



## Oregon Department of Transportation

### 2022 Civil Rights Training for Certified Local Public Agencies

#### Welcome!

Welcome to 2022 Civil Rights Training for Certified Local Public Agencies. ODOT Office of Civil Rights and Certification Program Office partner to offer training on civil rights programs and procedures on an annual basis.

#### Purpose and Target Audience

To provide Certified Local Public Agency (LPA) staff with training on key civil rights programs and procedures for federal-aid transportation projects. The target audience is certified LPA staff (including project managers, inspectors, contract administration and procurement staff), consultants and ODOT Local Agency Liaisons and other staff working on delivering federal-aid projects via the Certification Program.



#### Overview

The Spring 2022 training is a self-paced, online training that should be completed by Monday, April 18, 2022. A selection of relevant training videos and resources are linked below.

As the training is self-paced, you can complete the training based on your needs. For example:

- If you are experienced and previously took civil rights training: Challenge yourself by taking the knowledge test first. If you ace the test, great! If not, take note of the topics that challenged you and return to this document to access the training videos and related resources on those areas.
- If you are less experienced or have not previously taken civil rights training: Watch the training videos and review the related resources linked below and then take the knowledge test.

This training is intended to encapsulate the equivalent of a 3.5 - 5-hour training session if you review all the information linked below and take the knowledge test.

Course Content (Training Videos and Resource Documents)

✓ Overview/General Information

*Videos*

- [Overview of FHWA’s Civil Rights Programs for Local Public Agencies](#) (FHWA Federal-aid Essentials, 6-minute video)

*Resource Documents*

- [Office of Civil Rights Forms page](#)
- [LAG](#) Section C, Chapter 8 and resources linked in Section D

✓ Title VI, Americans with Disabilities Act (ADA) and Nondiscrimination

*Videos*

- [Civil Rights Training for Certified LPAs 2021 Session 1](#) (ODOT OCR/CPO video)
  - Watch minutes 59:50-1:11:06
- [Civil Rights Training for Certified LPAs 2021 Session 2](#) (ODOT OCR/CPO video)
  - Watch minutes 2:19-34:08

*Resource Documents*

- [Title VI and Annual Accomplishments Report Guidance](#) (CPO Bulletin 101-47)

✓ Disadvantaged Business Enterprise Program

*Videos*

- [DBE Program Overview](#) (FHWA Federal-aid Essentials, 8-minute video)
- [The DBE Program](#) (ODOT Office of Civil Rights, 12-minute video)
- [Pre-construction and Work Plans](#) (ODOT Office of Civil Rights, 10-minute video)
- [Commercially Useful Function](#) (FHWA Federal-aid Essentials, 7-minute video)
- [Commercially Useful Functions](#) (ODOT Office of Civil Rights, 9-minute video)
- [DBE Trucking](#) (ODOT Office of Civil Rights, 17-minute video)
- [Prompt Payment and Return of Retainage](#) (FHWA Federal-aid Essentials, 8-minute video)
- [Paid Summary Reports and Prompt Payment](#) (ODOT Office of Civil Rights, 5-minute video)
- [Data and Reporting](#) (ODOT Office of Civil Rights, 10-minute video)

*Resource Documents*

- [Companion Guide to DBE Trucking](#) (ODOT Office of Civil Rights)
- [Companion Guide to Reporting](#) (ODOT Office of Civil Rights)
- [Commercially Useful Function & Fraud Awareness](#)
- [FHWA Tips on Evaluating a Commercial Useful Function](#)



- [USDOT DBE Program Best Practices](#)
- [USDOT Official DBE Q&A](#)

✓ Workforce Development

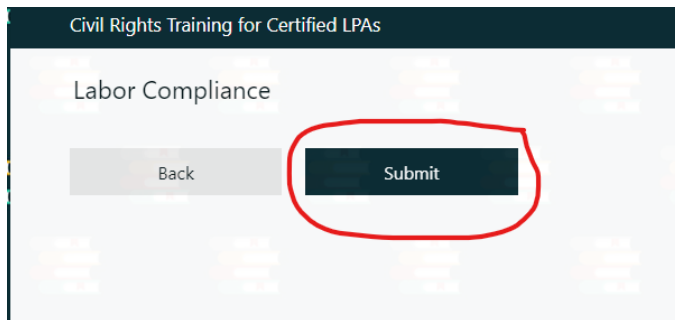
*Videos*

- [Nondiscrimination Requirements on Construction Contracts](#) (FHWA Federal-aid Essentials, 4-minute video)
- [Workforce Programs](#) (ODOT Office of Civil Rights, 10-minute video)

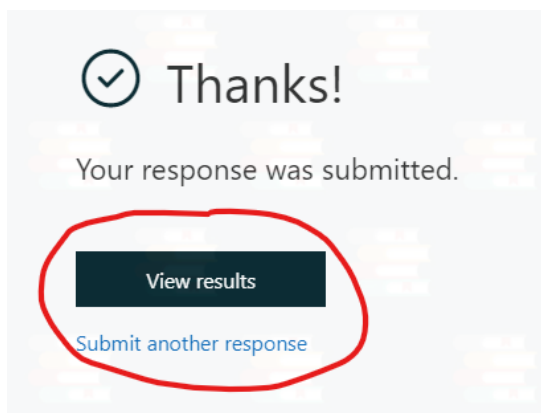
Knowledge Test

**Link to test:** [Civil Rights Training for Certified LPAs Knowledge Test](#)

Use the link above to access the knowledge test. Answer all the questions and click 'submit.'



After you click submit, the next screen will include a button to review your results:



Click the button to review your results. If you answered a question incorrectly, an explanation of why the answer was incorrect will display. Return to this document to review resources related to subject areas you were less familiar with based on your test results.

Each question has a point value between 1 and 3. Questions with higher point values are considered more difficult.

You may take the knowledge test multiple times using the link above.

Contact Information

Do you have questions?

**Training troubleshooting:** email [ODOTCertification@odot.oregon.gov](mailto:ODOTCertification@odot.oregon.gov)

**Questions about Civil Rights programs:** email [OCRInfoRequest@odot.oregon.gov](mailto:OCRInfoRequest@odot.oregon.gov) or contact your agency's currently assigned Office of Civil Rights field coordinator.