



Title VI Implementation Plan

2024



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Nebraska Department of Transportation Mission

To provide the best possible statewide transportation system for the movement of people and goods.

Nondiscrimination Statement of Policy

In accordance with Title VI of the Civil Rights Act of 1964 and related statutes, the Nebraska Department of Transportation ensures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits or services of, or be otherwise subjected to discrimination in all programs, services, or activities administered by the Nebraska Department of Transportation.



Vicki Kramer
Director
Nebraska Department of Transportation



Date

The United States Department of Transportation (USDOT) Standard Title VI/ Nondiscrimination Assurances
DOT Order No. 1050.2A

The Nebraska Department of Transportation (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration, is subject to and will comply with the following:

Statutory/Regulatory Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);

49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of The Civil Rights Act of 1964*);

28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally-assisted Department of Transportation programs:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Department of Transportation programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The Nebraska Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. The Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
- b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- b. the period during which the Recipient retains ownership or possession of the property.


9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, subrecipients, subgrantees, contractors, subcontractors,

consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Nebraska Department of Transportation also agrees to comply (and require any subrecipients, subgrantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the USDOT access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the USDOT. You must keep records, reports, and submit the material for review upon request to USDOT, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Nebraska Department of Transportation gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under all Department of Transportation programs. This ASSURANCE is binding on the Nebraska Department of Transportation, other recipients, subrecipients, subgrantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in all Department of Transportation programs. The person signing below is authorized to sign this ASSURANCE on behalf of the Recipient.



Vicki Kramer
Director
Nebraska Department of Transportation

December 1, 2023

Date

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Nebraska Department of Transportation (NDOT) will accept title to the lands and maintain the project constructed thereon in accordance with all applicable federal statutes, the Regulations for the Administration of all Department of Transportation programs, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the NDOT all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof. (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto NDOT and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the NDOT, its successors and assignees.

The NDOT, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assignees, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the NDOT will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assignees as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C
CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Nebraska Department of Transportation (NDOT) pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assignees, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, NDOT will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the NDOT will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the NDOT and its assignees.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX D
CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE
ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the Nebraska Department of Transportation (NDOT) pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assignees, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, NDOT will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, NDOT will there upon revert to and vest in and become the absolute property of NDOT and its assignees.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Organization and Staffing of the NDOT Civil Rights Unit

The Department of Transportation has sixteen divisions in headquarters, eight field districts, and the Office of Legal Counsel (Attorney General). While the overall responsibility for the NDOT Title VI program lies with the Director of the agency, daily operations are coordinated through the Civil Rights Section Head, who reports programmatically to the Director and administratively to the Program Management Division Administrator. On matters of importance and need relating to Title VI, the Civil Rights Section Head has immediate and direct access to the NDOT Director. The Civil Rights Section Head appropriately notifies the Program Management Division Administrator of any work taking place within the Civil Rights Unit.

Roles and Responsibilities

Director, Deputy Directors

Sign statement of nondiscrimination and assurances.

Responsible for implementation of the Title VI requirements by providing leadership, guidance, direction, support, and resources for the Title VI program.

Division Heads/District Engineers

Incorporate Title VI nondiscrimination requirements into the appropriate manuals, directives, and policies relating to their respective areas of operations.

Designate staff to work closely with the Civil Rights Section Head (as needed) in the development or execution of procedures to ensure nondiscrimination in NDOT program areas.

Diversity, Equity, and Inclusion Manager (Civil Rights Program Manager)

Oversee and manage NDOT's internal and external Civil Rights Program, including the following areas of civil rights compliance: Americans with Disabilities Act; Disadvantaged Business Enterprise program; Contractor EEO compliance; Internal EEO compliance; and all elements of the Title VI Nondiscrimination Program (Internal/external Title VI compliance, Limited English Proficiency, and Environmental Justice).

Prepare and/or oversee the preparation of memos, reports, publications, program documents, and presentations to meet the requirements of civil rights regulations and NDOT policies. Coordinate updates of all relevant program documents and submit to FHWA for approval when necessary.

Develop and coordinate performance standards related to the NDOT Civil Rights Program.

Investigate or oversee investigation of Title VI, ADA, DBE, EEO, and/or other complaints of discrimination against NDOT or its subrecipients, if the investigation is assigned to the State by FHWA.

Civil Rights Highway Programs Administrator

Prepare and/or oversee the preparation of Environmental Justice and minority population analyses and memos.

Develop and maintain agency EEO Plan; Publicize Plan both internally and externally.

Review and oversee the review of EEO contractor compliance visits. Make determinations of compliance and assign Voluntary Corrective Action Plans as necessary.

Assist NDOT and subrecipients in understanding civil rights requirements and correcting discriminatory practices or policies.

Coordinate and conduct Title VI compliance reviews of NDOT and its subrecipients.

Coordinate and conduct Title VI training for subrecipients.

Provide technical assistance and training to NDOT and subrecipients regarding civil rights issues.

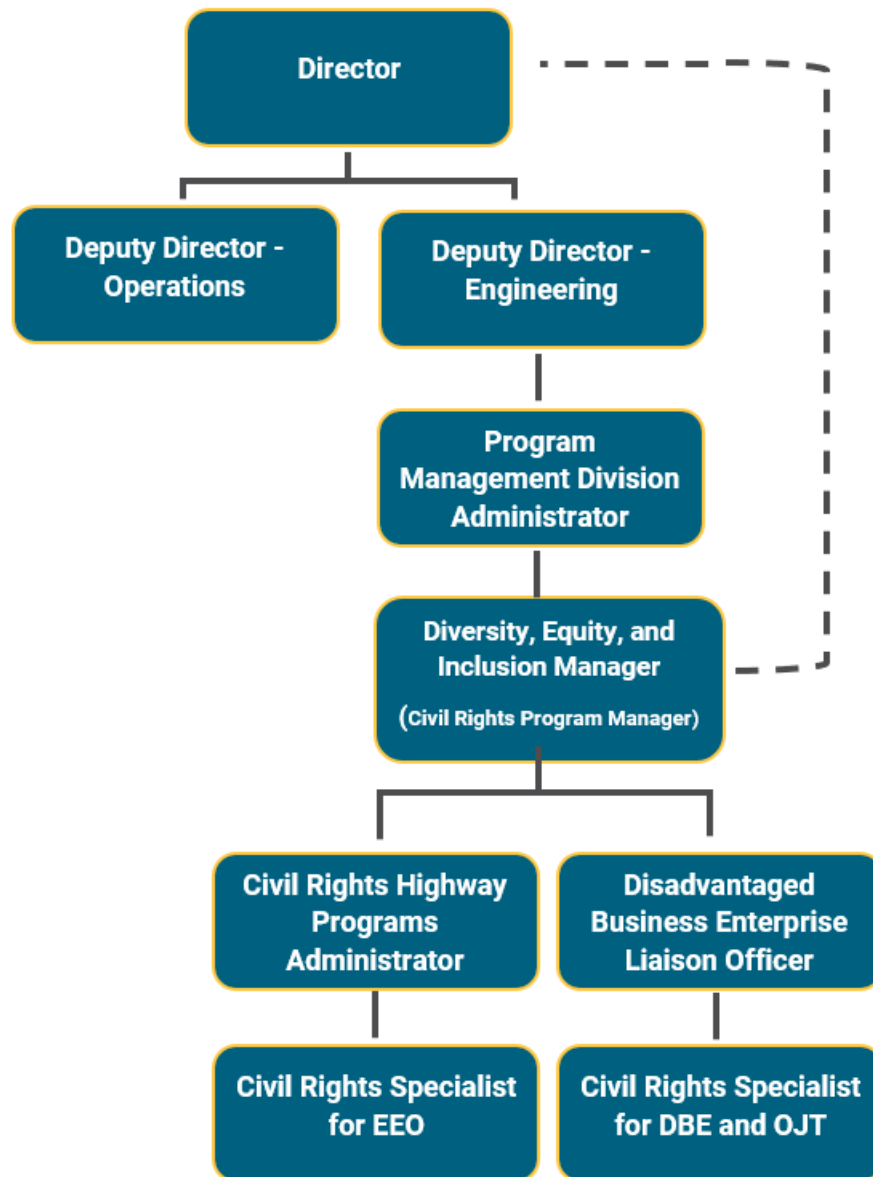
Collect, review, and analyze, or oversee collection, review, and analysis of, statistical data (such as race, color, national origin, and LEP) on participants in and beneficiaries of NDOT programs, activities, and services.

