**Governor’s Highway Safety Title VI Assessment**

Entity/Agency Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does project contain Federal funding for Personnel? Yes □ No □

If yes, are positions: Full time□ Part time □ Both □

**Title VI Coordinator Information**

* Does the entity have a Title VI Coordinator? Yes □ No □
* Name of Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Has the Title VI Coordinator participated in TDOT Title VI Training? Yes □ No□
* If so, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If not, please contact the Title VI Office and schedule a training session.
* Does the Title VI Coordinator have access to top level administrators? Yes □ No□

**Employee Awareness**

* Have current employees been trained/informed on Title VI? Yes □ No□
* How are current employees trained/informed on Title VI? Yes □ No□
* How are current employees trained/informed on Title VI? Orientation □ Newsletter □ Posters □ Brochures □ Email □ Other□
* Are new employees trained/informed on Title VI before beginning work? Yes□ No□
* How are new employees trained/informed on Title VI? Orientation □ Newsletter □ Posters □ Brochures □ Email □ Other □
* Date of most recent session:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How often is training provided:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Public Involvement Plan**

* Does the Agency have a Public Involvement Plan? Yes □ No□
* Are Title VI posters prominently displayed? Yes □ No□
* Are they in areas where services are provided? Yes □ No□
* Are Title VI posters or program brochures available in languages other than English? Yes □ No□

(If yes, please attach copies of documentation.)

 **Contractors Documentation**

* Is information about Title VI disseminated to your contractors, sub-contractors (Third Party Contracts) Yes □ No□
* How? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Describe contracting opportunities afforded to socially and economically Disadvantaged Business Enterprises (DBEs). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Do all sub/third party contracts contain a Title VI Statement of Compliance? Yes □ No□

 (If yes, please attach copies of documentation.)

**Demographics Documentation**

* Please provide the racial and ethnic demographics of your service area (this information can be obtained at <http://www.census.gov/>).
* Does your service population include ethnic groups representing a 5% safeguard or more of your total population? Yes □ No□

 **Executive Order 13166 Documentation**

* Are you aware of your agency’s obligation to comply with Executive Order 13166 Limited English Proficiency (LEP)?

 Yes □ No□

* Does your organization have a Limited English Proficiency (LEP) plan? Yes □ No□
* How do you ensure persons with LEP can access your services? (Requires a written response)

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

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**Complaints Documentation**

* Does your organization have a written complaint and hearing system for discrimination complaints? Yes □ No□

(If yes, please attach documentation.)

* Does the Title VI Coordinator maintain a log of complaints that is to be retained for a period of 3 (three) years?

Yes □ No□ (If yes, please provide an example of agency’s complaint log.)

* Please list active lawsuits on complaints filed against your agency, naming the grantee which alleged discrimination on the basis of race, color or national origin, within the last 2 (two) years. Include the nature of the complaint and a summary of the findings. (Please attach copies of documentation.)

If none, please indicate so. None□

* Please list any Title VI compliance review(s) received by the agency in the last two years. Include who conducted the review and any findings of non-compliance. (Please attach copies of documentation.)

If none, please indicate so. None□

**Board of Commission Documentation**

* Name of Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Racial Demographics of Board Members (Indicate number):

African-American \_\_\_\_\_\_\_\_\_\_ Asians \_\_\_\_\_\_\_\_\_\_ Caucasians \_\_\_\_\_\_\_\_\_\_ Hispanics \_\_\_\_\_\_\_\_\_\_

Gender (Indicate number): Males\_\_\_\_\_\_\_\_\_\_ Females \_\_\_\_\_\_\_\_\_\_

* If there are no ethnic/minorities serving on the advisory board or commission, what steps are being taken to obtain minority representation? (Please check all that apply)

Posters □ Mail Outs □ Advertisement □ Letters □ Announcements□ Information Packet □ Other □

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(To Be Placed on Sub-Recipient’s Letterhead, signed and returned with completed Governor’s Highway Safety Title VI Assessment.)**

**Sample**

**Sub-Recipient**

**Title VI Assurance**

**Insert Sub-Recipient Name** assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.I. 100.259) 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 from the Tennessee Department of Transportation (TDOT).

**Insert Sub-Recipient Name** further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

In the event **Insert Sub-Recipient Name** distributes Federal Assistance to a consultant, contractor or subcontractor and other participants, **Insert Sub-Recipient Name** will include Title VI language in all written agreements and will monitor the consultant, contractor or sub-contractor and other participants for compliance. The **Insert Sub-Recipient Name** Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 23 CFR 200 and 49 CFR 21.

As required by the contractual agreement, **Insert Sub-Recipient Name** will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs of the Tennessee Department of Transportation (TDOT).

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Administrative Head Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Title VI Coordinator Date**