analysis:**

- Budget for TSP update: \$324,553
- Prime contractor: DKS
- DBE contractors: Angelo Planning Group

**Key Elements:**

- A robust public involvement process
- Special outreach to minority and low-income populations

**Outreach and Public Involvement:**

The plan is being developed with input from a Stakeholder Advisory Committee, comprised of local officials and citizens representing a variety of perspectives.

A Public and Stakeholder Involvement Strategy was prepared to guide the process and ensure that Title VI and EJ populations are included.

A website was developed to provide public access to project information and to enable public input. Hard copies will be provided to those without internet access. Project documents will be translated into Spanish upon request.

Two series of community workshops will be held at five locations throughout the county. Translation services will be provided upon request.

Project advertisements will be posted in locations where Hispanic or Latino community members, and senior citizens, are likely to see them.

To assist those that do not drive some of the public meetings will be at locations accessible via transit, walking or biking.

A final report will be prepared summarizing the TSP’s key findings and actions. This will include a review of Title VI and EJEO issues and solutions, if applicable.

Title VI and EJ documentation will comply with ODOT Region 2 Guidelines for Addressing Title VI/Environmental Justice (EJ) in Transportation Planning.

**ODOT Region 3 projects for the reporting period included:**

Plan Name	Contract Amount	DBE Involvement
City of Brookings TSP Update	\$ 249,990	Yes
IAMP 33 Central Point	\$ 275,554	No
IAMP 124/125	\$ 271,403	No
IAMP 21	\$ 200,801	No
IAMP 40/43 Kane Creek/Rock Point	\$ 194,130	No
Jackson County TSP	\$ 285,892	No
Medford Viaduct Planning and Environmental Study	\$ 292,474	Yes
Oakland Local Street Network Plan	\$ 151,000	Yes
City of Phoenix TSP	\$ 213,779	No
City of Phoenix Urban Reserve Concept Plan	\$ 65,000	No
US 101 Corridor Plan	\$ 252,400	No

### **Region 3 Project Highlight**

#### **Data:**

- \$191,034.59
- No.

#### **Project Overview and Process:**

The Talent Transportation System Plan (TSP) details projects and policies that address transportation problems and needs in the City of Talent.

<http://transnet.odot.orp.uosp.utdladt/ioTransPgIraonw/Pthages/apnublic>.

#### **Analysis:**

Existing traffic volume data was assembled from turning movement traffic counts conducted at intersections development in recent years has led to an update of the TSP to address the transportation needs of all users, including pedestrians, bicyclists, drivers and public transit users. This project is in conjunction with an IAMP and Urban Reserve Concept Plan for future city expansion throughout the city, and annual data collected by ODOT on the state highway system.

#### **Key Elements:**

- Vision for the transportation system.

#### **Outreach and Public Involvement:**

Two open houses were held during the planning process. An initial open house at which existing conditions findings, analysis of needs, opportunities and constraints were presented to community members. Participants could complete a comment form to offer feedback and suggestions for additional projects. A final public open house was to review proposed functional classifications and review project alternatives.

- Existing gaps and future needs.
- Modal plans.
- Transportation funding plan.

**ODOT Region 4 projects for the reporting period included:**

Plan Name	Contract Amount	DBE Involvement
City of Bend Central Westside Plan	\$ 357,495	Yes
Klamath Falls Urban Trails Master Plan	\$ 98,950	No
Lake County TSP	\$ 131,080	Yes
City of Madras TSP	\$ 220,000	Yes
City of The Dalles TSP	\$ 190,000	No
Baker Road to Lava Butte refinement Plan	\$ 60,716	No
US 97 freight Plan	\$ 54,697	No

**Region 4 Project Highlight**

**Quick Facts:**

- The budget for this TSP Update is \$220- thousand dollars.
- The DBE consultant on this project is Anne George of Anne George Facilitation, Mediation, and Public Involvement

**Analysis:**

- This planning effort uses population forecasts, traffic volumes, and land use data to provide a multi-modal analysis
- Stakeholders and advisory committees help evaluate and recommend policy, programs, and projects

**Key Elements:**

- Open and transparent public process
- External and internal stakeholder groups
- Online Virtual Open House

**Project Overview and Process:**

ODOT and the City of Madras are currently updating the community's Transportation System Plan (TSP) to determine the following key outcomes:

- Where future roadway improvements are needed to serve existing and future travel demand
- Safety improvements that will help all users travel around and through Madras more safely
- Specific plans for the development of the pedestrian, bicycle, and transit systems
- Goals and policies that will help guide the development of the transportation system

### **Outreach and Public Involvement:**

The success of Madras' Transportation Plan Update has relied on a strong public involvement effort. This approach eschewed traditional open house practices, instead engaging underrepresented populations through targeted outreach.

The Project Management Team specifically sought out a local diversity group, Let's Talk Diversity. Their help has been instrumental, and included translator services and translated meeting materials. This brought community members that may not have otherwise been part of the planning process. Efforts like this have helped craft a plan for all types of transportation system users.

- Targeted Outreach

Let's Talk Diversity Coalition helped facilitate the Project's Open House and translated meeting materials.

### **ODOT Region 5 projects for the reporting period included:**

Plan Name	Contract Amount	DBE Involvement
Pendleton Transportation system Plan Update	\$198,700	Yes
I-84 Corridor management Plan	\$ 482,011	Yes
Wallowa Lake Bike Ped Plan	\$ 132,174	Yes
Morrow and Umatilla County Travel She Analysis and Transit Development Plan	\$ 80,432	No
I-84 La Grande to spring Creek Bicycle and Pedestrian Plan		Yes

### **Region 5 Project Highlight**

**Planner Name:** Teresa Penninger

**Region:** 5

**Date:** 9/1/2017

**Project Name:** I-84 Corridor Management Plan

**Project Description:** Investigate various methods for improving corridor management and operations on I-84 between Boardman and Ontario and includes the roughly 10 mile segment of I-82 that is within the Oregon state boundaries.

The project website is: <http://i84safemobility.org>

### **What is the dollar amount for this project?**

The I-84 Corridor Management Plan is part of the I-84 Pendleton-La Grande Variable Speed Limit Project which has a total not to exceed amount of \$482,011. Phase 1 of the project includes development of the Corridor Management Plan.

### **Were there any DBE or minority contractors involved with the project?**

The overall DBE goal for is 8.5%.

**Data Collection/Demographics:** What data collection methods were used to capture data relative to minority persons, travel habits, neighborhood income levels and physical environment?

#### **Data collection included:**

- Crash data
- Incident data from the Agency Transportation Operations Center Software Traffic volumes from Automatic Traffic Recorder (ATR) stations
- Weather data including ODOT weather stations and NOAA
- ODOT road condition data including frequency of chain conditions and restricted conditions Truck parking information and truck stop locations
- Demographic information was not collected or identified as a need for this analysis.

### **Oregon Department of Transportation**

*Impact Analysis:* What were the identified potential project impacts to minority, low-income, or LEP populations? What strategies were used to avoid or mitigate the negative project impacts?

Phase 1 of this project is to investigate various Transportation System Management and Operations (TSMO) strategies for improving the corridor management and operations and to reduce crashes on I-84 between Boardman and Ontario. Potential project impacts to minority, low income and LEP populations were not identified.

*Summarize public involvement metrics.* What tools or methods were used to identify the communities represented and measure citizen participation at public meetings (e.g., Citizen Advisory Committee member and stakeholder committee lists or attendance sign-in sheets).

Project stakeholder lists and attendance sheets were used to identify the communities represented at the stakeholder meetings that were held in Pendleton, La Grande and Ontario.

*What outreach efforts were taken to encourage minority and female participation in advisory boards/committees and contract selection?* For diversity composition, indicate the number of members on the board/committee and how many of those members are held by either women or minorities.

The Project Management Team is made up of the three District Managers, the Project Leader, Planning Manager and Area Manager in the Region and the ITS Manager at the ODOT HQ and the Consultant Project Manager. There are eight members on the PMT including four members who are women.

Summarize public outreach efforts for this project (e.g. public meetings, hearings, public announcements) used during planning to enhance citizen participation, focusing particularly on minority populations, women, older adults, people with disabilities and low-income populations.

A total of six stakeholder meetings were held in the corridor during the plan development and a public outreach booth was set up in La Grande during the County fair to share the draft plan.

**Describe any effects Title VI public involvement activities had on planning outcomes.**

Stakeholder meetings were used to gather input on corridor needs and review proposed strategies. Stakeholder meetings identified a need to improve communication along the corridor that may be used by vehicle operators of various nationalities.

Summarize significant problem areas and actions taken to improve Title VI process integration, documentation and reporting for planning

Attach any maps, pictures or public notices you want to share

Training/Guidance/Education: Have you attended any training or events to enhance your knowledge of Title VI/Environmental Justice? Would you like more training in this area?

**Oregon Department of Transportation**

CTUIR conducted a series of brown bag lunch presentations earlier this year in which I attended to gain more knowledge of the CTUIR history and culture. More training in this area would be beneficial.

**Miscellaneous:** Identify any additional Title VI efforts not included above:

The Transportation Planning Program Area of the Oregon Department of Transportation is comprised of planners from both the Transportation Development Division (Statewide Planners\_ and the Highway Division (Regional Planners).

ODOT statewide Planners are responsible for providing long-term direction for the planning and management of the integrated statewide transportation system by developing and maintaining multimodal and modal policy, planning and guidance documents, developing and utilizing system analytical models and tools, developing and delivering training, economic data analysis and leading, coordinating or collaborating in delivering statewide programs.

ODOT Regional Planners are involved in planning future transportation facilities, including Transportation and Growth Management (TGM) projects. They provide short-term planning activities associated with ODOT's project development and delivery. Regional planners work directly with local jurisdictions, developers, and other stakeholders to better coordinate land development and transportation.

ODOT Planners develop short and long-range plans that provide efficient transportation services to the citizens of Oregon. Planning staff coordinates with other government agencies, private groups, and the public to develop comprehensive plans that meet the transportation needs of the State of Oregon. Planners provide staff and technical assistance to regional transportation groups and serve as liaison for the Area Commissions on Transportation.

ODOT planning policies guide public involvement and come from three main sources;

1. The Oregon Transportation Commission's (OTC) OTC Public Involvement Policy
2. Oregon's Statewide Planning Goals

**Goal 1:** *Citizen Involvement*, guides the development of a citizen involvement plan in transportation decision-making.

**Goal 4:** *Sustainability* including provisions for equal access to transportation decision-making to the fullest practical extent and regardless of race, culture or income.

3. Oregon Transportation Plan (OTP)

Strategy 7.3 guides the public involvement and consultation process.

Strategy 7.3 states that programs for the involvement of citizen, business, tribal, local and state governments must be conducted and publicized when preparing and adopting a modal/topic plan, transportation improvement program or multimodal transportation plan.

Further subsections of Strategy 7 instruct to seek out and facilitate the involvement of those potentially affected, including traditionally underserved populations; and to provide ongoing communication to the public in developing and implementing transportation policies.

ODOT Planners are also guided by Operational Notice PB-04. The notice provides a statewide framework for the implementation of Title VI procedures for planners.

ODOT has developed Guidance for Addressing Title VI and Environmental Justice in Transportation Planning to provide tools and assist staff when conducting Title VI and EJ activities for transportation projects. The approach detailed in the document

works to ensure that Title VI and EJ populations are considered and included in project scoping and education by providing tools, sample language for contracting and checklists in scoping, public involvement analysis and outreach, solution alternatives analysis and compliance reporting.

## PROCESS/ACTIONS REQUIRED

Title VI issues must be considered from the start of program development and scoping through project development process and construction.

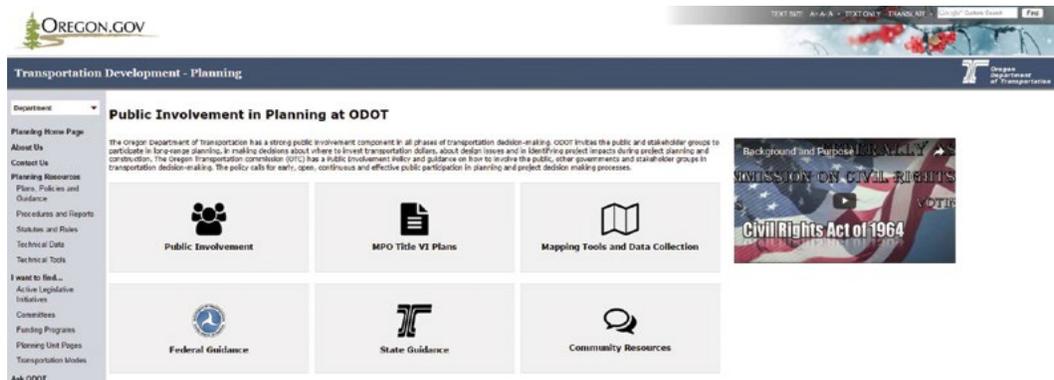
The approach in Title VI guidance includes four phases:

- Phase I: Scoping
- Phase II: Public Involvement Analysis and Outreach
- Phase III: Solution Alternatives Analysis
- Phase IV: Reporting

Specific steps are described under each of the phases. A standardized reporting form is provided with the guidelines and is uploaded to ODOT's internal Inclusive Public Involvement Intranet site. This site serves as ODOT's data collection site for Title VI activities.

