

## Kentucky Transportation Cabinet Title VI Survey Report

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Entity:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### Organization, Staffing, & Training

1. Does your organization have an Equal Employment Opportunity/Affirmative Action (EEO/AAP) Plan? Please Circle: Yes No

If yes, please attach a copy of the plan.

If this item is unchanged from the last fiscal year do not submit.

2. Who has been designated as the Title VI Coordinator? What are their roles and responsibilities?

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3. Describe your organization's staffing structure including the name, ethnicity, gender, title, and description of each employee. Provide an organizational chart. Note any changes anticipated for the upcoming fiscal year. If unchanged from last fiscal year, do not include, but indicate that the item is unchanged.

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4. Has your staff received formal or informal training regarding Title VI of the Civil Rights Act of 1964 and/or Environmental Justice Executive Orders in the past 12 months? If yes, please indicate name(s) and date(s) of training courses attended.

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Organization, Staffing, & Training

5. Provide a copy of your Title VI complaints procedure. How is your community and stakeholders made aware of this process? Include a copy of your agency's Title VI brochures/handouts that are distributed to the public. If unchanged from last year, do not include but indicate that the item is unchanged.

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Complaints

1. What are your organizational procedures for processing and responding to complaints and concerns from the public?

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Limited English Proficiency (LEP)

1. Are public meeting announcements made available in languages other than English, according to the affected minority population(s)? If yes, please list.

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2. Are accommodations for translation services or special needs included in notices to the public? If yes, please discuss.

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Limited English Proficiency (LEP)

3. Has your organization received any request for information in an alternative format such as Braille, audio, or language other than English? If yes, please discuss.

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4. Are persons Limited English Proficiency (LEP) made aware that they can receive translation services at no cost to them? If yes, identify how.

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5. What is your process for providing access to persons whose primary language is not English?

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Public Involvement

1. Does your organization include minority media in all notification processes for public meetings or public review of agency documents? If yes, identify the media resources used by name.

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2. Are accessible locations (geographically and structurally), appropriate time, and translation services being planned/provided during public hearings?

Please Circle:                      Yes                      No

3. Provide the number of public meetings/hearings held during the reporting period.

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4. What statistics are kept on public hearings participants by race, religion, color, national origin, and sex (by visual identification)?

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5. Describe how community value issues, social issues, neighborhood issues, environmental justice, and civil rights issues are normally addressed by your organization.

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6. Where are public meetings held? Are the meeting's locations, times, day of week, and atmosphere conducive to public involvement (was consideration given to accessibility for persons with disabilities, not using religious facilities or funeral homes, schedule around traditional 9am – 5pm work hours)?

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7. Are persons traditionally underrepresented by transportation systems, such as limited resources populations or minorities, actively sought out for involvement in processes?

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8. Are contacts with minority groups or leaders used to identify information needs and planning/programming issues or concerns? If yes, identify those individuals contacted during the reporting period.

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Americans with Disabilities Act

1. Are facilities and meetings areas fully accessible to the disabled?

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2. Does your organization have a telecommunication device or teletypewriter (TTY)? Or does your organization promote the use of the Kentucky Relay Service for communicating with deaf, hard of hearing, or speech impaired individuals? If yes, provide information on which device or service is used.

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3. Is the TTY number posted on materials such as newsletters, websites, or other published materials?

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Subcontracts/Procurement of Contracts

1. How is the Request for Proposals (RFP) solicited? What are the requirements for submitting RFP's?

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2. What kind of participation do DBE firms have in the RFP process? Are there goals or are goals included? Do you meet them?

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3. How many federally funded projects did you manage during the last fiscal year? Provide dollar amount for each one of them. Amount awarded to consultant contracts? DBE's?

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4. How does the planning organization monitor consultant's adherence with Title VI requirements?

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5. How does the planning organization promote the participation of qualified minority/women consultants?

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Subcontracts/Procurement of Contracts

6. Please discuss any problems, complaints, or concerns by minority and female consultants.

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7. Did your organization award any subcontracts to assist with a KYTC contract during the reporting period? If yes, identify the following:
- Total dollar amount of contract awarded
  - Total dollar amount awarded to DBE firms

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Environmental Justice

1. Do you have procedures for the identification of environmental impacts? How do you approach environmental issues in minority/disadvantaged communities? Explain.

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2. Identify and discuss any environmental justice issues that arose during the reporting period.

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3. Does your organization order or conduct Environmental Impact Studies? If yes, provide a list of studies and locations completed in the last year.

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Other/Service Equity

1. Has your organization been reviewed by any governmental agency for compliance with Title VI and other laws and regulations? If yes, provide a copy of the letter identifying the review findings.

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2. Identify all individuals by name and title whose attendance is anticipated in any Title VI compliance review.

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3. Discuss examples of planning related tools, methodology, or programs sensitive to Title VI, Environmental Justice, and/or Americans with Disabilities Act (ADA) adherence (a special or unique effort and/or involvement where a protected class receives benefits).

- Handicap ridership/transit needs
- Impacts of reverse commute on protected groups
- Welfare to work initiatives
- Inter-city vs. suburban development impacts

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