Civil Rights Specialist

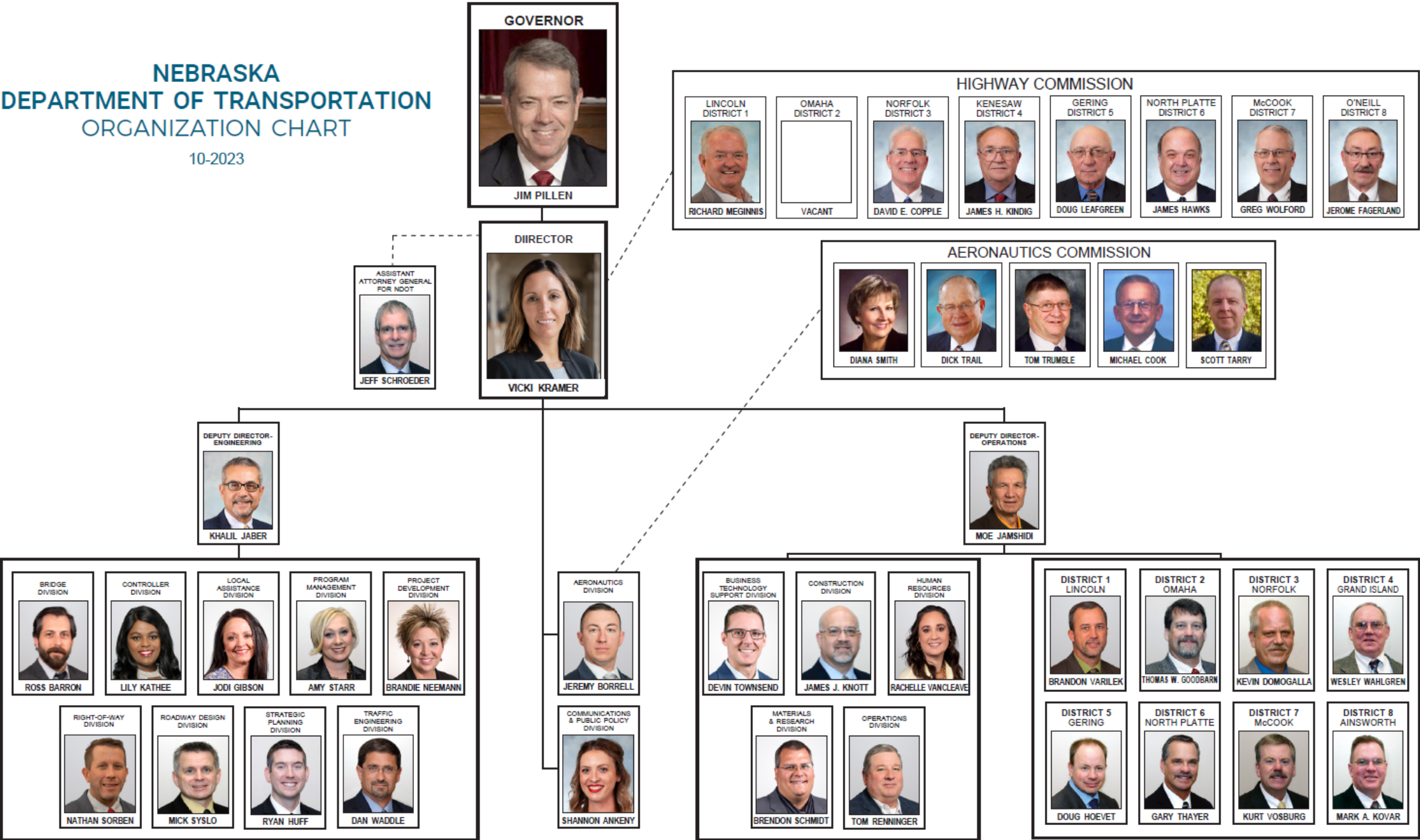
Assists the Civil Rights Highway Programs Administrator in the day-to-day implementation and monitoring of Title VI compliance.

Design, implement, and monitor internal data and reporting systems to measure program effectiveness, including Title VI compliance; Develop strategies for continued efficiency and improvement.

Location of Civil Rights Unit Within NDOT



NEBRASKA
DEPARTMENT OF TRANSPORTATION
ORGANIZATION CHART
10-2023



Internal Program Area Compliance, Data Collection, and Analysis

The Nebraska Department of Transportation is required by 23 CFR 200.9(b)(5) to develop a program to conduct Title VI reviews of program areas. NDOT currently divides its program areas into sixteen divisions, each responsible for a different aspect of either project delivery or daily operations. The duties of some NDOT divisions have a greater nexus with civil rights obligations, and by consequence, these divisions have greater civil rights responsibilities. These divisions are subject to more frequent and rigorous review than others.

What follows are the methods used by the NDOT Civil Rights Office to review the Title VI compliance of Internal Program Areas.

NDOT Civil Rights Office Review of Agency Directives

The NDOT Civil Rights Office reviews many policies and procedures of NDOT Divisions to ensure that they are nondiscriminatory and that they don't conflict with Title VI-related regulations, policies, and procedures. The entire agency is notified via email whenever an NDOT Operating Instruction is updated, and the Civil Rights Office reviews each update for Title VI and other civil rights considerations.

Communication Division

The Communication Division is tasked with the preparation and distribution of Departmental information to the public, the maintenance of the NDOT website, and the planning, scheduling, and conducting of public meetings and hearings.

The NDOT Civil Rights Office has contact with the NDOT Communication Division Public Involvement Team regularly to discuss Title VI, Environmental Justice, and Limited English Proficiency requirements for public outreach during the development of NDOT projects.

A process is currently in place to ensure that the Civil Rights Office completes an Environmental Justice review, including Title VI considerations of every transportation project. The NDOT Public Involvement Team receives a document from the Civil Rights Office describing the demographic data in the project area, the required public outreach enhancements, and recommendations for community resources to aid in information dissemination. The review also consists of a LEP 4-Factor Analysis. In this way, the Civil Rights Office ensures that the Communication Division has the information needed, and in a timely manner, to adequately prepare for enhanced outreach to protected populations. The Public Involvement Manager, Public Involvement Specialists, Civil Rights Highway Programs Administrator, and the Civil Rights Section Head commonly meet, both formally and informally, to discuss public outreach with regards to civil rights issues.

In circumstances where enhanced public outreach has occurred as a result of a protected population in a project area, the NDOT Civil Rights Office has direct network access to public hearing and public meeting reports, and other public involvement documents, in order to review the attendees of public meetings, any translated materials, pre-meeting outreach to community contacts, and/or other population-specific outreach efforts.

In 2022, the NDOT Public Involvement Team began collecting feedback on public involvement materials using online and in person surveys (see Documents Appendix). Online surveys are linked to specific NDOT construction projects and can be accessed through a project's public information webpage. Identical surveys are also used at project-specific public involvement meetings. These surveys allow

members of the public to give feedback on the public involvement information they have received, and to state which types of public involvement they prefer. Additionally, members of the public are given the opportunity to report their demographic (race and/or ethnicity, age) and home zip code information. The NDOT Civil Rights Office has received initial data for 2023 and has begun reviewing this data for monitoring purposes. NDOT will begin to develop a standardized baseline Title VI analysis procedure to assess impacts of Public Involvement activities. As of October 2023, the dashboard built to display the data for analysis is being repaired after system updates caused failure. NDOT will establish reporting requirements of the Communications Division to the Civil Rights Office.