## Accomplishments this Reporting Period

**Public Involvement in Planning at ODOT Webpage:** ODOT has developed a webpage located at – [http://www.oregon.gov/ODOT/TD/TP/Pages/Public\\_Involvement.aspx](http://www.oregon.gov/ODOT/TD/TP/Pages/Public_Involvement.aspx) for use by MPOs and local governments to assist them with Title VI and EJ efforts. The site contains a Public Involvement page full of resources. It also has a tab for the MPs to look at other MPO plans to get ideas and see what others are doing. There are links to several mapping tools, federal and state guidance as well as community resources.



## Goals for the Next Reporting Period

- Implement real time reporting and posting to our internal data collection page.
- Equity Speaker at Fall Planners Workshop – PSU professor scheduled to speak at lunch time and give presentation on Implementing Transportation Equity in planning. (October 2016)
- Integrate Title VI reporting into consultant contracts

## Training Attended by Planning Staff

**Fall Planner's Workshop:** On October 8, 2015 ODOT's Fall Planners Workshop had a 90 minute session entitled "Considering and Communicating with Environmental Justice Populations. The session was attended by over 60 ODOT staff. The session was organized into two parts. The first was analytical tools and techniques used to determine which group to engage, and the second portion was effective communication strategies for engagement.

- Part 1: the first half of the session provided an overview of the analytical tools available to planners when considering EJ populations including, the EJ GIS layer developed by TransGIS, ACS data, and equity impact tools.
- Part 2: the second half of the session focused on small group discussions where participants shared their experiences using various public involvement strategies. This facilitated discussion discussed the following questions;
  - o Icebreaker: What was your funnies or worst experience with the public or engaging the public?
  - o Describe a planning process where the public involvement process went well and the public supported the plan or project. What innovative or effective e involvement strategies did you use? Why did the process go smoothly?
  - o What are your tip 5 public involvement strategies for engaging those that have been underrepresented in planning processes?

**ODOT's Fall Forum:** In October of 2015, ODOT conducted its annual Intermodal Fall Forum. They program included a full day of presentations and break-out sessions. This year there was a Customer Service tract that was well attended by planners. The tract included sessions on how to engage the public, diverse stakeholder management, and improved engagement with internal and external stakeholders.

Planners represented the Agency at the Equitable Development Workshop. The event was sponsored by Multnomah County to look at the geographic area of East Multnomah County's Rosewood and Rockwood Neighborhoods. The workshop discussed transportation and land use issues as they relate to community healthy and equity. This was held on Mary 9, 2016.

## Statewide Planning

Statewide Transportation Planning provides long-term direction for the planning and management of the integrated statewide transportation system by developing and maintaining multimodal and modal policy, planning and guidance documents, developing tools, developing and delivering training and leading, coordinating or collaborating in delivering statewide programs.

Contracts reported on this period:

Plan Name	Contract Amount	DBE Involvement
Oregon Public Transportation Plan	\$718,320	Yes
Oregon Transportation Safety Action Plan	\$488,186	Yes
ConnectOregon VI	\$45,000,000	Yes
Oregon Bicycle and Ped Plan	\$600,000	Yes
Oregon Freight Plan Amendment	\$125,000	Yes
Oregon Sustainable Transportation Initiative	\$390,874	No
Plan Integration	\$151,185	No

## **Project Selection and Design (23 United State Code 109 (h) & 23 CFR Part 625)**

**Provided below are the certifications associated with the full population of Federally Funded Architectural & Engineering Consultant Contracts which were entered into in Federal Fiscal Year 2016 (October 1, 2015 through September 30, 2016); and the certifications associated with the subpopulation of only those having design related services included.**

In the (October 1, 2016 through September 30, 2017 reporting period ODOT) had the following contract awards for consultant services procured through its normal solicitation process:

Firm Name	Number of Contracts	Certifications
Firm Name	Number of Contracts	Certifications
3D INFUSION INC	1	DBE; ESB; MBE
AECOM CONSULT	1	
AECOM TECHNICAL SERVICES INC	1	
AKS ENGINEERING & FORESTRY	1	
ANDERSON-PERRY & ASSOCIATES	7	
ANDREW F ROBINSON LLC	1	
ANGELO PLANNING GROUP INC	2	

Firm Name	Number of Contracts	Certifications
BECON LLC	1	
BERGERABAM	1	
BURGESS AND NIPLE LTD	1	
CASCADIA ASSOCIATES LLC	3	
CASSO CONSULTING INC	4	DBE; ESB; MBE; WBE
CENTURY WEST ENGINEERING CORPORATION	12	
CH2M HILL INC	9	
CHUCK LEWIS APPRAISALS INC	1	
COGAN OWENS COGAN LLC	1	
COGITO LLC	2	DBE; ESB; WBE
COLE & ASSOCIATES INC	1	
CONTOUR VALUATION SERVICES LLC	1	
CORNFORTH CONSULTANTS INC	2	
CROW ENGINEERING INC	1	
DAVID EVANS & ASSOCIATES INC 1	21	
DKS ASSOCIATES INC	7	
DOWL	2	
EMERIO DESIGN LLC	4	DBE; ESB; MBE
ENVIRONMENTAL SCIENCE ASSOCIATES INC	1	
EPIC LAND SOLUTIONS INC	4	DBE; WBE
EXELTECH CONSULTING INC	1	
FAREWELL BEND REAL ESTATE APPRAISAL	4	
FERGUSON SURVEYING & ENGINEERING	2	
GLOBAL TRANSPORTATION ENGINEERING CORPORATION	2	DBE; ESB; MBE; WBE
GRI	3	
GSI WATER SOLUTIONS INC	1	
H & S APPRAISAL LLC	2	
HDR INC	12	
HERRERA ENVIRONMENTAL CONSULTANTS	1	
HHRP	3	
HISTORICAL RESEARCH ASSOCIATES	1	
JEFFREY L MARINEAU	2	ESB
JLA PUBLIC INVOLVEMENT INC	6	
JOHN R WOODEN MAI	2	
KAREN K ALLEN DBA AEQUINOX	1	

Firm Name	Number of Contracts	Certifications
KIMLEY-HORN & ASSOCIATES INC	1	
KITTLESON & ASSOCIATES INC	8	
KLEIN & ASSOCIATES INC	1	DBE; ESB; MBE
KPFF INC	1	
LEIDOS INC	1	
MACKAY & SPOSITO INC	1	
MARIANNE ZARKIN LANDSCAPE ARCHITECT LLC	1	DBE; ESB; WBE
MICHAEL MINOR & ASSOCIATES	3	DBE; ESB; MBE
MOTT MACDONALD LLC	1	
MURRAY SMITH & ASSOCIATES INC	6	
NEMARIAM ENGINEERS & ASSOCIATES LLC	1	DBE; ESB; MBE; WBE
NEVUE NGAN ASSOCIATES	1	
NORTHWEST TESTING INC	4	DBE; ESB; MBE
OBEC CONSULTING ENGINEERS	8	
OTAK INC	5	
PARAMETRIX INC	3	
PBS ENVIRONMENTAL BLDG CONSULTANTS INC	2	
PROJECT DELIVERY GROUP, LLC	1	
QUINCY ENGINEERING INC	2	
RHINO ONE LLC	1	DBE; MBE
RIDER LEVETT BUCKNALL LTD	1	
RP HERMAN & ASSOCIATES	5	
SCHNEIDER CONSULTING LLC	1	ESB
SERA ARCHITECTS INC	1	
SHANNON & WILSON INC	3	
SIEGEL PLANNING SERVICES, LLC	1	
SINGH & ASSOCIATES INC	1	DBE; MBE
STACEY BRICKA PHD	1	
SYSTEMS WEST ENGINEERS INC	2	
TAMMY J TAGGART CAD SERVICE	1	DBE; ESB; WBE
THE FRESHWATER TRUST	2	
THE TRANSTEC GROUP INC	1	
TRANSPORTATION PLANNING	1	

Firm Name	Number of Contracts	Certifications
TY LIN INTERNATIONAL	2	
UNIVERSAL FIELD SERVICES INC	2	
URBSWORKS INC	1	DBE; ESB; WBE
URBSWORKS INC ARCHITECTURE & URBAN	1	
VANDAGRIFT & ASSOCIATES	1	
WENHAHA GROUP INC	1	
WEST CONSULTANTS INC	1	
WHPACIFIC INC	7	
WILLIAM E ADAMS MAI	1	
WJE ASSOCIATES INC	3	
WRIGHT REAL ESTATE SERVICES	3	
WSP PARSONS BRINKCERHOFF	5	
WSP USA NC	1	
<b>Total</b>	238	

Summary	
Number of Firms with Design Contracts	88
Total Number of Contracts	238
Number of Women Owned Firms with Design Contracts	9
Total Contracts Awarded to Women Owned Firms	19

1. **Summarize all activities undertaken during the reporting period which provide for assurances of the Title VI compliance by contractors (i.e., are Title VI requirements included in all contracts and consultant agreements; were reviews made to ensure contractors and consultants are adhering to the Title VI requirements?)**

Non-discrimination contract and agreement provisions and specifications are a standard part of ODOT's contract document templates.

### **Environment (23 CFR Part 771)**

Title VI of the Civil Rights Act (1964) and Executive Order 12898 require federal agencies to identify and address, as appropriate, disproportionately high and adverse health or environmental effects of federal programs, policies, and activities on minority and/or low income populations (collectively "EJ populations"). In addition, Executive Order 13166 requires that federal agencies take reasonable steps to ensure meaningful access by limited English proficient persons ("LEP persons") to the information, programs, services, and activities that federal agencies provide. EO 13166 reaffirms the obligation to eliminate limited English proficiency as an artificial barrier to full and meaningful participation in federally-assisted programs and activities.

USDOT Order 5610.2(a) sets forth steps to prevent disproportionately high and adverse effects to minority or low-income populations through Title VI analyses and environmental justice analyses conducted as part of Federal transportation planning and NEPA provisions. It also describes the specific measures to be taken to address instances of disproportionately high and adverse effects and sets forth relevant definitions. The USDOT is committed to the principles of EJ, which include:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

## **GES NEPA program: Reports from ODOT Regions**

### **Region 1:**

#### **Environmental Justice (Low Income and/or Minority)**

- a. **Public Engagement Strategies for EJ Populations:** For projects that identified potential EJ populations, please provide the project names, and for each project describe how environmental justice community leaders and/or members were engaged and/or otherwise invited to participate during the NEPA process.

- **I-5 Rose Quarter Improvement Project:**

Early public involvement for this project has included targeted outreach to members of the African-American (Black) Community because of their historic presence in the project area. Personal interviews were conducted by ODOT Community Affairs and Major Projects staff in December 2016 and January 2017. A cross-section of African-American individuals representing private, public and non-profit industries in the project area were interviewed using a series of questions developed by ODOT Community Affairs and Major Projects staff. Responses provided information about the project area's history and concerns of the African-American community.

The project has also organized a Community Liaison Committee to provide specialized engagement within the local neighborhood area. The Community Liaisons are comprised of 15 persons who represent racial diversity, low-income individuals, local business owners, local residents of the area, and persons who have a connection to the project area, either through past residency or long-term association with the community. Some individuals on the Committee represent multiple

interests within these affiliations. The purpose of the Committee is to provide meaningful engagement with representatives of the project area who have current and historic ties to the area, and who can provide a local perspective and understanding of the community needs and potential concerns related to the proposed project.

- **OR 99E: SE Harold Street to SE Harrison Street, Portland, OR**

On this project, a retirement community adjacent to the project area, Westmoreland Union Manor, provides affordable housing to seniors, age 62 and over. Residents of the Manor were invited to attend a resident-only open-house style meeting at their facility to learn about the project. Information explaining the project, and an opportunity to ask questions, were provided at this meeting.

- b. **EJ Community Input:** For each project that developed EJ-specific outreach methods, please describe EJ-specific interests that were identified, and EJ-specific minimization or mitigation measures that were considered or incorporated into the project.

- **I-5 Rose Quarter Improvement Project:**

Interviews identified the important history of the freeway's presence within the community. Because of past disruptions caused by freeway construction, the following issues or concerns were identified for the current project:

- o People in the area are concerned about the amount and rate of new growth and development
- o Freeway crossings and local street improvements may result in gentrifying the area, displacing or marginalizing African-American residents and businesses
- o The past history of freeway construction without regard for the community has resulted in a distrust of government at all levels in the area
- o Bicycle improvements are less important to African-Americans than pedestrian improvements and access to transit

Starting public outreach, especially targeted engagement, was considered important, therefore these efforts have begun early in the NEPA process. Technical reports for the project are beginning in September 2017 and an Environmental Assessment will be prepared in 2018. Therefore, minimization and mitigation measures that might be needed for the project have not yet been identified. Information from outreach events is intended to inform the process of assessing potential impacts on the local community, including environmental justice concerns.

