



**OFFICE OF CIVIL RIGHTS &  
CERTIFICATION PROGRAM OFFICE  
PRESENT**

***Civil Rights Training for Certified Local Public Agencies***

**November 9, 2018, 9:00 am – 3:00 pm**

ODOT Region 2, Area/District 5 Office  
2080 Laura Street, Springfield OR 97477

**Call-in:** 1-971-256-0759, **Conf.ID:** 554-574-034# **Webinar:** [join.me/ActiveTransportation1](http://join.me/ActiveTransportation1)

**Target Audience:**

- Certified LPA staff (Program Managers and staff, Contract Administration, Procurement, and Consultants who support Certified LPA project delivery);
- ODOT Local Agency Liaisons who work with Certified LPAs;
- FHWA and other Certification User Group stakeholders

**Training Objectives:**

- Provide an overview of all civil rights programs that apply to federal-aid projects.
- Explain and identify ongoing Title VI / Environmental Justice and ADA program submittal requirements.
- Outline the Certified LPA’s responsibilities with respect to goal requests and contract administration of the Disadvantaged Business Enterprise (DBE), On the Job Training (OJT)/Apprenticeship, and Equal Employment Opportunity (EEO) programs.

**Agenda**

Topic	Presenters	Time
<b>Sign-in</b> – Pick up materials, informal networking	-	9:00-9:30 am
<b>Welcome - Introductions</b> <b>Overview and Resources</b> <ul style="list-style-type: none"> <li>▪ Why and how ODOT’s civil rights programs apply to Certified LPAs</li> <li>▪ Programs roles and responsibilities</li> <li>▪ Project / contract administration roles and responsibilities</li> <li>▪ Remember the LAG!</li> </ul>	<b>Tiffany Hamilton,</b> Certification Program Manager	9:30-9:50 am
<b>Title VI / Environmental Justice</b> <ul style="list-style-type: none"> <li>▪ Program Plans – contents, frequency, due dates</li> <li>▪ Annual Accomplishment Reports – contents and due dates</li> <li>▪ Environmental Justice</li> </ul>	<b>Rebecca Downey,</b> Title VI/EJ/ADA Manager <b>Yolonda Garcia,</b> Civil Rights Programs Coordinator	9:50-10:45 am

<b>American with Disabilities Act (ADA)</b> <ul style="list-style-type: none"> <li>▪ ADA Transition Plans</li> </ul>	<b>Rebecca Downey</b> , Title VI/EJ/ADA Manager <b>Yolonda Garcia</b> , Civil Rights Programs Coordinator	10:45-11:00 am
<b>BREAK</b>	-	11:00-11:15 am
<b>Disadvantaged Business Enterprise (DBE)</b> <ul style="list-style-type: none"> <li>▪ Program and policy overview</li> <li>▪ Applicability – Construction and A&amp;E/consultant contracts</li> <li>▪ Contract goal setting and requests</li> <li>▪ Ad, bid, award procedures</li> </ul>	<b>Codi Trudell</b> , DBE Program Manager <b>Susan Kindsvogel</b> , Civil Rights Programs Support Specialist	11:15 am-12:00 pm
<b>BREAK</b>	-	12:00-12:30 pm
<b>DBE Continued - Contract enforcement</b> <ul style="list-style-type: none"> <li>▪ Goal monitoring</li> <li>▪ Commercially Useful Function (CUF) requirements <ul style="list-style-type: none"> <li>○ Workplans</li> <li>○ CUF review</li> <li>○ Trucking logs</li> </ul> </li> <li>▪ Subcontractor payment monitoring <ul style="list-style-type: none"> <li>○ Prompt payment</li> <li>○ Paid Summary Reports (PSRs)</li> </ul> </li> </ul>	<b>Codi Trudell</b> , DBE Program Manager  <b>Susan Kindsvogel</b> , Civil Rights Programs Support Specialist  <b>Paul Joiner</b> , Civil Rights Field Coordinator	12:30-1:15 pm
<b>EEO (Workforce Development Program)</b> <ul style="list-style-type: none"> <li>▪ Overview / policy</li> <li>▪ Applicability - Construction Contracts</li> <li>▪ Reporting requirements (MEURs)</li> </ul>		1:15-1:35 pm
<b>On-the-Job/Apprenticeship Training (OJT)</b> <ul style="list-style-type: none"> <li>▪ Overview / policy</li> <li>▪ Applicability - Construction Contracts</li> <li>▪ Contract goals/hours setting</li> <li>▪ Contract &amp; bid book provisions and forms</li> <li>▪ Contract enforcement <ul style="list-style-type: none"> <li>○ Goal/hours achievement monitoring</li> <li>○ OJT Incentive/Disincentive</li> <li>○ ATARs/TPAR</li> <li>○ MPRs</li> </ul> </li> </ul>		1:35-2:15 pm
<b>All Programs</b> <ul style="list-style-type: none"> <li>▪ Question &amp; Answer Period</li> <li>▪ Closeout - takeaways</li> </ul>	All	2:15-3:00 pm