During a review of current procedures, it was identified that Title VI brochures were not being provided at NDOT public meetings. The NDOT Civil Rights Office has verified that the brochures have current contact information and provided these to the Communications Division for regular use. The Civil Rights Office will conduct spot checks to monitor that these brochures are being used at public meetings.

NDOT will continue to improve documented monitoring deliverables to support its oversight efforts of Title VI compliance of federally-funded programs. The Civil Rights Office will establish a schedule for conducting reviews of the Title VI demographic data for Title VI disparate impacts.

Construction Division

The Construction Division is responsible for advertising, letting, awarding, and administering all construction activities, as well as coordinating construction activities with the FHWA.

The NDOT Civil Rights Office will annually review a sample of NDOT construction contracts to ensure that the Construction Division includes all the necessary Title VI Assurance contract provisions in all federal aid construction contracts executed in accordance with DOT Order 1050.2A. The Construction Division may be subject to a more thorough civil rights review in response to a complaint or other disparity.

NDOT will work towards conducting an assessment of other potential activities of this program area that could have a disparate impact on the public.

Project Development Division

The NDOT Project Development Division is responsible for planning and location studies, agreements and consultant services, project scoping and utilities services, and, most importantly in the context of Title VI and civil rights compliance, the creation of environmental documents under the National Environmental Policy Act.

The Civil Rights Office currently reviews each state and local federal-aid project for Title VI, Environmental Justice, and Limited English Proficiency concerns during project delivery by collecting and analyzing demographic data at the block-group level for each project site. Data that is always collected includes: data on race and ethnicity, income level, and ability to speak the English language. The [NDOT Environmental Justice Process](#) is available on the NDOT website.

The Civil Rights Office will maintain on-going coordination with the Agreements section. The Civil Rights Office will ensure Title VI contract compliance in accordance with DOT Order 1050.2A by conducting a review of sample contracts on an annual basis. In addition, NDOT will work towards developing an assessment to determine if data should be collected and analyzed for professional services (agreements and consultant services) and to monitor for potential disparate impacts.

Program Management Division

The Civil Rights Unit of NDOT is located within the Program Management Division. The Civil Rights Office is responsible for setting the DBE program triennial goal, which requires public involvement/stakeholder

meetings. Demographic data (race and/or ethnicity, age,) is collected as part of the public engagement process.

The NDOT Program Management Division is responsible for developing and managing the one- and five-year highway construction program. It is also responsible for transportation project delivery and construction fund management. The NDOT Civil Rights Office coordinates with the Program Management Division for Title VI considerations as it relates to the Justice40 Initiative covered formula and discretionary programs intended to ensure transportation benefits reach communities most in need and addresses gaps in transportation infrastructure and public services in disadvantaged communities. NDOT has included the Transportation Disadvantaged Census tracts geospatial data to be reviewed with the NDOT construction program.

The Civil Rights Office will establish a method to analyze the data and establish a schedule for conducting reviews of the Title VI demographic data for Title VI disparate impacts.

Local Assistance Division

The Civil Rights Office coordinates with the Local Assistance Division to ensure Title VI Assurances are received from federal-aid subrecipients.

Strategic Planning Division

The NDOT Strategic Planning Division is responsible for implementing NDOT's Carbon Reduction Plan. The Civil Rights Office will coordinate with the Strategic Planning Division for Title VI considerations. The Civil Rights Office reviewed the existing Carbon Reduction Plan and confirmed that demographic data (age, race) was collected as part of the public engagement. The results of this review are included in the 2024 NDOT Title VI Accomplishments Report. NDOT will coordinate with the Strategic Planning Division to ensure demographic (race/ethnicity) is collected during any future public engagement.

Right-of-Way Division

The NDOT Right-of-Way (ROW) Division is responsible for activities which include negotiating for and closing the purchase of real estate needed by NDOT, making and reviewing appraisals, establishing the value of land and interests in land, and providing relocation assistance payments and services to those displaced by the NDOT. The NDOT Civil Rights Office is particularly interested in reviewing information pertaining to the relocation services provided by the ROW Division in order to ensure compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the Uniform Act). Projected displacements are used in the selection of project alternatives during the design process.

The ROW Division maintains a comprehensive manual of procedures. The sections of this manual closely tracks the language used in 49 CFR 24, the implementing regulations for the Uniform Act. In addition, the manual contains discussion of various civil rights regulations applicable to the right of way process. New employees in the ROW Division are trained from this manual, and the provisions of the ROW Manual are followed in all business of the Division. The NDOT Civil Rights Office reviews changes/updates to the ROW Manual for Title VI considerations. The ROW Division collects data on all acquisitions, including the property owner's race, gender, and other demographic data, through the use of a voluntary questionnaire. This data is entered into a database accessible by the ROW Division and a report can be generated for review by others.

In order to review civil rights compliance in the ROW Division, the NDOT Civil Rights Office addresses an annual questionnaire to the ROW Division Manager, or their designee. The questionnaire regularly seeks information on a few key points:

- Have there been any revisions to the Right of Way Manual?
- Has training on the procedures in the Right of Way Manual been provided in the past six months? If yes, to whom?

- Have there been any relocations in the past six months? If yes, please provide demographic data for those persons relocated.

The Civil Rights Office will establish a schedule for conducting reviews of the Title VI demographic data for Title VI disparate impacts.

Traffic Engineering Division

The NDOT Traffic Engineering Division is responsible for delivering the HSIP program. 23 CFR 200.9(b)(4)(5)(6) requires the State DOTs to develop procedures for the collection and analysis of statistical data (race, color, sex, and national origin) of participants and beneficiaries of State highway programs.

NDOT has developed a process to collect demographic data (race, color, sex, and national origin) from its training and outreach initiatives funded by HSIP as a method to ensure such training, outreach, and participation efforts are equitable. NDOT conducted a Title VI equity review of the construction projects programmed for HSIP funding in the next four years. The results of this review are included in the 2024 NDOT Title VI Accomplishments Report.

The Civil Rights Office will establish a schedule for conducting reviews of the Title VI demographic data for Title VI disparities in training, outreach, and participation.

Correcting Internal NDOT Program Area Deficiencies

NDOT will establish a schedule to conduct program reviews as cited in this plan.

Identified deficiencies will be corrected in the following manner:

The NDOT Civil Rights Office will prepare an overview of the potential deficiency, including a summary of the deficiency and of the governing regulation, policy, or guidance. The NDOT Civil Rights Office will inform the Program Management Division Head.

The NDOT Civil Rights Office will approach the program area in which the potential deficiency has been discovered, with documentation, at the lowest reasonable level necessary to correct the deficiency. In most cases, the deficiency will likely be explained or resolved at this level.

In the event the deficiency cannot be resolved at the Civil Rights Office level, or the existence of a deficiency is in dispute, the NDOT Civil Rights Office, in consultation with the Program Management Division Head, will continue to elevate the matter up the chain of command until it is either satisfactorily shown not be a deficiency, or is corrected.

The NDOT Civil Rights Office will document the process and result for inclusion in the annual Work Plan and Accomplishment Report to FHWA.

Subrecipient Compliance

23 CFR 200.9(b)(7) requires State Transportation Agencies to conduct Title VI reviews of cities, counties, consultant contractors, suppliers, universities, colleges, planning agencies, and other recipients of Federal-aid highway funds. In a year when a subrecipient is not subject to a Desk Review, the subrecipient must complete a Title VI Annual Update and Accomplishment Report and return it to the NDOT Civil Rights Office by July 31 (see Documents Appendix). The Civil Rights Office compiles a report on any changes, trends, or deficiencies noted in the Annual Reports for inclusion in the NDOT's Title VI Annual Accomplishment Report and work plan.