- **OR 99E: SE Harold Street to SE Harrison Street:**

Notes from the meeting with Westmoreland Union Manor residents were used to identify concerns of these persons, which included potential issues with construction noise, effects on Crystal Springs Creek which crosses the Manor property, and impacts on the Manor's garden and irrigation system. This information was used to coordinate with Manor representatives to reduce noise wherever possible and to assure that residents were aware of construction timing and schedules. No significant impacts were identified to the creek and additional coordination occurred to assure that potential disruptions to irrigation were avoided or minimized to the extent possible.

c. **EJ Best Practices:** Please describe any outreach or analysis methods that you think were particularly effective.

- **I-5 Rose Quarter Improvement Project:**

Targeted interviews with key members of the African-American community were effective in understanding their interest and concerns for this project. Results of the interviews were summarized in a February 2017 report that will be made available to Consultant authors of the upcoming EJ technical report for the project. Based on similar practices on previous projects, conducting targeted outreach early, and throughout the process, has been beneficial. Additionally, the use of targeted outreach results in environmental justice analysis can be an effective method for incorporating EJ outreach into the assessment of the project's impact on environmental justice members.

The first Community Liaison Committee meeting has not yet taken place, however, interaction with the Committee is expected to provide local knowledge from a variety of individuals with backgrounds that are unique to the project area.

d. **EJ Lessons Learned:** Please describe any outreach or analysis methods that you think were ineffective and would recommend not replicating.

Not aware of any outreach that has not been effective

2. **Title VI**

a. **Describe any methods (including project name) that were used to identify or track participation for Title VI reporting purposes (i.e., public meeting forms identifying ethnicity, EJ surveys, direct mailers, attending EJ events, or other identification or tracking methods used).**

- **I-5 Rose Quarter Improvement Project:**

Interview surveys are expected to be helpful in identifying individuals in the African-American community who participated in targeted outreach to those persons.

### 3. **Limited English Proficiency (LEP)**

*Executive Order 13166 requires agencies to work to ensure effective public participation and access to information is achieved through the NEPA process. Therefore, each Federal agency shall, "wherever practicable and appropriate, translate crucial [vital] public documents, notices, and hearings, relating to human health or the environment for limited English speaking populations." In addition, each agency should work to "ensure that public documents, notices, and hearings relating to human health or the environment are concise, understandable, and readily accessible to the public.*

a. **Please list any projects in which LEP persons were specifically identified. Please describe how LEP persons or communities were identified.**

- **I-5 Rose Quarter Improvement Project:**

For this project, Census data from the ACS 5-year estimates (2011-2015) was used to identify populations with Limited English Proficiency. Numerous languages were identified as being present in small percentages, with the largest groups being Spanish (0.03%) and African Languages (0.02%).

- **I-205 Johnson Creek Blvd. to Glenn Jackson Bridge, Portland, OR:**

LEP populations were identified based on Census data and knowledge of the local community.

- **OR213: SE King Road to SE Lindy Street, Portland, OR:**

Census data, a local field survey and staff familiarity with the local community helped identify potential LEP populations for this project.

- **US26: SE 20th Avenue to SE 33rd Avenue, Portland, OR:**

The potential presence of LEP groups was determined based upon knowledge of the local community adjacent to the project area

b. **Translation Services:** What translation or interpreter services were used for each applicable project with identified LEP persons during the reporting period.

- How were the language translation/interpretation needs determined?

- **I-5 Rose Quarter Improvement Project:**

- Language needs were determined based on results from Census data noted above. Because individual language percentages were small, language translation has not been needed for project information to date.

- **I-205 Johnson Creek Blvd. to Glenn Jackson Bridge:**

- Written project materials were translated into Spanish for this project.

- **OR213: SE King Road to SE Lindy Street:**
  - Project information was provided to some individuals in Spanish and Chinese on this project.
- **US26: SE 20th Avenue to SE 33rd Avenue:**
  - Project information was provided in Spanish and Russian on this project.
- Please describe which documents were provided in languages other than English, including the languages:
  - **I-5 Rose Quarter Project**
    - No documents have been translated.
  - **I-205: Johnson Creek Blvd. to Glenn Jackson Bridge:**
    - A paper providing responses to Frequently Asked Questions (FAQs) for this project was translated into Spanish for distribution at open house events, the local Farmers Market, and Street Fair events.
  - **OR213: SE King Road to SE Lindy Street:**
    - A paper providing responses to FAQs on the project was translated into Spanish for neighborhood association meetings, an open house, and at local Farmers Markets.
  - **US26: SE 20th Avenue to SE 33rd Avenue:**
    - A paper providing responses to FAQs was translated into Spanish and Russian for use at open houses, neighborhood meetings, Farmers Markets and Street Fairs on this project.
- c. **Reducing Barriers:** Identify any efforts made in consideration of reducing potential language obstacles where LEP populations were documented.
  - **I-5 Rose Quarter Improvement Project:**

Some members of the Community Liaison Committee represent different language backgrounds and will assist in communicating with individuals who may have challenges understanding English.
  - **OR213: SE King Road to SE Lindy Street:**

Targeted outreach to local business owners included the use of Spanish, and in one instance Chinese, translators for direct communication with specific individuals.
  - **I-205: Johnson Creek Blvd. to Glenn Jackson Bridge and US26: SE 20th Avenue to SE 33rd Avenue:**

The provision of translated materials noted above helped facilitate communication with potential LEP individuals on these projects.

#### 4. **Training, Technical Assistance, and/or Professional Development**

- a. List any nondiscrimination Title VI, EJ, and/or LEP workshops, training, or peer exchanges attended by Environmental staff in your Region and in the ODOT Geo-Environmental NEPA Program.

Several Region 1 environmental staff attended the Environmental Justice Analysis webinar on September 14, 2017 presented by the National Conference of State Legislatures and hosted by AASHTO.

- b. Also, please identify if you or your Region (Environmental Unit) feel like you do, or do not, have adequate access to technical resources, including adequate training, for Title VI, EJ, and LEP.

Training is generally adequate; R1 staff would like more information on the appropriate level of effort to be provided for EJ analysis when a project has been Categorically Excluded from detailed NEPA review.

#### 5. **Guidance and/or Policy Development**

- a. Are you aware of any guidance or policy (FHWA, ODOT Regions or Headquarters/GES, ODOT-OCR, US-OCR, EPA, etc.) that has been developed within the reporting period (October 1, 2016 through September 30, 2017) If so, please list and describe.

AASHTO published *Practitioners Peer Exchange Environmental Justice Roadmap* in November 2016. FHWA provided updated *Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964* in March 2017.

#### **Region Four:**

##### **Environmental Justice (Low Income and/or Minority)**

- e. **Public Engagement Strategies for EJ Populations:** For projects that identified potential EJ populations, please provide the project names, and for each project describe how environmental justice community leaders and/or members were engaged and/or otherwise invited to participate during the NEPA process

Region 4 did not have any projects that identified potential EJ populations that required specific engagement/participation in the NEPA process.

- f. **EJ Community Input:** For each project that developed EJ-specific outreach methods, please describe EJ-specific interests that were identified, and EJ-specific minimization or mitigation measures that were considered or incorporated into the project.

N/A; see 1a response

- g. **EJ Best Practices:** Please describe any outreach or analysis methods that you think were particularly effective.

N/A; see 1a response

- h. **EJ Lessons Learned:** Please describe any outreach or analysis methods that you think were ineffective and would recommend not replicating.

N/A

### 3. **Title VI**

- c. Describe any methods (including project name) that were used to identify or track participation for Title VI reporting purposes (i.e., public meeting forms identifying ethnicity, EJ surveys, direct mailers, attending EJ events, or other identification or tracking methods used).

N/A; see 1a response.

### 4. **Limited English Proficiency (LEP)**

*Executive Order 13166 requires agencies to work to ensure effective public participation and access to information is achieved through the NEPA process. Therefore, each Federal agency shall, "wherever practicable and appropriate, translate crucial [vital] public documents, notices, and hearings, relating to human health or the environment for limited English speaking populations." In addition, each agency should work to "ensure that public documents, notices, and hearings relating to human health or the environment are concise, understandable, and readily accessible to the public.*

- a. **Please list any projects in which LEP persons were specifically identified:** Please describe how LEP persons or communities were identified.

N/A; see 1a response

- b. **Translation Services:** What translation or interpreter services were used for each applicable project with identified LEP persons during the reporting period?

- How were the language translation/interpretation needs determined?

N/A

- Please describe which documents were provided in languages other than English, including the languages.

N/A

- d. Reducing Barriers: Identify any efforts made in consideration of reducing potential language obstacles where LEP populations were documented.

5. **Training, Technical Assistance, and/or Professional Development**

- b. List any nondiscrimination Title VI, EJ, and/or LEP workshops, training, or peer exchanges attended by Environmental staff in your Region and in the ODOT Geo-Environmental NEPA Program.

There were none in the past reporting year.

- c. Also, please identify if you or your Region (Environmental Unit) feel like you do, or do not, have adequate access to technical resources, including adequate training, for Title VI, EJ, and LEP.

Since Region 4 does not have a lot of experience regarding Title VI due to the nature of projects in our region, it would be nice to have a repository of other Regions' documentation to utilize to better understand different scenarios and situations and how they were addressed and worked through.

6. **Guidance and/or Policy Development**

- a. Are you aware of any guidance or policy (FHWA, ODOT Regions or Headquarters/GES, ODOT-OCR, US-OCR, EPA, etc.) that has been developed within the reporting period (October 1, 2016 through September 30, 2017)? If so, please list and describe.

Region 4 is not aware of any.

**Region three:**

**Environmental Justice (Low Income and/or Minority)**

- a. **Public Engagement Strategies for EJ Populations:** For projects that identified potential EJ populations, please provide the project names, and for each project describe how environmental justice community leaders and/or members were engaged and/or otherwise invited to participate during the NEPA process.

Region 3 had one project for which we identified a potential EJ population within the project limits: the Table Rock Road: I-5 to Biddle Road Project (KN 18974). This potential EJ population was identified based on demographic data (US Census Bureau) and site visits. The population consisted of the residents of a mobile home park that is located within the project limits. EJ members were engaged in a couple of ways: first, all residents within the project limits were invited to a public open house for the project and

two residents from the mobile home park attended that open house. In addition, outreach to support the assessment of right-of-way impacts included direct contact with property owners and residents potentially affected by the proposed project. The owner of the mobile home park was engaged early in project planning to discuss potential impacts and options to avoid and address the potential project impacts. Potentially impacted residents were also engaged as part of the right-of-way assessment.

- b. **EJ Community Input:** For each project that developed EJ-specific outreach methods, please describe EJ-specific interests that were identified, and EJ-specific minimization or mitigation measures that were considered or incorporated into the project.

The EJ-specific outreach for this project included direct contact with the owner and affected residents of the mobile home park. This project was initially going to require the displacement of one of the mobile homes and its residents because the slopes behind the proposed sidewalk would have encroached on that mobile home. The project was redesigned to construct a short retaining wall that allowed room for the sidewalk without the removal of the mobile home and this solution was acceptable to the residents. The improvements on Table Rock Road were also going to force the displacement of two additional mobile homes in that community because the improvements would eliminate the parking in front of both units. After discussions with the mobile home park owner and residents of the mobile homes, it was decided to remove only one of the mobile homes to make room for parking for the remaining unit. The project was able to purchase a replacement mobile home and place it on property adjacent to the mobile home park, so the displaced residents were able to maintain a residence in the same area. As a result of addressing the concerns of the mobile home park owner and residents, the project design was modified to reduce the number of relocations of EJ residences within the mobile home park from three to one.

- c. **EJ Best Practices:** Please describe any outreach or analysis methods that you think were particularly effective.

The use of US Census Bureau data (using EJ Screen) was useful for the initial identification of potential EJ residents in the project area. Site visits were used to confirm the presence of EJ residents. We had no indication during our outreach efforts that outreach materials in a language other than English were needed, so no outreach materials were translated into another language. One-on-one meetings with individuals in the EJ community were also effective in hearing the concerns of residents and these meetings led to creative design solutions that reduced the impact to EJ residents.

- d. **EJ Lessons Learned:** Please describe any outreach or analysis methods that you think were ineffective and would recommend not replicating.

None identified.

3. **Title VI**

- a. Describe any methods (including project name) that were used to identify or track participation for Title VI reporting purposes (i.e., public meeting forms identifying ethnicity, EJ surveys, direct mailers, attending EJ events, or other identification or tracking methods used).

