

APPENDIX B

Title VI Accomplishment Report Template for Metropolitan Planning Organizations

Purpose: This report template is for MPO planning managers to use for reporting on Title VI activities that occurred over the past year, including subrecipient monitoring of contractors and local governments. MPO planning managers send their completed report to the ODOT Title VI Program Manager and the region planning staff each July to be included in the ODOT region Title VI reports, and the subsequent state report for Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). *Planning sections report on Section 4 (Planning) of the Title VI Accomplishment Reports and the ODOT Title VI Program Manager reports on the other sections.*

The following questions are offered as an aid to reviewing and verifying compliance with Title VI requirements:

I. Title VI Plan

State any changes to the approved Title VI Plan during the reporting period. Submit a copy of the MPO Title VI Plan with a new signature when applicable. Note any changes anticipated for the upcoming year.

2. Organization, Staffing, Structure

Describe the Title VI Program reporting structure including the Title VI Coordinator, Executive Director, and support staff. Provide the names, ethnicity, gender, title, and description of duties. Note any changes anticipated for the upcoming year.

3. Complaints

List any Title VI complaints received during the reporting period. Include the basis for the complaint (ethnicity, gender, etc.) and summarize the outcome or resolution. If applicable, include a copy of the investigative report.

4. Planning

A. Monitoring and Review Process:

- *Describe the planning activities that were performed by the MPO.*
- *Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status.*

B. Studies and Plans

- *Were any transportation studies conducted or transportation plans completed during the reporting period that provided data relative to minority persons, neighborhoods, income levels, physical environments, and/or travel habits?*
- *If so, what type of assistance was provided to ensure that Title VI considerations were included in the studies or plans?*

C. Draft TIPs

- *Was a Draft Transportation Improvement Program (TIP) released for public comment during the reporting period?*
- *What efforts were made to notify the public of the draft TIP?*
- *How were public comments solicited (written comments, public hearings, etc.)?*
- *Were public hearings held? If so, how many? What efforts were used to enhance broad citizen participation in the public process?*
- *Provide a summary of any Title VI related concerns that were raised at the hearings. Describe actions taken by the Title VI Coordinator to address these concerns.*

D. Other Public Hearings

- *Were any other public hearings held during the reporting period? If so, how many?*
- *What efforts were used to enhance citizen participation in the hearings?*
- *Were minorities and women, both individually and through their organizations, represented in the citizen participation effort? (CACs, Stakeholder committees, public meeting attendance)*

E. Upcoming Year

- *Describe strategies for the upcoming year, including any significant problem areas.*

5. Consultant Contracts (If applicable)

A. Monitoring and Review Process

- *Briefly describe the process for issuing request for proposals (RFPs) and soliciting consultants.*
- *Describe the actions taken to promote consultants' compliance with Title VI, including monitoring and review processes, and their outcomes or status (e.g. are Title VI requirements included in all contracts and consultant agreements; were contractors and consultants annually reviewed to ensure compliance; are Title VI issues explained to contractors and consultants?).*

B. Consultant Contracts

- *How many consultants have contracts with the MPO? Dollar value of each contract?*
- *How many of these consultants were Disadvantaged Business Enterprises (DBEs)?*

- *What efforts were made to utilize DBE consultants?*
- *See OMWESB [list of certified DBE firms](#) consultants based on the most current information from the [Oregon State Office of Minority and Women's Business Enterprises Web site](#)*
- *How is the list used to increase DBE participation in consultant contracts?*
- *What methods were used during the review period to ensure Title VI related contract agreements were adhered to?*

C. Upcoming Year

- *Describe strategies for the upcoming year, including any significant problem areas.*

6. Education & Training

A. Monitoring and Review Process

- *Describe the actions taken to promote Title VI compliance regarding education and trainings, including monitoring and review processes, and their outcomes or status.*

B. Complaints

- *Were there any civil rights complaints filed with the state concerning training and educational opportunities?*
- *If so, what corrective actions has the state taken? Provide a summary of concerns raised, complaints filed, status, etc.*

C. NHI Training

- *List the National Highway Institute (NHI) sponsored programs attended by MPO staff. Provide a list of participants by job title.*

D. Title VI Training

- *Was any Title VI training information provided by ODOT during the reporting period?*
- *If so, how did the MPO assist ODOT to distribute training program information?*
- *How many participants attended trainings, if applicable? What was the subject of the trainings? Provide the job titles and Title VI roles, if applicable, of attendees.*
- *Were any other civil rights training conducted? If so, what type of training (course content)? Provide a list of participants by job title and Title VI role, if applicable.*

E. Upcoming Year:

- *Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.*

Resources: [ODOT Title VI Program](#), [ODOT Title VI Plan](#), [OTC Public Involvement Policy](#), [LAG Manual](#), [http://www.fta.dot.gov/documents/Title_VI_Circular_2007-04-04_\(FINAL\)_3.doc](http://www.fta.dot.gov/documents/Title_VI_Circular_2007-04-04_(FINAL)_3.doc)