The NDOT conducts desk reviews on an ongoing basis of subrecipients that have requested Federal-aid highway funds. To ensure that the same few subrecipients that receive the bulk of federal aid through NDOT are not reviewed every year, the Civil Rights Office does not review individual subrecipients more frequently than every 4 years unless complaints or other disparities in a specific subrecipient prompt more frequent review. As part of the desk review, the Civil Rights Office sends a Title VI LPA Compliance Questionnaire (see Documents Appendix) to subrecipients to complete and return for NDOT review. NDOT desk reviews focus on subrecipient compliance with Title VI of the Civil Rights Act of 1964 and related regulations/ guidance. A list of subrecipients with active contracts is included in the Documents Appendix.

Desk Review

When a subrecipient submits an NDOT-530 form, requesting the use of federal financial assistance, a Civil Rights Compliance Questionnaire is mailed to the sub-recipient to complete and return to NDOT. Completed and returned Questionnaires are reviewed for compliance by the NDOT Highway Civil Office, and a follow-up letter is mailed to the subrecipient to request further information, note deficiencies, and/or advise of the subrecipient's compliance status.

Subrecipients are given one month to complete and return the Questionnaire. If the Questionnaire has not been completed in the time allowed, the NDOT Civil Rights Office will attempt to follow up with the subrecipient. If follow-up communications fail to elicit a response, the NDOT Civil Rights Office examines the subrecipient's compliance based solely on information already on file with NDOT (if any).

The NDOT Civil Rights Office works with the subrecipients to correct any deficiencies. In the past, this work has primarily taken the form of technical assistance visits and provision of templates and example documents. Regular contact is maintained with subrecipients during the review process.

Desk Review with On-Site Review

When desk reviews have supplied insufficient information, or when a subrecipient has failed, after repeated attempts at contact, to acknowledge the desk review or to make compliance progress, the NDOT Civil Rights Office may initiate the process of an On-Site Review. On-Site Reviews will be conducted by NDOT's Civil Rights Section Head and/or Highway Civil Rights Specialist.

Notification of an On-Site Review will be sent to the subrecipient no sooner than two weeks prior to the date of the review. Notification will include, at minimum, the reason for and scope of the On-Site Review; applicable regulations and NDOT policy; a selection of at least 3 dates for the Review (in order to allow for conflicts in the subrecipient's schedule); and contact information for the NDOT Civil Rights Office.

On-Site Reviews may consist of:

- A training segment, during which time the Title VI responsibilities of NDOT subrecipients will be presented and explained. Title VI regulations will be examined, and tools for coming into compliance will be presented to the subrecipient (sample plans, templates, etc.).
- A review of the subrecipient's Title VI documents, if any, are completed.
- A review of the subrecipient's Limited English Proficiency provisions, if any, in order to illustrate the need for a well-reasoned four-factor LEP analysis and plan of action.

Additional areas may need inspection depending on the specific circumstances of the subrecipient. Any additional items will be listed in the On-Site Review Notification letter in the discussion about the scope of the On-Site Review.

Reports

The results of either a Desk Review or a Desk Review with On-Site Review will be captured in a Subrecipient Review Report. At minimum, the report shall include:

- A summary of key events and communications during the Desk Review or Desk Review with On-Site Review;
- Copies of all civil rights documentation on file for the subrecipient; and
- A description of any corrective actions needed.

Subrecipient Review Reports will be kept on file until the subrecipient is next reviewed and the materials are superseded.

Non-Compliance

The NDOT shall, to the fullest extent practicable, seek the cooperation and voluntary compliance of subrecipients with regard to the responsibilities of the Title VI Program. NDOT shall provide assistance and guidance to subrecipient to help them comply voluntarily.

The NDOT will try to mirror, where possible, the following US Department of Transportation procedures: 49 CFR 21.13(a) states, with regard to federal agencies under the authority of the US Department of Transportation, that:

- (a) *General.* If there appears to be a failure or threatened failure to comply with this part, and if the noncompliance or threatened noncompliance cannot be corrected by informal means, compliance with this part may be affected by the suspension or termination of or refusal to grant or to continue Federal financial assistance or by any other means authorized by law. Such other means may include, but are not limited to: (1) A reference to the Department of Justice with a recommendation that appropriate proceedings be brought to enforce any rights of the United States under any law of the United States (including other titles of the Act), or any assurance or other contractual undertaking, and (2) any applicable proceeding under State or local law.

In the event of non-compliance by a subrecipient that cannot be resolved through voluntary or informal means, NDOT will refer the matter to FHWA.

Data Collection – Reporting - Analysis

23 CFR 200.9(b)(4) requires the Nebraska Department of Transportation to develop procedures for the collection of statistical data (race, color, and national origin) of participants in, and beneficiaries of State highway programs, i.e., relocatees, impacted public and affected communities.

NDOT will continue to assess its federally-funded programs to ensure that procedures are fully implemented to collect and analyze data and conduct program reviews to determine potential disparate impacts and or determine Title VI compliance. A risk-based assessment/schedule to conduct program reviews will also be developed, as not every program area is required to be reviewed each year. NDOT's progress in data collection, analysis, and review procedures will be documented NDOT's Title VI Annual Goals and Accomplishment reporting due to the Division December 1st. Additionally, all established processes, when implemented will be documented within NDOT's Title VI Implementation Plan.

Training

The Workforce Development Section of the Nebraska Department of Transportation is within the Human Resources Division. This office is responsible for the overall administration, development, and implementation of the Employee and Leadership Development programs. Title VI training for subrecipients is held annually, as well as being available through the NDOT website. The [NDOT Civil](#)

[Rights website](#) also provides links to FHWA Title VI Training and Technical Assistance.

The Civil Rights Highway Programs Administrator will work with the Human Resources Workforce Development team to coordinate and provide training to NDOT employees pertaining to Title VI compliance:

- Identify courses necessary for all employees to support the Title VI programs throughout the agency, including Limited English Proficiency.
- Develop courses appropriate for the Title VI education of NDOT employees.
- Provide training on Title VI topics on an annual basis by the use of on-line resources, as well as possible classroom training. Ensure all employees have equal access to training courses.
- NDOT may use tools such as emails and newsletters to provide ongoing information regarding the Title VI program.

The Civil Rights Highway Programs Administrator has provided and will continue to provide training through informal meetings and discussion with NDOT staff regarding LEP requirements, and Title VI data collection and reporting efforts within NDOT programs and divisions. Training to NDOT staff is also provided through presentations throughout the year. NDOT will review options for Title VI training through the FHWA Resource Center or NHI courses.

The Civil Rights Highway Programs Administrator provides training to subrecipients and other interested parties (local public agencies, contractors, consultants, etc.) in the following manner:

- Subrecipients and other interested parties are provided with annual classroom or virtual training opportunities. Training completions will be tracked and recorded.
- The NDOT Civil Rights Highway Programs Administrator or designee is available to conduct specific training relating to the Title VI program on request from a subrecipient or other interested party. Training completion will be tracked and recorded.
- NDOT may use tools such as emails and newsletters to provide ongoing information regarding the Title VI program.

Complaint Procedures

The Nebraska Department of Transportation is required, under 23 CFR 200.9(b)(3), to develop procedures for prompt processing and disposition of Title VI complaints received directly by the State and not by FHWA. The following complaint procedures are patterned after the Federal Highway Administration's [Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964](#). Internal civil rights complaint procedures are found in the NDOT Equal Employment Opportunity Plan.

All FHWA-related Title VI complaints filed against NDOT or its subrecipients are forwarded to FHWA Division Office for processing. Along with the complaint, NDOT will submit to FHWA a log of all important dates relevant to the complaint, including, but not limited to, the date that the complaint was filed and the dates of all correspondence with complainant or respondent. NDOT will review all complaints for non-FHWA-funded programs.

FHWA has delegated authority for making all final decisions for Title VI complaints. If FHWA delegates an investigation to NDOT, a copy of the complaint, together with a copy of NDOT's report of investigation will be forwarded to the FHWA division office within 60 days of the date the complaint was received by NDOT. FHWA actions might then include dismissing the complaint, conducting additional investigation, and/or

issuing a Letter of Finding.