We were able to track EJ participation by have the addresses of open-house attendees, which indicated that two residents from the mobile home park attended the meeting. Mailers about the project were sent to all residents within the project corridor, including EJ residents.

4. **Limited English Proficiency (LEP)**

*Executive Order 13166 requires agencies to work to ensure effective public participation and access to information is achieved through the NEPA process. Therefore, each Federal agency shall, "wherever practicable and appropriate, translate crucial [vital] public documents, notices, and hearings, relating to human health or the environment for limited English speaking populations." In addition, each agency should work to "ensure that public documents, notices, and hearings relating to human health or the environment are concise, understandable, and readily accessible to the public.*

- b. Please list any projects in which LEP persons were specifically identified. Please describe how LEP persons or communities were identified.

None were identified this reporting period.

- c. **Translation Services:** What translation or interpreter services were used for each applicable project with identified LEP persons during the reporting period?

None were utilized this reporting period.

- How were the language translation/interpretation needs determined?  
N/A
- Please describe which documents were provided in languages other than English, including the languages.  
N/A

- c. **Reducing Barriers:** Identify any efforts made in consideration of reducing potential language obstacles where LEP populations were documented.

No barriers this reporting period.

#### 4. Training, Technical Assistance, and/or Professional Development

- a. List any nondiscrimination Title VI, EJ, and/or LEP workshops, training, or peer exchanges attended by Environmental staff in your Region and in the ODOT Geo-Environmental NEPA Program.

No training of this sort was taken by Region 3 staff in 2017. We did attend a webinar for the rollout of the newest version of EJ Screen, which I believe occurred in 2016.

- b. Also, please identify if you or your Region (Environmental Unit) feel like you do, or do not, have adequate access to technical resources, including adequate training, for Title VI, EJ, and LEP.

Our Region Environmental staff needs additional training on methods (beside the use of census data) we can use to identify EJ versus non-EJ residents. We could use a list of additional information sources that would enable us to evaluate the EJ status of residents within our projects. We could also use training on methods for conducting targeted outreach to EJ residents.

#### 7. Guidance and/or Policy Development

- a. Are you aware of any guidance or policy (FHWA, ODOT Regions or Headquarters/GES, ODOT-OCR, US-OCR, EPA, etc.) that has been developed within the reporting period (October 1, 2016 through September 30, 2017) If so, please list and describe.

No, we are not aware of any.

## **Rights-of-Way (49 CFR Part 24 & 23 CFR Part 710)**

### **Processes**

Selection process for:

- Fee appraiser

ODOT has a list of approved appraisers qualified to write eminent domain valuations. A request for proposals conforming with OPO policies is publicized when a project requires a fee appraiser to assist with valuation of right of way. Selection is based on ability, capacity, timelines, and price; small and minority business are given priority whenever possible. A mentor program was created to help appraisers, especially minority and small businesses, to gain the experience and expertise to be included on the approved appraiser list.

- Fee negotiator

A notice conforming with OPO policies is publicized when a project requires a consultant to assist with acquisition of right of way. Selection is based on ability, capacity, timelines, and price; small and minority business are given priority whenever possible.

- Fee title search

ODOT uses established title companies to provide a preliminary title report and a subsequent title policy when required.

- Fee property management

ODOT does not hire property management companies. The right of way unit includes a property management section, which primarily sells surplus property and manages leases on state property.

Identification process for:

- Identification of persons not lawfully present in the United States (as relates to relocation benefits available)

All persons receiving relocation benefits of any kind must complete and sign a "Certification of Legal Residency" form that indicates whether or not they are legal residents of the United States.

Property valuation process:

- Appraisal process

The appraisal process for valuing property required for a project (acquired under the threat of eminent domain) is clearly and heavily prescribed in the state and federal laws and regulations. A 15-day letter is sent; the property is visited; and an appraisal report is written that clearly states the fair market value of the property to be acquired. It is then sent through the senior right of way agent (region right of way project manager) to the review appraiser.

- Appraisal Review process

Once the appraisal report is received, the review appraiser scrutinizes the report for correct mathematical calculations, proper comparables, and valid methodology. Once this is verified, the review and the appraisal report go to the Chief Appraiser, who sets just compensation (the amount the owner/tenant will be offered).

- Providing opportunity to property owner to accompany appraiser during property inspection

All appraisers must provide the property owner an opportunity to accompany them when touring the subject property. The "15 day notice" gives the owner a 15-day notice of when the appraiser will be at the property and asks the owner to let the appraiser know if he/she wishes to accompany the appraiser. No appraisal is approved without this letter being evidenced therein.

Bona Fide negotiation process:

- Include written offer and consideration of counteroffer

The written "Terms of State's Offer" is made based on the approved, reviewed appraisal. The agent negotiates in good faith and provides project information, an acquisition summary, map, and other documents depending on the situation (such as a request for a partial reconveyance, operating agreement request, certified death certificate request and the like). All counteroffers are considered in the region, and if necessary discussed with the State Right of Way Operation Manager. All offers are made consistent with federal and state laws, regulations, and policies, in conjunction with the Oregon Department of Justice.

Relocation process:

- Development of relocation housing payments

There is a prescribed formula for computing relocation housing payments. This study is typically prepared by a region right of way agent, reviewed by the region senior right of way agent, and approved by the state relocation reviewer at HQ. The calculation is consistent with all laws and requirements, and is consistently used for all owners and tenants.

- Mortgage differential payments

This relocation benefit is available to owner occupants who have a current mortgage on their dwelling. If they choose to have a mortgage on the replacement dwelling, and the interest rate is higher on the new mortgage, they will receive a differential benefit. There is a calculator in our software that figures that benefit amount. It takes into account the balance, interest rate, term remaining, and other details. All displacees are treated equally concerning right of way acquisition, including relocation benefit calculations.

- Appeal process

Any owner or tenant involved with property that is being acquired under the threat of eminent domain can appeal the relocation benefits offered – either the

amount, or their eligibility. They receive a benefit summary with the offer packet. This informs them of their eligibility for relocation benefits, if any, and which benefits they might qualify for. It also always indicates they have the right to appeal.

Property management process:

- Define how the STA prioritizes the physical maintenance of residential structures still occupied by the former owners/tenants

Residential structures are purchased when they are in the area to be used for highway purposes. These structures are demolished or moved – that is, the right of way needs to be cleared for the project construction. Every now and then owners/tenants are allowed to temporarily remain in the structure short-term, and the structure will be maintained in the same condition as it was when acquired.

Right of way is acquired according to all federal and state laws, rules and regulations. Minority and small businesses are given priority for services needed to be contracted out. The mandatory requirements for all valuations, acquisitions, and relocations are strictly prescribed, and these requirements are followed equally for all owners and tenants.

## **Research (23 CFR Part 420)**

### **1. How many research projects are currently underway?**

The Research Section had thirty-five State Planning and Research (SPR) projects underway during the report period. Thirty-three of these were contracted with universities, research organizations, or consultants. Two were researched within ODOT.

### **2. Provide a list of universities and/or consultants currently conducting research Projects.**

- Oregon State University (17 projects)
- Portland State University (7 projects)
- Oregon State University/Portland State University (combined projects – 2 projects)
- ODOT (2 projects)
- University of Washington (1 project)
- Oregon State University/University of Washington (combined project – 1 project)
- Auburn University (1 project)
- United States Geological Survey (1 project)
- Northern Arizona State University (1 project)
- SLR Contracting / Volpe (combine project – 1 project)

- (see attached for details)

3. **Summarize actions taken to encourage universities to utilize minority and female students to participate on highway research projects.**

Contract agreements require the contracting party to comply with federal and state civil rights statutes, rules and regulations.

There were 14 female faculty and Project Investigators, 10 male minority Project Investigators, 1 female minority Project Investigators, 24 female students, 16 male minority students, and 8 female minority students. (See attached for details.)

4. **Summarize actions taken to increase minority-owned consultants in obtaining research projects.**

One private consultant (SLR Contracting) was utilized on Federally funded research projects during the current fiscal year.

5. **List any significant actions planned for the ensuing year.**

The Research Section maintains a tracking system for minority and female student involvement in projects contracted with universities. This tracking is reported to the DOT office of civil rights. As of last year, our Title VI tracking will be included the Section's annual report.

## Summary of Division Affirmative Action Parity

For the 2015-2017 Affirmative Action Plan, ODOT focused on three agency goals:

1. **Women:** Increasing the number of women in officials/administrator positions (salary range 24-31+) and skilled crafts positions (this includes Highway maintenance, mechanics, carpenter, plumber, etc.) (EEO A, G).
2. **Under-represented minorities:** Increasing the number of historically under-represented minorities in professional positions (this includes computer analyst, program coordinator, Right of Way coordinator, etc.) and skilled crafts positions (this includes Highway maintenance, mechanics, carpenter, plumber, etc.) (EEO B, G).
3. **People with Disabilities:** Increasing the number of people with disabilities in administrator positions (salary range 24-31+), professional positions (this includes computer analyst, program coordinator, Right of Way coordinator, etc.) and skilled crafts positions (this includes Highway maintenance, mechanics, carpenter, plumber, etc.) (EEO A, B, G).

Affirmative Action parity goals are set for the State of Oregon as one employer.

Each EEO category is further broken down and given parity goals for each under-represented group.

The tables in this report highlight ODOT's current workforce strengths and areas of under-representation by division. The division parity and representation data is as of June 30, 2017.

- **EEO CATEGORY:** Category assigned by the Equal Employment Opportunity Commission.
- **PARITY #:** This parity number is provided to all agencies by the State of Oregon's Department of Administrative Services.
- **No OF EMPLOYEES - PARITY:** Total number of employees above or below parity as of June 30, 2017.
- **CURRENT %:** this is the current percentage as of June 30, 2017 of the workforce (current group count / current total).
- **CURRENT GROUP COUNT:** Number of under-represented employees in that EEO Category, in that division.
- **CURRENT TOTAL:** Total number of employees in that EEO Category, in that division.
- **No OF EMPLOYEES - PARITY:** Total number of employees above or below parity as of June 30, 2017.

Under-represented areas help us identify areas of emphasis and goals for divisions and hiring managers to consider in their recruitment, hiring, retention, and promotion opportunities.

## Parity by EEO Category by Division

### IMPORTANT NOTES:

*Some divisions do not employ staff in some of the EEO categories in permanent full time positions. For instance, the Motor Carrier Transportation Division does not have currently employees in the EEO G category of skilled crafts. Therefore the category is not listed in the tables below.*

*ODOT's workforce is fluid and changes daily. Depending on when a report is ran, the number of employees may change slightly.*

*The numbers in red signify the number needed to achieve parity based on the parity number set forth by the State of Oregon.*

*The numbers below compare the workforce within each Division at two different data points: as of June 30, 2016 and as of June 30, 2017. This enables us to determine what changes have occurred over this period of time.*

*It is important to note that we are currently in the process of making significant changes*

*that will have an impact on the numbers below. At the next reporting period, some of the numbers may change significantly.*

- Parity Number: ODOT has conducted a review of workforce availability for the state of Oregon. Availability has been broken down by race/ethnicity, gender, and disability. This availability is based on workforce data reports endorsed by several Federal agencies including the Department of Labor.*
- We will be using this data to calculate the parity number taking into account both availability and utilization.*
- The State of Oregon is in the process of adopting EEO categories for the different ethnicity groups to follow EEO4 reporting guidelines.*
  - Employees will be asked to voluntarily complete a new EEO form which may change the ethnicity category with which employees identify.*
  - Native Hawaiians and Pacific Islander employees will become a new group and will be separate from the Asian group. This will impact the utilization of Asian employees.*
  - Employees will now have a "Two or More Races" category. This will have the effect of subtracting some employees from some of the under-represented minority groups.*

## Central Services Division

EEO Category	Parity %	No. of Employees - Parity as of 6/30/16	Current % - 6/30/17	Current Group Count 6/30/17	Current Total 6/30/17	No. of Employees - Parity as of 6/30/17
FEMALE						
EEO A: Officials	39.80%	-8	22.00%	8	36	<b>-6</b>
EEO B: Professionals	41.20%	9	44.01%	147	334	9
EEO C: Technicians	43.60%	-3	28.57%	6	21	<b>-3</b>
EEO F: Clerical	70.30%	11	95.65%	44	46	12
EEO G: Skilled Crafts	18.40%	-2	0.00%	0	7	<b>-1</b>
EEO H: Maintenance	37.80%	-2	0.00%	0	18	<b>-7</b>
MINORITY						
EEO A: Officials	12.90%	-1	5.56%	2	36	<b>-3</b>
EEO B: Professionals	10.80%	1	12.87%	43	334	7
EEO C: Technicians	9.00%	-1	4.76%	1	21	<b>-1</b>
EEO F: Clerical	9.70%	2	19.57%	9	46	5
EEO G: Skilled Crafts	8.50%	1	28.57%	2	7	1
EEO H: Maintenance	11.60%	-1	0.00%	0	18	<b>-2</b>
PEOPLE WITH DISABILITIES						
EEO A: Officials	6.00%	-2	0.00%	0	36	<b>-2</b>
EEO B: Professionals	6.00%	3	6.29%	21	334	1
EEO C: Technicians	6.00%	1	4.76%	1	21	0
EEO F: Clerical	6.00%	-2	0.00%	0	46	<b>-3</b>
EEO G: Skilled Crafts	6.00%	0	0.00%	0	7	0
EEO H: Maintenance	6.00%	0	0.00%	0	18	<b>-1</b>

Over the fiscal year ending on June 30, 2017, Central Services' efforts in the area of Affirmative Action were as follows:

- **Women:** The Central Services Division did not achieve the overall organizational goals of increasing the number of women in officials and skilled crafts categories. It made a slight improvement in these categories.
- **Minorities:** The Central Services Division achieved the organizational goal of increasing the number of minorities in the professionals category. It remained above parity in the skilled crafts category. Although not an organizational goal, it made a slight improvement in the clerical positions category.
- **People with Disabilities:** The Central Services Division did not reflect any significant change in the representation of people with disabilities in the officials and skilled crafts categories. There was a slight decrease in the professionals category. Central Services is continuing its efforts to promote employment of women, and People with Disabilities employees in under-represented areas.

## Driver and Motor Vehicles Services Division (DMV)

EEO Category	Parity %	No. of Employees - Parity as of 6/30/16	Current % - 6/30/17	Current Group Count 6/30/17	Current Total 6/30/16	No. of Employees - Parity as of 6/30/17
FEMALE						
EEO A: Officials	39.80%	16	70.37%	38	54	17
EEO B: Professionals	41.20%	18	58.24%	53	91	16
EEO C: Technicians	43.60%	69	68.69%	215	313	79
EEO F: Clerical	70.30%	31	78.65%	269	342	29
EEO H: Maintenance	37.80%	0	0%	0	1	0
MINORITY						
EEO A: Officials	12.90%	3	22.22%	12	54	5
EEO B: Professionals	10.80%	4	17.58%	16	91	6
EEO C: Technicians	9.00%	62	28.75%	90	313	62
EEO F: Clerical	9.70%	37	20.76%	71	342	38
EEO H: Maintenance	11.60%	0	0.00%	0	1	0
PEOPLE WITH DISABILITIES						
EEO A: Officials	6.00%	-1	1.85%	1	54	-2
EEO B: Professionals	6.00%	-2	3.30%	3	91	-2
EEO C: Technicians	6.00%	-7	3.83%	12	313	-7
EEO F: Clerical	6.00%	18	10.23%	35	342	14
EEO H: Maintenance	6.00%	0	0.00%	0	1	0

Over the fiscal year ending on June 30, 2017, the DMV's efforts in the area of Affirmative Action were as follows:

- The DMV led the entire Department of Transportation in our organizational goals of achieving and exceeding parity for women and minorities.
- **Women:** the DMV continues to be at or above parity in all areas for women. The DMV does not utilize the skilled crafts category.
- **Minorities:** the DMV continues to be at or above parity in all areas for minorities. There was an increase in the officials, professionals and clerical categories.
- **People with Disabilities:** The Division did experience a slight decrease in the number of people with disabilities.
- The DMV is continuing its efforts to promote employment of people with disabilities in under-represented areas.

## Motor Carrier Transportation Division (MCTD)

EEO Category	Parity %	No. of Employees - Parity as of 6/30/16	Current % - 6/30/17	Current Group Count 6/30/17	Current Total 6/30/17	No. of Employees - Parity as of 6/30/17
FEMALE						
EEO A: Officials	39.80%	3	50.00%	11	22	2
EEO B: Professionals	41.20%	2	40.48%	34	84	-1
EEO C: Technicians	43.60%	-3	40.91%	54	132	-4
EEO F: Clerical	70.30%	4	89.29%	25	28	5
MINORITY						
EEO A: Officials	12.90%	-3	4.55%	1	22	-2
EEO B: Professionals	10.80%	-1	8.33%	7	84	-2
EEO C: Technicians	9.00%	9	16.67%	22	132	10
EEO F: Clerical	9.70%	0	14.29%	4	28	1
PEOPLE WITH DISABILITIES						
EEO A: Officials	6.00%	2	9.09%	2	22	1
EEO B: Professionals	6.00%	4	5.95%	5	84	0
EEO C: Technicians	6.00%	2	6.06%	8	132	0
EEO F: Clerical	6.00%	3	14.29%	4	28	2

Over the fiscal year ending on June 30, 2017, the MCTD's efforts in the area of Affirmative Action were as follows:

- **Women:** the MCTD is above parity in the officials category. The MCTD does not utilize staff in the skilled crafts category.
- **Minorities:** the MCTD did not achieve the organizational goal with respect to the employment of this under-represented group in the Professional category. The MCTD does not utilize staff in the skilled crafts category.
- **People with Disabilities:** The MCTD remained at or above parity in all categories. The MCTD does not utilize staff in the skilled crafts category.

## Transportation Safety Division

EEO Category	Parity %	No. of Employees - Parity as of 6/30/16	Current % - 6/30/17	Current Group Count 6/30/17	Current Total 6/30/17	No. of Employees - Parity as of 6/30/17
FEMALE						
EEO A: Officials	39.80%	-1	28.57 %	2	7	<b>-1</b>
EEO B: Professionals	41.20%	1	50.00%	8	16	1
EEO F: Clerical	70.30%	1	100.00%	4	4	1
MINORITY						
EEO A: Officials	12.90%	1	28.57%	2	7	1
EEO B: Professionals	10.80%	0	18.75%	3	16	1
EEO F: Clerical	9.70%	0	0.00%	0	4	0
PEOPLE WITH DISABILITIES						
EEO A: Officials	6.00%	1	28.57%	2	7	2
EEO B: Professionals	6.00%	-1	0.00%	0	16	<b>-1</b>
EEO F: Clerical	6.00%	0	0.00%	0	4	0

Over the fiscal year ending on June 30, 2017, the Transportation Safety Division's efforts in the area of Affirmative Action were as follows:

- **Women:** The Transportation Safety Division did not achieve the overall organizational goal of increasing the number of women in the officials category. The Transportation Safety Division does not utilize staff in the skilled crafts category.
- **Minorities:** There was a slight increase in the representation of minorities in the professionals category. The Transportation Safety Division does not utilize staff in the skilled crafts category.
- **People with Disabilities:** There was a slight increase in the officials category. The Transportation Safety Division does not utilize staff in the skilled crafts category.

## Highway Division

EEO Category	Parity %	No. of Employees - Parity as of 6/30/16	Current % - 6/30/17	Current Group Count 6/30/17	Current Total 6/30/17	No. of Employees - Parity as of 6/30/17
FEMALE						
EEO A: Officials	39.80%	-39	18.18%	32	176	<b>-38</b>
EEO B: Professionals	41.20%	-63	33.11%	201	607	<b>-49</b>
EEO C: Technicians	43.60%	-113	19.28%	91	472	<b>-115</b>
EEO F: Clerical	70.30%	24	87.42%	139	159	27
EEO G: Skilled Crafts	18.40%	-118	7.54%	74	982	<b>-107</b>
EEO H: Maintenance	37.80%	-4	8.33%	1	12	<b>-4</b>
MINORITY						
EEO A: Officials	12.90%	-9	7.95%	14	176	<b>-9</b>
EEO B: Professionals	10.80%	-6	10.21%	62	607	<b>-4</b>
EEO C: Technicians	9.00%	23	13.56%	64	472	22
EEO F: Clerical	9.70%	7	13.84%	22	159	7
EEO G: Skilled Crafts	8.50%	-5	9.88%	97	982	14
EEO H: Maintenance	11.60%	0	16.67%	2	12	1
PEOPLE WITH DISABILITIES						
EEO A: Officials	6.00%	-10	0.57%	1	176	<b>-10</b>
EEO B: Professionals	6.00%	-12	3.46%	21	607	<b>-15</b>
EEO C: Technicians	6.00%	-12	3.81%	18	472	<b>-10</b>
EEO F: Clerical	6.00%	7	8.81%	14	159	4
EEO G: Skilled Crafts	6.00%	-50	1.43%	14	982	<b>-45</b>
EEO H: Maintenance	6.00%	0	8.33%	1	12	0

Over the fiscal year ending on June 30, 2017, the Highway Division's efforts in the area of Affirmative Action were as follows:

- **Women:** The Highway Division remains below parity in all EEO categories with the exception of clerical, but there was a slight increase in the number of women in the skilled crafts category.
- **Minorities:** The Highway Division did not achieve the overall organizational goal of increasing the number of minorities in the officials' category. There was a significant increase in the number of minorities in the skilled crafts category.
- **People with Disabilities:** The Highway Division did not achieve the overall organizational goal of increasing the number of people with disabilities in the officials' category. There was a slight increase in the skilled crafts category, but the Highway Division remains below parity.

The Highway Division continues efforts to develop programs and outreach efforts that more effectively target and successfully recruit women and historically under-represented minorities into all positions in the highway division. New and renewed efforts continue to target skilled crafts positions.

## Transportation Development Division

EEO Category	Parity %	No. of Employees - Parity as of 6/30/16	Current % - 6/30/17	Current Group Count 6/30/17	Current Total 6/30/17	No. of Employees - Parity as of 6/30/17
FEMALE						
EEO A: Officials	39.80%	0	38.46%	5	13	0
EEO B: Professionals	41.20%	7	48.57%	34	70	5
EEO C: Technicians	43.60%	-3	34.48%	10	29	-3
EEO F: Clerical	9.70%	18	78.26%	18	23	16
MINORITY						
EEO A: Officials	12.90%	-2	0.00%	0	13	-2
EEO B: Professionals	10.80%	1	14.29%	10	70	2
EEO C: Technicians	9.00%	4	20.69%	6	29	3
EEO F: Clerical	9.70%	4	13.04%	3	23	1
PEOPLE WITH DISABILITIES						
EEO A: Officials	6.00%	-1	0.00%	0	13	-1
EEO B: Professionals	6.00%	-2	2.86%	2	70	-2
EEO C: Technicians	6.00%	1	10.34%	3	29	1
EEO F: Clerical	6.00%	2	4.35%	1	23	1

Over the fiscal year ending on June 30, 2017, the Transportation Development Division's efforts in the area of Affirmative Action were as follows:

- **Women:** There was no change in the officials category. The division remains at parity. The TDD has no employees in the skilled crafts category.
- **Minorities:** there was a slight increase in the representation of minorities in the professionals category. There are no employees in the skilled crafts category.
- **People with Disabilities:** There was no change in the officials and professionals categories; the division remains below parity. There are no employees in the skilled crafts category.

Transportation Development meets or exceeds parity in several areas including women and historically under-represented minorities in professional positions, and for historically under-represented minorities in technician positions. The division does not have any minority employees in the officials' category.

## Public Transit / Rail Division

EEO Category	Parity %	No. of Employees - Parity as of 6/30/16	Current % - 6/30/17	Current Group Count 6/30/17	Current Total 6/30/17	No. of Employees - Parity as of 6/30/17
FEMALE						
EEO A: Officials	39.80%	0	40.00%	2	5	0
EEO B: Professionals	41.20%	-1	35.56%	16	45	-3
EEO F: Clerical	70.30%	2	85.71%	6	7	1
MINORITY						
EEO A: Officials	12.90%	-1	0.00%	0	5	-1
EEO B: Professionals	10.80%	-2	6.67%	3	45	-2
EEO F: Clerical	9.70%	0	28.57%	2	7	1
PEOPLE WITH DISABILITIES						
EEO A: Officials	6.00%	1	20.00%	1	5	1
EEO B: Professionals	6.00%	-1	4.44%	2	45	-1
EEO F: Clerical	6.00%	2	28.57%	2	7	2

Over the fiscal year ending on June 30, 2017, the Public Transit / Rail's efforts in the area of Affirmative Action were as follows:

- **Women:** the Public Transit / Rail division is at parity in the officials category. The Division does not currently have any employees in the skilled crafts category.
- **Minorities:** There was no change in the officials or professionals categories. The Division does not currently have any employees in the skilled crafts category.
- **People with Disabilities:** The Division remained above parity in the officials Category. The Division does not currently have any employees in the skilled crafts category.

## ODOT Headquarters

The ODOT headquarters Division includes Communications, ODOT HQ, and Office of the Director.