Persons Eligible to File

Any person or any specific class of persons, by themselves or by a representative, that believe they have been subjected to discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964 (Title VI) and related statutes may file a complaint.

Complaint Substance and Format

A complaint is a written or electronic statement concerning an allegation of discrimination that contains a request for the receiving office to take action. Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. NDOT has developed a Complaint Form (see Documents Appendix) and made it available on the NDOT [website](#).

A complaint must contain at least the following information:

- The complainant's name and a way to contact the complainant;
- A written explanation of what has happened;
- The basis of the complaint, e.g., race, color, national origin;
- The identification of the respondent, e.g., agency/organization alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred; and,
- The date(s) of the alleged discriminatory act(s)

While the above indicates a complaint should be in writing and signed, NDOT will accept complaints in alternate formats from persons with disabilities, upon request. For example, the complaint may be filed on a computer disk, by audio tape, or in Braille, or the complainant may call the agency and provide the allegations by telephone. The agency will transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for signature. Complaints in languages other than English will be translated and responded to in the language in which they were written.

The following are examples of items that are not considered complaints, unless the item contains a signed cover letter specifically asking that NDOT take action concerning the allegations:

- An anonymous complaint;
- Inquiries seeking advice or information;
- Courtesy copies of court pleadings;
- Courtesy copies of complaints addressed to other local, State, or Federal agencies;
- Newspaper articles; and,
- Courtesy copies of internal grievances.

Timeframe for Filing Complaints

Complaints must be filed within 180 days of the last date of the alleged discrimination. The filing date of the complaint is the earlier of: (1) the postmark of the complaint, or (2) the date the complaint is received by any office authorized to receive complaints.

An extension may be granted by FHWA under any of the following circumstances:

- The complainant could not reasonably be expected to know the act was discriminatory within the 180- day period, and the complaint was filed within 60 days after the complainant became aware of the alleged discrimination;
- The complainant was unable to file a complaint because of incapacitating illness or other incapacitating circumstances during the 180-day period, and the complaint was filed within 60 days after the period of incapacitation ended;

- The complainant filed a complaint alleging the same discriminatory conduct within the 180-day period with another Federal, State or local civil rights enforcement agency, and filed a complaint with DOT within 60 days after the other agency had completed its investigation or notified the complainant that it would take no further action;
- The complainant filed, within the 180-day period, an internal grievance alleging the same discriminatory conduct that is the subject of the DOT complaint, and the complaint is filed no later than 60 days after the internal grievance is concluded;
- Unique circumstances generated by DOT action have adversely affected the complainant; or
- The discriminatory act is of a continuing nature.

Some complaints will be referred to NDOT by other agencies. In the event the referring agency has possessed the complaint for an inordinately long period of time and the complainant filed his or her complaint with that agency within the 180-day timeframe NDOT will automatically grant an extension.

Processing and Investigating Complaints

Upon initial receipt, a complaint will always be date stamped by the receiving office, or the date of receipt will otherwise be recorded. The date of receipt by the receiving office is crucial for determining timeliness.

The complaint will be reviewed within 10 calendars days of receipt to determine whether it contains the necessary information required for acceptance. If no additional information is needed, the complainant will be sent a letter of acceptance. Complaints should include as much background information as possible about the alleged acts of discrimination. If additional information is needed, the complainant will be contacted in writing or by telephone to obtain the additional information. The complainant will be given 15 calendars days to respond to the request for additional information. A request for information will be mailed to the respondent, along with a copy of the complaint, upon acceptance of the complaint.

If FHWA delegates the investigation to NDOT, the investigation will be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues. The standard of proof applied in making a determination of noncompliance will be one of preponderance of evidence. The preponderance of evidence as a standard of proof in civil cases is evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it.

An investigative report will be maintained which documents activity related to the complaint. The investigative report will contain, at minimum:

- The identity of each complainant and each respondent, including contact information;
- The nature and basis of the complaint;
- Copies of all requests for information, along with responses to the requests;
- A log of all important dates relevant to the complaint, including, but not limited to, the date that the complaint was filed, the dates of all correspondence with complainant or respondent, the dates of all interviews with complainant or respondent, and the date of the disposition (or the date that the complaint was forwarded to FHWA for further action);
- The disposition and/or recommendations for action; and
- Other pertinent information.

If FHWA has delegated the investigation to NDOT, the NDOT Civil Rights Office will complete investigations of Title VI complaints within 60 days, at which time a copy of the complaint, together with a copy of NDOT's report of investigation and recommendation for action, will be forwarded to the FHWA division office as required by regulation.

Dismissal of a Complaint

The FHWA has delegated authority for dismissing Title VI complaints. If FHWA has delegated an investigation to NDOT, a complaint may be dismissed by NDOT for the following reasons:

- The complaint is untimely filed;
- The complainant fails to respond to repeated requests for additional information needed to process the complaint;
- The complainant cannot be located after reasonable attempts;
- There is no statutory or alleged basis for the complaint, NDOT and/or FHWA lack jurisdiction in the matter, or the complainant does not allege any harm with regard to current programs or statutes;
- The complaint has been investigated by another agency and the resolution of the complaint meets USDOT/FHWA regulatory standards; e.g., all allegations were investigated, appropriate legal standards were applied, and any remedies secured meet USDOT's standards;
- NDOT obtains credible information at any time indicating that the allegations raised by the complainant have been resolved or are moot and there are no class-wide allegations or implications. In such a case, NDOT will attempt to ascertain the apparent resolution. If NDOT determines that there are no current allegations appropriate for further complaint resolution, the complaint will be closed;
- The complainant decides to withdraw the complaint;
- The same complaint allegations have been filed with another Federal, State, or local agency, or through a respondent's internal grievance procedures, including due process proceedings, and NDOT anticipates that the respondent will provide the complainant with a comparable resolution process under comparable legal standards; e.g., all allegations were investigated, appropriate legal standards were applied, and any remedies secured meet USDOT's standards;
- A complaint, because of its scope, may require extraordinary resources. In such instances, NDOT may consider treating such a complaint as a compliance review. Similarly, a compliance review may be the most effective means of addressing multiple individual complaints against the same respondent. If NDOT selects this option, it should discuss the decision with the complainant(s), close the complaint, and initiate the review as soon as possible. NDOT should provide the complainant(s) with a copy of the resolution documents upon completion of the compliance review.

Contact Information

Complaint forms are available on the NDOT website or by contacting the NDOT Civil Rights Office. Complaints and substantiating information should be sent to:

Nebraska Department of Transportation
Kimberly Baker, DEI Manager
1500 Nebraska Parkway
PO Box 94759
Lincoln, NE 68509-4759
402-479-4544
ndot.civilrights@nebraska.gov

Complaints may also be filed directly to FHWA. Complaints may be filed via US Mail, or by contacting the FHWA Office of Civil Rights at 202-366-0693 or via email at: FHWA.TitleVIcomplaints@dot.gov or FHWA.ADAcomplaints@dot.gov to request a hardcopy and send it to:

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey
Avenue, SE 8th Floor
E81-105 Washington, DC
20590

Dissemination of Title VI Information

The following Title VI information is available to the general public and, where appropriate, in languages other than English on NDOT's website:

- Title VI informational brochures in both [English](#) and [Spanish](#) are available on NDOT's website.
- Title VI informational brochures in both English and Spanish are available at public meetings.
- [Title VI Implementation Plan](#)
- [Title VI Discrimination Complaint Form](#)
- [NDOT Limited English Proficiency Plan](#)
- [NDOT Public Involvement Procedures](#)
- NDOT's Nondiscrimination Statement of Policy

The NDOT Civil Rights Office will work towards identifying other options for disseminating Title VI information as part of its regular business practice.

Compliance With Executive Order 13166

Improving Access to Services for Persons with Limited English Proficiency

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, requires each Federal agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Each Federal agency is also directed to work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries. In certain circumstances, a failure to ensure that LEP persons can effectively participate in or benefit from federally assisted programs and activities may violate the prohibition against national origin discrimination under Title VI of the Civil Rights Act of 1964.

For complete information on the Nebraska Department of Transportation's compliance with Executive Order 13166, please see the [NDOT Limited English Proficiency Plan](#).

Document Appendix: Table of Contents

NDOT Public Involvement Survey

Title VI Annual Update and Accomplishment Report Template

Title VI LPA Compliance Questionnaire

Subrecipients with Active Contracts

NDOT Title VI Discrimination Complaint Form

YOUR INPUT IN HIGHWAY PLANNING MATTERS!

How can we best reach out to get your feedback on how transportation impacts you and your community?

Was the information you were provided helpful for understanding the project?

- ☐ Yes
- ☐ No

What interests you about this project?

(Select all that apply)

- ☐ Safety
- ☐ Traffic
- ☐ Property Impacts
- ☐ Construction Impacts/Phasing
- ☐ Environmental

How did you learn about this project?

(Select all that apply)

- ☐ Mail
- ☐ In-person public meeting
- ☐ Signage on roadside
- ☐ Radio
- ☐ Newspaper
- ☐ Social media
- ☐ NDOT website
- ☐ Friend/Family
- ☐ Other

Were you able to effectively comment on this project?

- ☐ Strongly disagree
- ☐ Disagree
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

Please provide recommendations for what would improve your ability to effectively comment on future projects.

(Select all that apply)

- ☐ Virtual meeting
 - ☐ In-person public meeting
 - ☐ Additional date/times
 - ☐ Other (specify)
-

Which format(s) do you prefer to be notified regarding future projects in your area?

(Select all that apply)

- ☐ Mail
 - ☐ In-person public meeting
 - ☐ Virtual meeting
 - ☐ Signage on roadside
 - ☐ Radio
 - ☐ Newspaper
 - ☐ Social media
 - ☐ NDOT website
 - ☐ Other (specify)
-

DEMOGRAPHIC INFORMATION

What is your zip code? (Required)

Choose your age group.

- ☐ Under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65 or above

What is your race and/or ethnicity?

- ☐ White, Non-Hispanic/Latino
- ☐ Black/African American
- ☐ Asian
- ☐ American Indian and/or Alaskan Native
- ☐ Native Hawaiian and/or Other Pacific Islander
- ☐ Hispanic/Latino of any race
- ☐ Prefer not to answer

NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

C.N.

Title VI Annual Update and Accomplishment Report

(LOCAL PUBLIC AGENCY)

JULY 31, 20__

FOR REPORTING PERIOD OF: JULY 1, 20__ TO JUNE 30, 20__

This reporting format will be used for reporting Title VI activities of Local Public Agencies (LPA). The Annual Report is to be submitted by July 31 each year to the NDOT Civil Rights Office. Email the completed report to ndot.civilrights@nebraska.gov

I. POLICY STATEMENT

- A. Describe any changes to your approved policy statement that have resulted from changes in the legislation, local ordinances, etc., or a change in Board. Submit a copy of the policy statement with approved signature.

II. ORGANIZATION, STAFFING, STRUCTURE

- A. Report any changes in the organizational structure since the last reporting period.
Example: New Title VI Coordinator, new planning, or public works directors etc.
- B. Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff. If no changes have been made, please indicate that accordingly.

III. DEMOGRAPHICS

Using the most current data available (through Census or Nebraska State Office of Financial Management), describe the demographics within your jurisdiction.

- A. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.
- B. How was the information utilized or Title VI provisions and needs applied in each study or activity?

IV. COMPLAINTS

- A. Identify Title VI complaints filed, if any. Provide a summary of each with basis, status, actions proposed, and actions taken.
- B. This includes complaints from each of the Program Areas (if applicable): Planning, Project Development, Design, Right-of-Way, Construction, and Research.

V. ACCOMPLISHMENT REPORT FOR EACH PROGRAM AREA

- A. Public Outreach Activities: List any Public outreach activities during the reporting period such as public announcements and/or communications for meetings, hearings, project notices. Include the following:

1. How were special language needs assessed? List the special language needs assessments conducted.
 2. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publications)
 3. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.
 4. List any costs incurred for translations and interpreters for each activity.
- B. Executed Contracts: List all the transportation related contracts, (Federal and others), that were executed during the reporting period.
1. Other than advertising in your local legal publication, what outreach was made to the Disadvantaged/Minority/Women-Owned Business Enterprise (DMWBE) firms that a contracting opportunity existed within your agency?
 2. Is there a Title VI Non-Discrimination statement included in all contracts & public notices?
 3. How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?
- C. Impacts on Minority & Low-Income: Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations i.e. impacts such as displacements, increased noise, bisecting neighborhoods, etc.
1. Note how impacts were minimized/mitigated.
 2. Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.
- D. Right-of-Way: If Right-of-Way has been acquired for a transportation project:
1. Identify the number of minority, low-income, elderly, and disabled persons affected.
 2. Describe the efforts that were made to address Limited English Proficiency issues (including use of translators, outreach efforts for each reported activity).
 3. Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance and payments. What actions were taken to resolve those issues?

VI. EDUCATION AND TRAINING

- A. Identify agency staff responsible for training.
- B. Describe Title VI training, if any, that was provided, and how many participants attended, their titles, etc.
- C. Describe participation in any other kind of civil rights training.

VII. AMERICANS WITH DISABILITIES ACT, TITLE II

Local Agencies with 50 or more employees are required by Title II to develop and implement an ADA Transition Plan.

- A. Summarize progress towards meeting the Plan's schedule of ADA corrections.
- B. If you have 50 or more employees, provide the name of the individual who will be serving as the ADA coordinator for the next year.
- C. How do you provide notice to the public the name and contact information for your ADA Coordinator?
- D. What process is available so that a member of the public can request an accommodation (for meetings and in the public Right-of-Way)?

LPA Compliance Questionnaire

Title VI
Limited English Proficiency
Americans with Disabilities Act/Section 504

Nebraska Department of Transportation

Name of Local Public Agency: _____

Date of Completion: _____

Questionnaire Completed By: (*please include title and contact information*)

Number of Employees: (*Full-time and Part-time*) _____

This assessment is designed to assist NDOT in determining compliance with the requirements of FHWA's Title VI Program. Please mail or email the completed questionnaire with attachments, by no later than _____.

NDOT Civil Rights Office
PO Box 94759
Lincoln, NE 68509-4759
(402) 479-4544
ndot.civilrights@nebraska.gov

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964, amendments and related laws state that recipients of federal-aid highway funds cannot discriminate on the basis of race, color, age, disability, gender, national origin, or low income.

The Nebraska Department of Transportation (NDOT) receives federal funds, and in turn the Local Public Agencies (LPAs) receives funds from NDOT. This makes the LPAs a Sub-recipient of federal funds and responsible for including and implementing Title VI requirements in all programs and activities.