EEO Category	Parity %	No. of Employees - Parity as of 6/30/14	Current % - 6/30/17	Current Group Count 6/30/17	Current Total 6/30/17	No. of Employees - Parity as of 6/30/17
FEMALE						
EEO A: Officials	39.80%	1	47.06%	8	17	1
EEO B: Professionals	41.20%	7	61.54%	24	39	8
EEO F: Clerical	70.30%	1	83.33%	10	12	2
MINORITY						
EEO A: Officials	12.90%	2	23.53%	4	17	2
EEO B: Professionals	10.80%	-1	10.26%	4	39	0
EEO F: Clerical	9.70%	1	16.67%	2	12	1
PEOPLE WITH DISABILITIES						
EEO A: Officials	6.00%	-1	0.00%	0	17	-1
EEO B: Professionals	6.00%	2	10.26%	4	39	2
EEO F: Clerical	6.00%	0	0.00%	0	12	-1

Over the fiscal year ending on June 30, 2017, ODOT Headquarters' efforts in the area of Affirmative Action were as follows:

- **Women:** ODOT Headquarters remains above parity in the officials' category. ODOT Headquarters has no employees in the skilled crafts category.
- **Minorities:** There was a slight increase in the representation of minorities in the professionals category but ODOT Headquarters is still close to parity. Although not an organizational goal, ODOT Headquarters continues to exceed parity in the officials' category. ODOT Headquarters has no employees in the skilled crafts category.
- **People with Disabilities:** There were no significant changes over the year for ODOT Headquarters.

## Maintenance (23 CFR Part 635) AAR Survey Responses 2015

The Maintenance and Operations Branch leads and supports highway maintenance activities throughout the State by developing and implementing programs to ensure efficient, effective and consistent maintenance and operation of Oregon's transportation infrastructure.

The Maintenance and Operations Branch (MOB) should ensure that the prioritization process to determine when and routine and preventive maintenance of the state highway system is not discriminatory in its application. Additionally, the MOB needs

to evaluate the feasibility of adapting the 511 Architecture (traffic information) and Variable Message Signs to more than one language if the Limited English Proficiency Four- Factor Analysis identifies the need. Also, written and telephonic contacts regarding maintenance issues from the Public need to be monitored.

The Office of Maintenance works with ODOT's Regions and Districts to provide expertise in forestry, vegetation management, utility permits, emergency management, field services, training, clean water, salmon recovery and directly administers the Snowmobile, Sno-Park, Adopt-A-Highway and Youth Litter Patrol programs.

### **Responsibilities relating to Title VI / Nondiscrimination**

- Process to ensure that the development and implementation of the Maintenance Program is compliant with Title VI/Nondiscrimination requirements;
- Process to periodically review the implementation of the actual process to ensure the Maintenance Program is being implemented in a non-discriminatory manner.

## **Construction & OPO 23 CFR Part 635**

### **Program Policies and Complaints:**

Has the State received any civil rights complaints (informal and/or formal) or concerns involving the following:

- *competitive bidding*: No Civil Rights complaints received.
- *licensing*: No Civil Rights complaints received.
- *prequalification*: No Civil Rights complaints received. Effective April 29, 2016, the period for prequalification was extended from one year to two years by program change and administrative rule. The impact to all contractors who are prequalified or wish to become prequalified is that they have to pay \$200 at one time for two years of prequalification instead of \$100 for one year. ODOT received no public comments during the rulemaking process to make the change, nor any complaints afterward.
- *lack of subcontracting opportunities*: No Civil Rights complaints were received by the ODOT Procurement Office.

Was any corrective action needed? If so, what steps were taken to correct problem areas? No corrective actions were needed or taken in the reporting period.

### **Civil Rights Complaints - Formal:**

- ODOT did not receive any formal civil rights complaints involving competitive bidding procedures, licensing, prequalification, or lack of subcontracting opportunities during the reporting period of July 1, 2016 to June 30, 2017.

### **Civil Rights Complaints-Informal:**

- Concerns raised by primes:
  - Some DBEs are overcommitting themselves and not meeting their contract obligations
  - More education for DBEs around payroll and how to file required documents
  - More training for flagging firms around safety in the work zone
  - Working with new firms may require more mentoring and training than the Prime is able to commit to
- Concerns raised by DBEs:
  - Primes may only use DBEs they have an established partnership with
  - Lack of communication from the Prime, such as failing to notify a DBE of award or identifying concerns early on in a project can hinder a DBEs ability for success

### **What is the DBE Program complaint process?**

*How do you ensure that complaint procedures are easily accessed?*

- **Advertised DBE Goal Concerns:** With respect to questions, concerns, or complaints related to an assigned DBE contract goal on advertised project, prospective bidders are required to contact the procurement office single point of contact identified in the project solicitation documents. The single point of contact will work with appropriate subject matter experts for the project, including other procurement staff, the project manager, the specifications unit, DBE Program staff and DOJ as appropriate. Any changes to the assigned DBE goal as a result of questions, concerns, or complaints raised during the project solicitation period will result in the Agency issuing a clarification letter or addendum as appropriate. In some cases, depending upon the timing or complexity of the issue, the project solicitation may be withdrawn, the project documents revised, and then re-advertised for a later bid-letting date.
- **DBE Program Complaints (General and Project-specific):** Any person may contact the Office of Civil Rights Manager, the DBE Program Manager, or regional Civil Rights Field Coordinator with concerns about DBE program matters. The Office of Civil Rights staff directory is available at: <http://www.oregon.gov/ODOT/Business/OCR/Pages/Contact-Us.aspx>
- If concerns are raised about whether a DBE's performance on a particular project meets commercially useful function requirements, the matter will be referred to the appropriate Project Manager and Office of Civil Rights Field Coordinator for initial review. The matter may be escalated to the DBE Program Manager, Construction Engineer, and Office of Civil Rights Manager, DOJ or FHWA for additional consideration and input as appropriate and on an as-needed basis.

The DBE Program Compliance webpage also provides the public with a link to the federal Office of the Inspector General Report Fraud, Waste & Abuse hotline page: <http://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx>

- **DBE-related Complaints Alleging Discrimination:** DBE program-related complaints that allege discrimination on the basis of race, color, national origin, gender should be handled as a Title VI complaint. The Office of Civil Rights webpage provides information about the Agency’s Title VI complaint process, which is available at: [http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/Pages/tvi\\_disc\\_comp.aspx](http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/Pages/tvi_disc_comp.aspx).
- **DBE Certification Complaints:** As the sole certification agency for the state of Oregon, the Certification Office for Business Inclusion and Diversity (COBID) processes all complaints regarding a business’s DBE certification. Complaints may be filed concerning whether a certified business does not meet one or more certification requirements. COBID investigates all complaints according to the Code of Federal Regulations, Oregon Revised Statutes and Oregon Administrative Rules. As outlined in the law, a complaint must:
  - o be in writing,
  - o state facts indicating which eligibility requirement(s) the business has not met,
  - o include copies of any supporting documentation complainant may have,
  - o be signed by the complainant and
  - o include complainant’s address and telephone number.

Additional information about DBE certification complaints is available on the COBID webpage. ODOT’s DBE Program - Compliance webpage provides a link to the COBID website entitled *How to file a Complaint about a Certified Business* at: <http://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx>

**Participation and Opportunities:**

1. Provide the level of participation on construction contracts for the following:
  - a. DBE firms
  - b. Female and Minority-owned firms
    - **DBE firms** – Report is on only the federal percentage of FHWA-funded highway construction contracts for this report period of July 1, 2016 – June 30, 2017. Data from Civil Rights Compliance Tracking (CRCT) database as of September 1, 2017. (See next two tables below.)

DBE Utilization – October 1, 2016 - September 30, 2017 Highway Construction Only (Based on Federal Aid share amounts)					
Awards & Commitments	Total \$	Total #	Total to DBEs	Total # to DBEs	% of Total \$ to DBEs
Prime Contracts	\$265,656,648	220	\$5,742,305	18	2.2%
Subcontracts	\$119,673,233	1100	\$30,287,084	142	25.3%
Total	\$385,329,881	1320	\$36,029,389	300	13.6%

Utilization by DBE Ethnic & Gender Group							
DBE Group	Black (African Am.)	Hispanic Am.	Native Am.	Subcont. Asian Am.	Asian-Pacific Am.	Non-Minority Women	Total
Awards (Prime & Sub.)	29	17	33	14	35	172	300
Total Dollar Value	\$6,417,401	\$1,963,078	\$5,024,574	\$3,334,610	\$1,886,697	\$17,403,029	\$36,029,389

- **DBE Uniform Report** – DBE participation on FHWA-funded contracts is reported on a federal fiscal year basis (October 1 – September 30) on the Uniform Report of DBE Commitments/Awards and Payments. The annual reports for the last five years, including FFY 2016 and the semi-annual report for FFY 2017, for FHWA-funded highway construction projects can be obtained upon request from the OCR office.
- **MBE, WBE, ESB firms:** Report is on Minority- and Female-owned and Emerging Small Business firm participation on all state and federally-funded highway construction and other contracts types, including A&E and non-A&E professional services, goods and trade services for the report period of July 1, 2016 – June 30, 2017. When a contractor has multiple certifications it is counted in the order of MBE, WBE, and then ESB. Data from ODOT’s Civil Rights Compliance Tracking system as of September 22, 2017. (See table attachment at the end of the document.)

*Summarize efforts used to encourage the use of minority and women-owned firms on state-funded projects.*

- **Highway Construction Small Business Aspirational Targets:** For state funded projects over \$1,000,000, ODOT also sets MWESB Aspirational Targets. The aspirational targets are not a condition of contract award. Rather, the targets represent the level of minority-owned, women-owned, and emerging small business participation the agency has determined is reasonably achievable in the type of work and locality of the project. Contractors are encouraged to meet the targets. The contract special provisions for the Contractor Submitted Diversity Plan requirement and the MWESB Aspirational participation are available at: <http://www.oregon.gov/ODOT/Business/Procurement/DocsPSK/xbtk.pdf>
- **ODOT Small Contracting Program:** The primary goal of the Small Contracting Program (SCP) is to provide a contracting mechanism for outreach to business entities. The Small Contracting Program is made up of three divisions: (1) Architectural and Engineering and Related Services; (2) Construction and related services; and (3) Other Services to include Non A & E Personal Services and Trade

Services. More information about the program is available at: <http://www.oregon.gov/ODOT/Business/OCR/Pages/Small-Business-Resources.aspx>

- **Emerging Small Business Program:** The ESB Program is a statutorily required program and consists of sub programs called the ESB CostShare Program and the ESB Small Business Management Program. More information about the program is available at: <http://www.oregon.gov/ODOT/Business/OCR/Pages/Emerging-Small-Business.aspx>

### **Education and Training:**

*List the training opportunities made available to DBE firms.*

- **Events Pages:** The Office of Civil Rights has a dedicated Events webpage where small businesses can find a list of relevant upcoming networking and training events: <http://www.oregon.gov/ODOT/Business/OCR/Pages/Events.aspx>
- **Supportive Services:** The Office of Civil Rights supports efforts for the development of the capacity and capability of firms that are ready, willing, and able to work with ODOT in prime or sub-contracting roles. Many of the services provided include joint efforts with private and public agencies to meet the diverse needs of public contracting. The following is a non-exhaustive list of Small Business Supportive Services and other training initiatives that ODOT Office of Civil Rights supported during October 1, 2016 – September 30, 2017 reporting period. The Agency intends to support the same or similar training opportunities during the ensuing year:

#### **Small Business Training**

- o Mentor Protégé Program with the Port of Portland
- o Small Business Development Center (SBDC) Business Management training classes
- o BDI MED Week: small business training and diversity practitioner workshops
- o BDI Breakthrough Breakfast Workshops
- o BOLI will cover the prevailing wage rate law requirements for contractors and subcontractors will be covered.
- o Where to find current DBE, EEO and OJT forms and what these programs require for compliance.
- o Other tools and resources and an opportunity ask questions of the Agency and to network with other contractors.

In the spring of 2017, one workshop was held in Salem (Region 2).

### **Data Systems:**

*What type of data tracking systems are used by the DBE Program?*

- **Civil Rights Compliance Tracking (CRCT) Database:** CRCT is an in-house database built to store and organize project data and track civil rights programs

compliance. This system provides tracking and reporting capabilities on companies, including DMWESB firms, who bid or respond on projects and the tracking of actual utilization. It also captures amounts paid to all contractors, generates the Federal semiannual report and tracks Equal Employment Opportunity (EEO) and On-the-Job Training (OJT) information as well.

In FY 2016 ODOT began tracking and reporting A&E Professional Services DBE participation. As had been previously identified, ODOT was unable to report A&E and related services contracting award data in its DBE Uniform Report.

Additional details about DBE program data tracking are available in ODOT's DBE Program Plan. See Sections 5.2.C. DBE Activity Reporting Forms and 7.1 Civil Rights Compliance Tracking System (CRCT) available at: [http://www.oregon.gov/ODOT/Business/OCR/Documents/DBE\\_Program\\_Plan\\_2012\\_09\\_17.pdf](http://www.oregon.gov/ODOT/Business/OCR/Documents/DBE_Program_Plan_2012_09_17.pdf)

#### **Title VI/Environmental Justice:**

*What review procedures are in place to ensure subcontract agreements, first and second tier, material supply and equipment lease agreements contain the required Title VI contract provisions?*

- **The FHWA Form 1273:** Required Contract Provisions Federal-Aid Construction Contracts, which includes the Title VI contract provisions, is physically included in every ODOT federally-funded contract. Our <http://www.oregon.gov/ODOT/Forms/20DOT/734-1964.pdf> has a box the contractor checks certifying that the Federal Form FHWA 1273 as well as a DBE Policy Statement are a part of the subcontract. Agency Project Manager staff review each request for subcontract consent to ensure this requirement is met before they approve the request.