General Administration		Yes	No	Additional Information
1.	How many Federally funded projects have you managed during the last two years? Dollar amount?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Have you designated a Title VI Coordinator? Provide name and contact information.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Do you have a Title IV Policy, Assurances and Plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Does your agency have a plan to inform the public about the Title VI Plan and policies? Provide proof of public dissemination of your Title VI information.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	provisions (Appendices to the US DOT Standard Assurances) included in all construction contracts, as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
Complaint Procedure		Yes	No	Additional Information
6.	Do you have a Title VI complaint procedure for external discrimination complaints? If so, please provide a copy.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	How is the public made aware of this complaint procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Have you received any Civil Rights related complaints during the past 2 years? If so, how many? What were the outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	
Training		Yes	No	Additional Information
9.	Has your staff received any training (formal or informal) regarding Title VI?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Would your agency like Civil Rights training or technical assistance from the Nebraska Department of Transportation?	<input type="checkbox"/>	<input type="checkbox"/>	

Limited English Proficiency		Yes	No	Additional Information
11.	Are you aware of your obligation to comply with Executive Order 13166, Limited English Proficiency (LEP)?	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Does your organization have a Limited English Proficiency plan? If yes, please provide a copy.	<input type="checkbox"/>	<input type="checkbox"/>	
13.	How do you ensure that LEP persons can access your services	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Has your staff been trained on the LEP plan?	<input type="checkbox"/>	<input type="checkbox"/>	
Planning		Yes	No	Additional Information
15.	Does your agency have a process for determining if minority or low income persons will be disproportionately adversely affected by a construction project? If yes, please describe.	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Are accessible locations, adequate times, and translation services considered or provided during the coordination of public meetings?	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Is the meeting coordinator keeping records of attendance?	<input type="checkbox"/>	<input type="checkbox"/>	
18.	What efforts were made to promote attendance by those affected by the project, including members of minority or low income communities?	<input type="checkbox"/>	<input type="checkbox"/>	
Right of Way Activities		Yes	No	Additional Information
19.	Are Title VI language and assurance statements included in all surveys for property owners and tenants after the conclusion of all business?	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Do deeds, permits, and leases contain Title VI compliance clauses?	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Is statistical data being gathered on race, color, national origin, and sex of relocates?	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Activities		Yes	No	Additional Information
22.	Are minority- and women-owned contractors and subcontractors being informed about contracting opportunities with your organization?	<input type="checkbox"/>	<input type="checkbox"/>	

23.	Are Title VI assurances being included in all contracts, subcontracts, and material supply agreements?	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Have contractor selection procedures been reviewed to determine uniformity in their application to minority and nonminority contractors?	<input type="checkbox"/>	<input type="checkbox"/>	
Americans With Disabilities Act/Section 504 of Rehab. Act		Yes	No	Additional Information
25.	If your agency employs 15 or more persons, including part-time, seasonal, and temporary employees, has the agency designated an ADA Coordinator? If yes, please include name and contact information.	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Has your agency signed the required ADA Assurances and Policy Statement and placed them on file with NDOT?	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Has your agency adopted and distributed a public notice about your agency's relevant ADA provisions to all persons who may be interested in your programs, activities, and services? If so, please provide a copy of the ADA notice.	<input type="checkbox"/>	<input type="checkbox"/>	
28.	If "yes" to #27, how has this notice been distributed?	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Has your agency completed a Self-Evaluation, reviewing all programs, services, or activities?	<input type="checkbox"/>	<input type="checkbox"/>	
30.	If yes to #29, has your agency provided an opportunity for interested persons to comment on the Self-Evaluation? If so, please describe the process undertaken and attach any documentation.	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Has your agency made the Self-Evaluation available for public inspection? How has the evaluation been made available?	<input type="checkbox"/>	<input type="checkbox"/>	
32.	If your agency employs 50 or more persons, including part-time, seasonal, and temporary employees, has your agency completed an ADA Transition Plan?	<input type="checkbox"/>	<input type="checkbox"/>	

33.	If yes to question #32, please answer the following questions about your agency's ADA Transition Plan:	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the plan identify physical obstacles that the limit the accessibility of programs, service, or activities to persons with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the plan describe in detail the methods that will be used to make the programs, services, or activities accessible?	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the plan specify the schedule for taking the steps necessary to achieve compliance?	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the plan include a schedule for providing curb ramps or other sloped areas in the pedestrian right-of-way for which the agency is responsible?	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the plan indicate the official responsible for implementation of the plan?	<input type="checkbox"/>	<input type="checkbox"/>	
	Has the plan been made available for public inspection and comment? If so, how was/is it made available?	<input type="checkbox"/>	<input type="checkbox"/>	
	Please attach a copy of your agency's ADA Transition Plan.	<input type="checkbox"/>	<input type="checkbox"/>	
34.	If your agency employs 15 or more persons, has the agency adopted a written ADA complaint procedure? If so, please provide a copy of those procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
35.	Have you made the public aware of their right to file an ADA complaint? If yes, by what methods?	<input type="checkbox"/>	<input type="checkbox"/>	
36.	In the past 3 years, has your agency had an ADA complaint or lawsuit filed against it?	<input type="checkbox"/>	<input type="checkbox"/>	
37.	If "yes" to #36, when and what was the nature of the complaint or lawsuit filed and the outcome.	<input type="checkbox"/>	<input type="checkbox"/>	

38.	Has your agency provided accommodations free of charge to hearing impaired or physically impaired persons needing special assistance? If yes, please provide examples.	<input type="checkbox"/>	<input type="checkbox"/>	
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Declaration of Respondent

I declare that I have completed this Title VI Assessment to the best of my knowledge and believe it to be true and correct.

Title VI Coordinator

Date

Active Local Assistance Projects

CN	Project Number	Project Name	Fiscal Year	Project Sponsor
22845	MAPA-3811(3)	168th St, Hwy 370 - Harrison St	2026	Sarpy County
22858	MAPA-28(141)	Signal Operations Dodge St Midtown	2022	City of Omaha
22877	CMAQ-28(144)	Signal Operations 144th St and Q St	2023	City of Omaha
22878	CMAQ-28(145)	Signal Operations 90th St & Blondo St	2023	City of Omaha
22902	CMAQ-28(151)	Signal Operations West Maple Rd/Fort St	2024	City of Omaha
22903	CMAQ-28(152)	Signal Operations Center St/42nd St/60th	2024	City of Omaha
22913	MAPA-28(156)	N-64/Link 28-K Corridor Study, Omaha	2024	City of Omaha
22757	TAP-77(61)	Applewood Creek Trail, La Vista (LET)	2022	City of La Vista
22508	STP-DPS-3854(1)	Blair South Bypass (LET)	2023	City of Blair
32190	RRZ-71(33)	Columbus East Viaduct (LET)	2023	Platte County
81036	BRO-7045(37)	Atkinson Southeast	2024	Holt County
81035	BRO-7008(14)	Spencer Northwest	2024	Boyd County
80888	FL-HSIP-SRR-58(10)	Calamus Reservoir State Rec Road	2024	Nebraska Game & Parks Commission
13417	LCLC-5275(1)	S 98th St, Old Cheney - 'A' St, Lincoln	2024	Lancaster County
13403	BRO-7078(20)	Touhy Northwest	2024	Saunders County
13404	BRO-7078(21)	Touhy West	2024	Saunders County
13405	BRO-7049(24)	Sterling Northwest	2024	Johnson County
13442	TAP-55(186)	Fletcher Landmark Trail, Lincoln	2023	City of Lincoln
61457	RRZ-TMT-1705(3)	Lexington East Viaduct	2024	City of Lexington
31821	BRO-7054(19)	Verdigre North	2024	Knox County
13363	BRO-7748(1)	Beaver Crossing South	2024	Seward County
13366	TAP-55(182)	Lincoln Beal Slough Trail	2023	City of Lincoln
42892	BRO-7063(8)	Genoa West	2024	Nance County
61672	BRO-7296(1)	Cozad South	2024	Dawson County
13438	LCLC-5245(2)	Cotner/Adams St Intersection, Lincoln	2024	City of Lincoln
13437	LCLC-5249(8)	84th/College Park Dr, Lincoln	2024	City of Lincoln
22288	MAPA-3773(1)	36th St, Sheridan - Platteview, Bellevue	2024	City of Bellevue
51680	SRR-62(13)	Bridgeport State Rec Area	2024	Nebraska Game & Parks Commission
81050	ER-1895(2)	Bassett Northeast	2022	Rock County
13214	ENH-49(46)	Tecumseh Historic Square Preservation	2024	City of Tecumseh
13225	ENH-80(33)	Seward Trail	2025	City of Seward
32313	BRO-7054(22)	Center West	2025	Knox County
32315	BRO-7059(17)	Norfolk North	2025	Madison County
13436	LCLC-5261(1)	9th & 10th St @ 'A' & 'D' St, Lincoln	2024	City of Lincoln
13440	LCLC-5250(4)	Adams St, 36th - 49th St, Lincoln	2025	City of Lincoln
81055	ER-2335(4)	Lynch South	2021	Boyd County