#### **Looking Forward:**

*List any significant accomplishments, and/or action items for the upcoming year.*

- **DBE Availability Report:** In late 2014, ODOT retained Keen Independent Research to conduct a disparity study. A draft ODOT 2016 Disparity Study report was completed in March 2016 and published on the study website on March 18, 2016 for public review and comment. After holding public meetings and receiving public comments on the report in late March and through April 30, 2016, Keen Independent prepared a final ODOT 2016 Disparity Study report. The final 2016 DBE Availability and Disparity Study is available on the Office of Civil Rights webpage at: <http://www.oregon.gov/ODOT/Business/OCR/Documents/keen-independent-2016-odot-disparity-study-final-report-06302016.pdf>
- **DBE Annual Goal:** ODOT has an overall Disadvantaged Business Enterprise Goal of 11.6% Disadvantaged Business Enterprise usage, which has been approved by the Federal Highway Administration within 49 CFR §26.45. The 11.6% Disadvantaged Business Enterprise goal is broken into two parts, where 6.6% of Disadvantaged Business Enterprise usage will be race-conscious and 5.0% will be race-neutral. This goal will apply for Federal Highway Administration-funded projects for FFY 2017 - 2019. The overall goal is based on demonstrable evidence

of the availability of ready, willing, and able DBEs relative to all businesses currently ready, willing, and able to participate on ODOT's U.S. Department of Transportation (USDOT)-assisted contracts. Goal Information can be located on the Office of Civil Rights webpage at: <http://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx>

- **Accessing Capital:** Beginning in the fall of 2017 ODOT will sponsor interested partner DBE and ESBs to take part in a Small Business Development Center (SBDC) course. The 3-hour workshop will address the capital landscape, resources for business plans and creating financial documents. A follow-up advisory session completes the training by covering next best steps and reviewing financial projections and other financials for accessing capital.
- **State Aspirational Goals:** In October 2017 Governor Brown is planning on issuing an executive order (effective October 2018) targeting additional involvement of state certified firms in state agency contracting opportunities, regardless of agency. By establishing aspirational targets to most state funded contracts, firms will see a substantial increase in opportunities to secure contracts and the value of the state certification program. ODOT already has involvement and partnerships with certified firms but will be examining the new language of the order to ensure compliance and identify new opportunities for education, support and outreach as a result.

MBE, WBE, ESB Utilization - October 1, 2016-September 30, 2017 State and Federally - Funded Total Contract Awards							
Quarter	Total Awards	MBE		WBE		ESB	
2016 - 3rd (Jul-Sep)	\$116,816,552	\$8,405,991	7.20%	\$5,241,053	4.49%	\$13,182,153	11.28%
2016 - 4th (Oct-Dec)	\$145,318,740	\$14,271,397	9.82%	\$7,756,161	5.34%	\$14,963,299	10.30%
2017 - 1st (Jan-Mar)	\$124,944,992	\$8,911,223	7.13%	\$7,356,621	5.89%	\$15,413,470	12.34%
2017 - 2nd (Apr-Jun)	\$134,257,121	\$12,052,116	8.98%	\$4,362,338	3.25%	\$27,825,538	20.73%
<b>Reporting Period Total</b>	<b>\$521,337,405</b>	<b>\$43,640,727</b>	<b>2.9%</b>	<b>\$24,716,173</b>	<b>1.6%</b>	<b>\$71,384,460</b>	<b>4.4%</b>
Total to MBE/WBE		<b>\$44,378,437</b>					
		<b>8.5%</b>					
Total to MBE/WBE/ESB		<b>\$83,059,289</b>					
		<b>15.9%</b>					

# OREGON DEPARTMENT OF TRANSPORTATION

**Sr. Director for Federal and Regional Affairs Office and Transportation**  
Karmen Fore

**Oregon Transportation Commission**

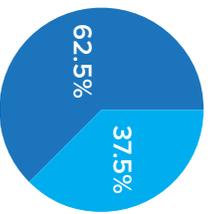
**ODOT Director**  
Matthew Garrett



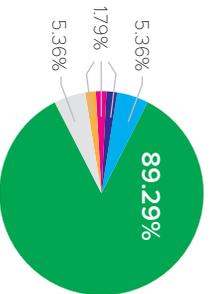
**Note:** The position of Employee Civil Rights and Diversity Manager works in the Human Resources Office and reports to the Chief Deputy Human Resources Officer. However, the position also has a split report to the Assistant Director position at the Office of the Director and it has full and unfettered access to the Chief Human Resources Officer position and the ODOT Director position.

**Total Senior Staff:**

**56**



Male / 35  
Female / 21



White / 50  
Black / 1  
Asian PI / 1  
Native American / 1  
Disabled / 3

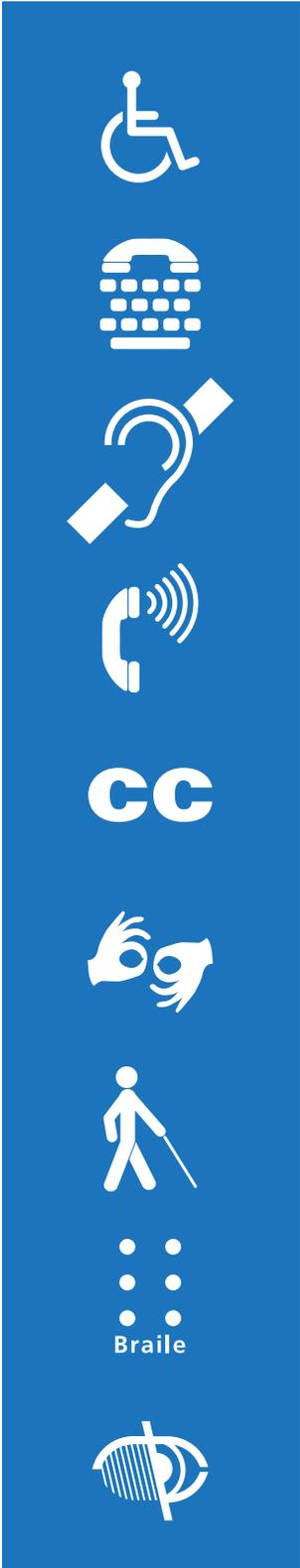
**Title VI Data**  
Fiscal Year 2017

PROJ. NO.	Research Contact	P.I.	Project Title	Female Investigators	Male Minority Investigators	Female Minorities Investigators	Female Students	Male Student Minorities	Female Student Minorities	Comments
1.	SPR 719 Mabey	Mabey ODOT	Climate Change Impact on Coastal River Estuaries in Oregon	0	0	0	0	0	0	No Research Contract, PI is ODOT staff
2.	SPR 762 Mabey	Trejo/ Barbosa OSU	High Strength Steel Reinforcement for Bridges	0	1	0	0	0	0	
3.	SPR 763 Shippen	Timm Auburn Univ. – AL	Mechanistic Design Data	0	0	0	0	0	0	
4.	SPR 765 Glover- Cutter	Stuedlein OSU	High Strength Steel Bars and Casing in Response to Drilled Shafts	0	0	0	0	0	0	
5.	SPR 770 Mabey	Dusicka PSU	Impact of Cascadia Earthquake on Seismic Evaluation Criteria of Bridges	0	0	0	0	0	0	
6.	SPR 775 Shippen	Chris Higgins OSU	Titanium for Strengthening Existing Reinforced Concrete Bridges	0	0	0	2	0	1	
7.	SPR 776 Glover- Cutter	Jessica Stark (SLR)	Quantifying Noise Impacts from ODOT Aggregate Source Operations	5	0	0	0	0	0	
8.	SPR 777 Lazarus	Williams/ Buss/ Gransberg ( Iowa St Univ)	Chip Seal Design and Specifications	1	0	0	1	0	0	
9.	SPR 778 Joerger	Monsere /Figliozzi PSU	Safety Effectiveness of Pedestrian Crossing Enhancements	1	0	0	0	1	0	
10.	SPR 779 Joerger	Monsere (PSU)/ Haizhong (OSU)	Risk Factors for Pedestrian and Bicycle Crashes	0	1	0	1	1	0	

PROJ. NO.	Research Contact	P.I.	Project Title	Female Investigators	Male Minority Investigators	Female Minorities Investigators	Female Students	Male Student Minorities	Female Student Minorities	Comments
11.	SPR 780 Mabeey	Isgor/ Idcker/ Trejo OSU	Strategies to Increase Service Life of Bridge Decks	0	1	0	2	2	1	
12.	SPR 781 Lazarus	Smaglik (N. Ariz Univ.)	Improving Adaptive/Responsive Signal Control Performance	1	1	1	1	1	1	
13.	SPR 782 Shippen	Coleri OSU	HMAC Layer Adhesion Through Tac Coat	0	0	0	0	1	0	
14.	SPR 783 Roll	Hernandez OSU	Truck Parking: An Emerging Safety Hazard to Highway Users	0	1	0	0	1	0	
15.	SPR 784 Mabeey	Chris Higgins OSU	Development of Titanium Seismic Retrofits for Deficient Concrete Columns	0	0	0	2	0	1	
16.	SPR 785 Shippen	Coleri OSU	Adjusting Asphalt Mixes for Increased Durability and Implementation of a Tester to Evaluate Fatigue Cracking of Asphalt Concrete...	0	0	0	1	0	0	
17.	SPR 786 Glover-Cutter	Leshchinsky/ Olsen/ Burns OSU	Enhancing Landslide Inventorying, LIDAR Hazard Assessment and Asset Management	0	0	0	1	1	0	
18.	SPR 787 Li	Gillins/ Parrish OSU	Eyes in the Sky: Bridge Inspections with Unmanned Aerial Vehicles	0	0	0	1	1	1	
19.	SPR 788 Knudson	Wang PSU	Performance-Based Planning and Decision Making – Understanding Mode Choices	1	1	0	1	1	1	
20.	SPR 789 Joerger	Hurwitz (OSU)/ Monsere (PSU)	Improved Safety and Efficiency of Protected/Permitted Right Turns in Oregon	1	0	0	0	1	0	
21.	SPR 790 Lazarus	Gambatese (OSU)/Lee (UW)	Work Zone Intrusion Alert Technologies: Assessment and Practical Guidance	0	1	0	0	1	0	

PROJ. NO.	Research Contact	P.I.	Project Title	Female Investigators	Male Minority Investigators	Female Minorities Investigators	Female Students	Male Student Minorities	Female Student Minorities	Comments
22.	SPR 791 Lazarus	Gambatese OSU	Use of Additional Lighting for Traffic Control and Speed Reduction in Work Zones	0	0	0	0	0	0	
23.	SPR 792 Roll	Ideker/ Haapala OSU	Construction of Efficient, Cost-Effective and Sustainable Maintenance Facilities	0	0	0	2	0	1	
24.	SPR 793 Knudson	Li (ODOT)	Improving Safety, Mobility, and Reliability by Exploring the Relationship Between Freeway	0	1	0	0	0	0	No Research Contract, PIs ODOT staff
25.	SPR 794 Li	Goodehild UW	Multi-Modal Intersections: Resolving Conflicts between Trains, Motor Vehicles, Bicyclists and Pedestrians	1	0	0	2	0	1	
26.	SPR 797 Shippen	Coleri OSU	Binder-Grade Bumping and High Binder Content to Improve Performance of RAP-RAS Mixtures	0	0	0	3	0	0	
27.	SPR 798 Glover-Cutter	Risley USGS	Analysis of Highway System Impacts on TMDL Watersheds Using the FHWA Stochastic Loading and Dilution Model	1	0	0	0	0	0	
28.	SPR 799 Lazarus	Olson OSU	Lidar for Maintenance of Pavement Reflective Markings and Retro-Reflective Signs	0	0	0	1	0	0	
29.	SPR 800 Joergler	Hurwitz (OSU) / Monsere (PSU)	Quantifying the Performance of Low-Noise Rumble Strips	1	0	0	0	1	0	
30.	SPR 801 Shippen		Employing iRLPD Test Methods for Optimal Asphalt Mixture Performance							Under Development / Not currently being worked on

	<b>PROJ. NO.</b>	<b>Research Contact</b>	<b>P.I.</b>	<b>Project Title</b>	<b>Female Investigators</b>	<b>Male Minority Investigators</b>	<b>Female Minorities Investigators</b>	<b>Female Students</b>	<b>Male Student Minorities</b>	<b>Female Student Minorities</b>	<b>Comments</b>
31.	SPR 802	Mabey	Dusicka (PSU) / Schumache	Seismic Performance Design Criteria for Bridge bent Plastic Hinge Regions	0	0	0	0	1	0	
32.	SPR 803	Roll	Porter / Darleton (OSU)	Statewide Data Standards to Support Current and Future Strategic Public Transit Investment	0	1	0	0	0	0	
33.	SPR 804	Knudson	Ummikrishnan /Figiozzi (PSU)	Method to Estimate Average Annual Daily Traffic for Minor Facilities for MAP-21 Reporting and Statewide Safety Analysis	0	0	0	1	0	0	
34.	SPR 805	Mabey / Potisuk (ODOT Bridge Section)	Barbosa / Trejo (OSU)	Performance of High Strength Steel Reinforcement in Shear Friction Applications	0	1	0	0	1	0	
35.	SPR 806	Li	Figliozi / Ummikrishnan (PSU)	Compliance and Surrogate Safety Measures for Uncontrolled Crosswalks in Oregon	1	0	0	1	0	0	
36.	SPR 807	Glover-Cutter	Olsen / Leschinsky (OSU)	Coastal Landslide and bluff Retreat Monitoring for Climate Change Adaption and Targeted Risk Assessment	0	0	0	1	1	0	
				<b>Totals</b>	<b>14</b>	<b>10</b>	<b>1</b>	<b>24</b>	<b>16</b>	<b>8</b>	



# Your Rights Under Title VI Of The Civil Rights Act

The Oregon Department of Transportation (ODOT) complies with Title VI and the other federal nondiscrimination statutes which prohibit discrimination based on race, color, national origin, age, disability, or gender in ODOT's programs, activities, services, operations, delivery of benefits, or opportunities to participate.