Active Local Assistance Projects

CN	Project Number	Project Name	Fiscal Year	Project Sponsor
22865	MAPA-28(143)	Signal Infrastructure Phase C1	2025	City of Omaha
13391	HSIP-5280(2)	Saltillo Rd, 27th - 68th St, Lincoln	2025	Lancaster County
13433	LCLC-5241(7)	56th St, Spruce - Van Dorn, Lincoln	2024	City of Lincoln
13473	HSIP-3365(8)	148th & Holdrege	2025	Lancaster County
80978	SRR-16(40)	Merritt Reservoir	2025	Nebraska Game & Parks Commission
22879	CMAQ-28(146)	Signal Infrastructure Phase C2	2025	City of Omaha
22880	CMAQ-28(147)	Signal Infrastructure Phase D1	2025	City of Omaha
22848	HSIP-28(139)	33rd & Hamilton	2025	City of Omaha
13294	LCLC-5233(4)	33rd/Cornhusker Viaduct, Lincoln	2026	City of Lincoln
32314	BRO-7059(16)	Jackson Street in Madison	2026	City of Madison
13418	LCLC-5275(2)	S 98th St, 'A' St - 'O' St, Lincoln	2026	Lancaster County
13488	TAP-FLTP-34(44)	Beatrice Homestead Trail	2026	National Park Service
22885	DPS-77(67)	84th St Trail, Giles-Harrison, La Vista	2026	City of La Vista
22904	CMAQ-28(153)	Signal Infrastructure Phase E1	2026	City of Omaha
22905	CMAQ-28(154)	Signal Infrastructure Phase D2	2026	City of Omaha
13564	LCLC-HSIP-3265(12)	S 68th St, Hickman - Roca Rd	2026	Lancaster County
13521	BRO-7080(55)	Beaver Crossing Southeast	2027	Seward County
13522	BRO-7048(18)	Steele City West	2027	Jefferson County
13523	BRO-7066(45)	Weeping Water-Randolph St	2027	City of Weeping Water
13524	BRO-7080(56)	Seward East	2027	City of Seward
13525	BRO-7049(25)	Tecumseh Southwest	2027	Johnson County
13526	BRO-7074(26)	Stella Southwest	2027	Richardson County
22884	BRO-7013(17)	Louisville - 6th Street	2027	Village of Louisville
13434	LCLC-5224(1)	Randolph St, Capitol Pkwy-40th, Lincoln	2027	City of Lincoln
13435	LCLC-5213(3)	N 1st St/Cornhusker, Lincoln	2027	City of Lincoln
13439	LCLC-5220(6)	'A' St, 40th St - 56th St, Lincoln	2027	City of Lincoln
13450	HSIP-5249(9)	84th St and US-6, Lincoln	2027	City of Lincoln
22862	TAP-77(64)	Gretna to Wehrspan Lake Trail	2027	City of Gretna
13491	LCLC-55(188)	Lincoln Area Bridges	2027	City of Lincoln
13495	LCLC-5220(7)	A Street, 6th to 17th, Lincoln	2027	City of Lincoln
13496	LCLC-5206(2)	48th & Calvert and 56th & Calvert	2027	City of Lincoln
13497	LCLC-6-6(165)	Cornhusker Highway, 39th to L55X	2027	City of Lincoln
13498	LCLC-5237(4)	Cotner Blvd, O Street to Starr Street	2027	City of Lincoln
43010	DPS-93(15)	Project Access York	2027	City of York
13548	HSIP-5247(14)	70th St & Nebraska Parkway, Lincoln	2027	City of Lincoln

Active Local Assistance Projects

CN	Project Number	Project Name	Fiscal Year	Project Sponsor
81141	TAP-58(11)	Kevin Brown Educators Memorial Trail	2027	Village of Taylor
22924	TAP-28(158)	Midtown Medical Center Bikeway	2027	City of Omaha
22928	TAP-89(35)	River Road Connector Trail Project	2027	City of Blair
22925	TAP-27(72)	Fremont FEVR Rail to Trail Project	2027	City of Fremont
22926	TAP-89(36)	Fort Calhoun with Safe Transportation	2027	City of Fort Calhoun
22931	TAP-28(161)	Elkhorn River Trail Bridge	2027	Papio-Missouri River NRD
43028	TAP-40(70)	Grand Island West Connector Trail	2026	City of Grand Island
32422	TAP-87(13)	Winnebago Childcare Trail	2027	Winnebago Tribe of Nebraska
32420	TAP-22(38)	Westside Connecting Trail	2027	City of South Sioux City
51686	TAP-81(7)	Cowboy Trail Surfacing	2027	Nebraska Game & Parks Commission
22929	TAP-28(160)	Western Douglas County Trail	2027	Douglas County
22934	CMAQ-28(163)	Signal Infrastructure Phase E2	2027	City of Omaha
22935	CMAQ-28(164)	Signal Infrastructure Phase F1	2027	City of Omaha
13554	TAP-55(192)	Waterford Trail, Lincoln	2027	City of Lincoln
13518	LCLC-HSIP-3265(11)	68th, Firth Rd to Stagecoach	2027	Lancaster County
13492	LCLC-5272(1)	Arbor Road Bridge	2027	Lancaster County
13493	LCLC-3340(8)	Fletcher Ave, 84th St to 148th St	2027	Lancaster County
13494	LCLC-5287(1)	NW 56th St, I-80 to W. Holdrege St	2027	Lancaster County
22873	TAP-370-7(133)	N-370 Underpass, 114th-120th	2026	City of Papillion
71281	BRO-7032(28)	Eustis South	2028	Frontier County
71282	BRO-7042(15)	Stamford East	2028	Harlan County
61724	BRO-7021(30)	Comstock Southeast	2028	Custer County
42996	BRO-7018(26)	Deweese Northwest	2028	Clay County
42997	BRO-7085(41)	Alexandria West	2028	Thayer County
42998	BRO-7063(9)	Genoa Northwest	2028	Nance County
32410	BRO-7087(5)	Thurston Southwest	2028	Thurston County
32412	BRO-7011(14)	Village of Decatur	2028	Burt County
22906	MAPA-3795(6)	Elkhorn River Bridge, West Q Rd	2028	Douglas County
43009	RRZ-40(68)	Broadwell Ave Viaduct	2029	City of Grand Island
13547	LCLC-HSIP-3405(6)	N 14th St, Alvo Rd - Ashland Rd	2029	Lancaster County
22930	MAPA-5006(6)	E 6th St, 72nd - 84th	2029	City of Papillion

NEBRASKA DEPARTMENT OF TRANSPORTATION
Title VI Discrimination Complaint Form

COMPLAINANT		PERSON DISCRIMINATED AGAINST, IF DIFFERENT FROM COMPLAINANT	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	
Type of discrimination:	RACE/COLOR AGE SEX NATIONAL ORIGIN DISABILITY OTHER		
Date of incident:			
<p>Date and place of alleged discriminatory actions. Please include earliest date of discrimination and most recent date of discrimination.</p>			
<p>Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your complaint (attach additional pages if necessary).</p>			
<p>Names and contact information of persons (witnesses, others) whom we may contact for additional information to investigate your complaint.</p>			
<p>The complaint will not be accepted if it has not been signed. Please sign and date this complaint form below. You may attach any written materials or other supporting information that you believe is relevant to the complaint.</p>			
Signature:		Date:	
Attachments:	YES NO		
Submit completed form and any additional information to:		MAIL: Nebraska Department of Transportation ATTN: Kimberly Baker, Civil Rights Program Manager 1500 Nebraska Parkway PO Box 94759 Lincoln, NE 68509-4759 EMAIL: ndot.civilrights@nebraska.gov	
NDOT USE ONLY:			
Received by:		Date Received:	