In an effort to provide equitable access, ODOT provides accessibility aids, translation, and interpretation services for all public events and vital documents free of charge upon request. These services can be obtained by providing reasonable advance notice.

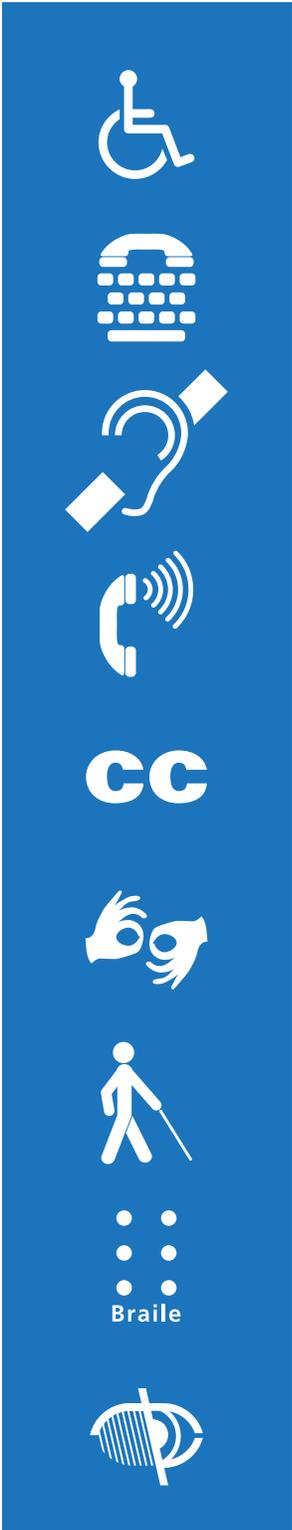
- Need assistance or information?
- Require translation of another ODOT publication?
- Require interpretation for an ODOT event or activity?
- Requesting an aid to improve accessibility to a public event?
- Believe you've been discriminated against?

Please contact the ODOT Office of Civil Rights:

**Title VI Officer**  
ODOT.TITLEVI@odot.state.or.us  
Toll Free: (855) 540-6655  
TTY: 711  
Internet Relay: <http://www.sprintip.com>  
FAX: (503) 986-6382  
**Non Discrimination Policy**



This notice is required by Title II of the Americans with Disabilities Act of 1990.



# Sus Derechos Bajo El Título VI La Ley De Derechos Civiles

El Departamento de Transportación del Estado de Oregon (ODOT) cumple con las obligaciones del Título VI y otras leyes federales contra la discriminación. Estas leyes prohíben la discriminación en base a raza, color, origen nacional, edad, discapacidad, o sexo en nuestros programas, actividades, servicios, operaciones, otorgación de beneficios, o en las oportunidades de participación.

En nuestro esfuerzos para proveer acceso equitativo, ODOT provee, bajo su solicitud, accesorios de ayuda a personas con discapacidades, traducción, y servicios de interpretación, sin cobro, para todos los eventos públicos y documents importantes.

- ¿Necesita ayuda o información?
- ¿Requiere la traducción de alguna publicación de ODOT?
- ¿Requiere servicios de interpretación para algún evento o actividad patrocinada por ODOT?
- ¿Quiere pedir un accesorio para mejorar su acceso a un evento público?
- ¿Piensa que han discriminado en su contra?

Por favor, póngase en contacto con la Oficina de Derechos Civiles de Oregon:

**Title VI Officer**  
ODOT.TITLEVI@odot.state.or.us  
Toll Free: (855) 540-6655  
TTY: 711  
Internet Relay: <http://www.sprintip.com>  
FAX: (503) 986-6382  
**Política Contra la Discriminación**



Este aviso es requerido por el Título VI de la Ley sobre Estadounidenses con Discapacidades de 1990 (Americans with Disabilities Act of 1990).

## **YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT**

The Oregon Department of Transportation (ODOT) complies with Title VI and the other federal nondiscrimination statutes which prohibit discrimination based on race, color, national origin, age, disability, or gender in ODOT's programs, activities, services, operations, delivery of benefits, or opportunities to participate.

In an effort to provide equitable access, ODOT provides accessibility aids, translation, and interpretation services for all public events and vital documents free of charge upon request. These services can be obtained by providing reasonable advance notice.

- Need assistance or information?
- Require translation of another ODOT publication?
- Require interpretation for an ODOT event or activity?
- Requesting an aid to improve accessibility to a public event?
- Believe you've been discriminated against?

Please contact the ODOT Office of Civil Rights:

Title VI Officer

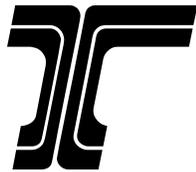
[ODOT.TITLEVI@odot.state.or.us](mailto:ODOT.TITLEVI@odot.state.or.us)

Toll Free: (855) 540-6655

TTY: 711

Internet Relay: <http://www.sprintip.com>

FAX: (503) 986-6382



*This notice is required by the Title VI of the Civil Rights Act of 1964, Executive Order 13166 on Limited English Proficiency and Executive Order 12898 for Environmental Justice.*



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

1200 New Jersey Avenue, SE  
Washington, DC 20590

April 11, 2013

**ACTION MEMORANDUM TO THE SECRETARY**

From:

*for* *Mary N. Whigham Jones*  
Camille M. Hazeur, Director  
Departmental Office of Civil Rights, S-30  
X64648

Through:

Mary N. Whigham Jones, Deputy Director  
Departmental Office of Civil Rights, S-30  
X64648

Prepared by:

Joseph E. Austin, Associate Director  
External Civil Rights Programs Division, S-33  
X65992

Subject:

DOT Standard Title VI Assurances and Non-Discrimination Provisions

---

**ACTION REQUIRED**

I request that you sign the attached order, which contains the U.S. Department of Transportation (DOT) Standard Title VI Assurances and Non-Discrimination Provisions.

**SUMMARY**

The Departmental Office of Civil Rights has prepared the attached DOT Order, which revises the Standard DOT Title VI Assurances in DOT Order 1050.2, signed August 24, 1971. The Assurances apply to the Office of the Secretary and the operating administrations with regard to any program or activity for which Federal financial assistance is authorized under a law administered by the Department.

**BACKGROUND**

Section 21.7(a) of Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, requires that all applications for Federal financial assistance from the U.S. Department of Transportation must contain Title VI Assurances. This order requires the Office of the Secretary and each operating administration to secure from applicants and recipients receiving Federal financial

assistance the attached Standard DOT Title VI Assurances. Those assurances are meant to ensure that no one is excluded from participation in Federally funded transportation projects on the grounds of race, color, or national origin. The assurances may be supplemented by additional paragraphs by the Office of the Secretary and the operating administrations desiring to expand the assurances in order to make them more applicable to a particular program or activity. All such changes or expansions shall be coordinated with the Departmental Office of Civil Rights.

**RECOMMENDATION**

I recommend that you sign the attached DOT Order 1050.2A, DOT Standard Title VI Assurances and Non-Discrimination Provisions.

Attachments

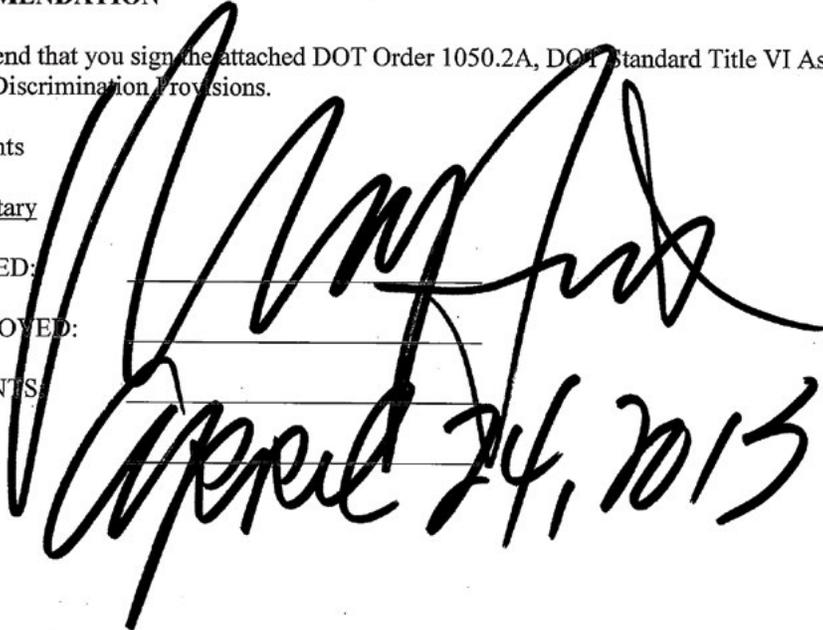
The Secretary

APPROVED:

DISAPPROVED:

COMMENTS:

DATE:



A large, handwritten signature in black ink is written over the signature and date lines. The signature is stylized and appears to be 'C. M. ...'. Below the signature, the date 'April 24, 2013' is handwritten in black ink.



# Oregon

Kate Brown, Governor

Department of Transportation

Office of the Director

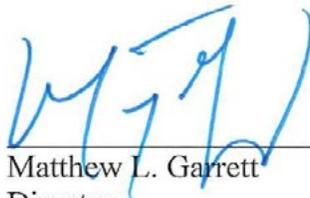
355 Capitol St NE

Salem, OR 97301

## TITLE VI AND RELATED STATUTES NONDISCRIMINATION STATEMENT

September 9, 2016

It is the Oregon State Department of Transportation's (ODOT) policy to assure that no person shall, on the grounds of race, color, national origin, age, sex, or disability, as provided by Title VI of the Civil Rights Act of 1964 and related statutes, be excluded from participation in, be denied the benefit of, or be otherwise discriminated against under any of the programs or activities it administers.



Matthew L. Garrett  
Director



# Oregon

Kate Brown, Governor

Department of Transportation

Office of the Director

355 Capitol St NE

Salem, OR 97301

Date: September 9, 2016

TO: Phil Ditzler, Administrator Oregon Federal Highway Administration  
Rick Krochalis, Regional Administrator Federal Transit Administration Region 10  
ODOT Executive Management Team

From: Matthew L. Garrett, Director

Subject: Civil Rights Reporting Policy  
Delegated Authority to Title VI Coordinator  
Disadvantage Business Enterprise Program Manager  
Employee Civil Rights Manager

As the Director of the Oregon Department of Transportation (ODOT), I want to assure you of my commitment to making sure that ODOT is prepared to address concerns, issues, and complaints related to civil rights. I have established the following reporting policy to ensure that we are best able to respond to any of these needs should they arise in any of ODOT's transportation programs.

If there is a concern/complaint or issue that needs to be brought to my attention, whether internal to ODOT or through our external partners, customers or contractors, I have designated the Title VI Coordinator, Disadvantage Business Enterprise Manager, and the Employee Civil Rights Manager to have direct and unfettered access to contact and/or meet with me. This authority means that under this policy, these designated officials need not obtain any other organizational or managerial approval and will have the full support of my staff to work directly with me to address civil rights matters.

This declaration of designated authority speaks strongly to the high priority that ODOT places on ensuring the rights of those in protected classes, and those that comprise our most vulnerable populations, are not discriminated against in any way. This policy statement is consistent with provisions contained in 23 CFR 200.9(b)(1), 49 CFR 26.25, and 29 CFR 1614.102(b)(4).