ALASKA DEPARTMENT OF
TRANSPORTATION AND PUBLIC FACILITIES

TITLE VI PROGRAM ANNUAL GOALS AND ACCOMPLISHMENTS REPORT

SEPTEMBER 2019

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INTRODUCTION

NONDISCRIMINATION POLICY STATEMENT

It is the policy of the Alaska Department of Transportation & Public Facilities (ADOT&PF) that no person shall be excluded from participation in, or be denied benefits of any and all programs or activities we provide based on race, color, national origin, sex, age, income, or disability regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration, Federal Motor Carrier Safety Association and State of Alaska funds.

Persons who believe they may have experienced discrimination in the delivery of these federally-assisted programs or activities may file a confidential complaint with:

Alaska DOT&PF Civil Rights Office
2200 East 42nd Avenue, Room 310
Anchorage, AK 99508
Telephone 1 907 269 0851
Toll Free in Alaska Only 1 800 770 6236
Fax 1 907 269 0847
or by calling Alaska Relay 711

PURPOSE OF THE ANNUAL TITLE VI REVIEW

The purpose of the Annual Title VI Review is to ensure that the Title VI Program is being implemented as per the regulation which ensures Alaska Department of Transportation & Public facilities (DOT&PF) programs and sub-recipients of Federal assistance funds are based in compliance with the following: Title VI of the Civil Rights Act of 1964 and additional Nondiscrimination authorities; the Americans with Disabilities Act of 1990; the National Environmental Policy Act; Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations; the Federal-aid Highway Act of 1973; Section 504 of the Rehabilitation Act of 1973; and Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency. The reviews are administered by the DOT&PF Civil Rights Office (CRO) and conducted by the Title VI Specialist & ADA Coordinator.

The results of the reviews provide the CRO with valuable information on how DOT&PF is ensuring nondiscrimination in accordance with federal highway administration across the department. Any deficiencies identified must be remedied in accordance with the Title VI Program Plan.

GOALS AND PROGRESS FOR FFY19

PROVIDE TITLE VI & ADA TRAINING OPPORTUNITIES

FFY20 GOAL: TRAINING OPPORTUNITIES

The following training opportunities were provided to DOT&PF staff in FY19:

- Title VI Technical Assistance training.
  - This training consisted of training Title VI liaisons, DOT employee, Municipality employee, and contractors from all three regions on data gathering, Title VI laws, Title VI case study, LEP, demographic data tools, and Environmental Justice (EJ), (08/6-7/2019)
- Attended WASHTO Civil Rights Training Symposium in Austin, TX (03/5-8/2019)
  - Training focused on LEP, EJ, Title VI case study, and demographic collection.
- Title VI, ADA, Environmental Justice, and LEP Training for Alaska Marine Highway System (AMHS) , Right of Way (ROW), Anchorage Metropolitan Area Transportation Service (AMATS), Engineering, Planning, (03/13-18) **FFY19 goal: Training**
  - This training covered obligations under Title VI, ADA, LEP and E.O.12898. It was attended by Northern Region (NR), Central Region (CR), and Southcoast (SC) staff who will be disseminating the required information to their staff.
- Contract Compliance and Title VI Nondiscrimination Training for Central Region Staff (05/8-11)
- Title VI On-line training module developed and implemented to Title VI Liaisons as well as DOT employees.
  - This training covers Title VI law as well as pertinent information on the Title VI program areas.
  - This training reviewed Contract Compliance requirements as well as Title VI, ADA, and Environmental Justice principles for Title VI Liaisons in Construction, Planning, ROW, and Contracting.
- DOT&PF ADA Standards and Transition Plan
  - Presented by Statewide Title VI/ ADA Compliance Officer Rashaud Joseph. Over 45 ADOT&PF staff attended via in person training. These plans were also shared with Pre-Construction Engineers and Planners
- Title VI Program Update Meeting for Title VI Liaisons (5/24)
  - This teleconference provided updates on the Title VI Program to all Title VI Liaisons including requesting input to planned changes to the Title VI Review Process.
- Title VI & LEP Training at the Alaska Transit Conference (included Planning, Construction)

- This training was attended primarily by FTA sub-recipients but included DOT&PF staff. Topics covered included Title VI requirements and a lengthy focus on meeting the needs of LEP populations. .

Conduct Title VI training at NR (Northern Region), CR (Central Region), and SC (Southcoast) Construction season kick-off and Project Engineer Conference.

- CR- April 10, 2018
- NR- April 11-12, 2018
- SC- March 6-7, 2018

- ADA Stakeholder Committee (ASC)/ Title VI meeting:
  - ASC/Title VI Committee was formed in May 2017 to allow the CRO to get input from community organizations and entities to explore ADA/Title VI Compliance and strategic initiatives on how to implement these programs.
  - The ADA Stakeholder committee consisted of CRO employees: (Civil Rights Office Manager Dennis Good, Statewide Title VI/ ADA Compliance Officer Rashaud Joseph, Statewide Title VI/ADA Program Manager Norma M Lucero, Center for the Blind and Visually Impaired, local personnel with disabilities who have encountered ADA/ Title VI barriers. Airport representatives included; Airport Architect Bonnie Allen and Concessionaire Manager Javier Robinson.
  - The group discussed and conducted the following:
    - Conduct assessment of Public Facilities and travel within the FHWA access corridor (on-going).
    - ADA/Title VI issues throughout the State were raised and brought to our attention from committee members (on-going).
    - The CRO conducted access assessments to the airport (Ted Stevens International airport). Conduct ride along on bus system from bus terminal to get feedback on the effect that the bus route change has had on minority and low in-come communities.
    - Conducted a walkthrough of Public Facilities with individuals from The Alaska Center for the Blind and Visually Impaired to assist the CRO with gaining a better understanding of what personnel with visual disabilities deal with when traveling. In addition we included individual with service animals (annual and on-going).
    - The committee agreed to meet quarterly or as issue are raised. The CRO briefed the committee on DOT&PF ADA/ Title VI policy and the Complaint process.

The following training opportunities were disseminated to appropriate program areas by the Title VI Specialist.

- FHWA Title VI Technical Assistance training (08/5-6)
  - Social Media, Accessibility and Disability Inclusion (11/19)

    - Presented by the Great Lakes ADA Center
- Accessible Trails (11/5)
    - Presented by the Great lakes ADA Center
- Environmental Justice (EJ) and Title VI Data Collection and Analysis (12/7)
    - Presented by FHWA
- EJSCREEN: EPA's Environmental Justice Screening Tool (1/21)
    - Presented by the EPA
- Design, Construction, and Maintenance of Accessible Sidewalks (2/9)
    - Presented by the Northwest ADA Center
- FHWA Webinar on Questions and Answers: Supplement to the 2013 DOJ/DOT Joint Technical Assistance on the Title II of the ADA (3/1)
    - Presented by FHWA
- ADA Accessibility: Expectation Across the Transportation Network (sent archived due to time) (3/9)
    - Presented by the USDOT
- Hot Legal Topics in Accessible Transportation (4/19)
    - Presented by the Great lakes ADA Center
- Accessible Parking and Passenger Loading Zones – Advanced (8/4/2016)
    - Presented by US Access Board
- Open Q&A ADA & ABA Standards (9/1)
    - Presented by US Access Board
- Title VI/ LEP Training for Airports (Fairbanks, Anchorage, Merrill Field) (9/13)
    - Presented by FAA
- Title VI: Title VI on-line training.
- Title VI: In person training to Construction, Engineering, Design, and Environmental departments across all three regions

FFY20 Goal: Through the use of mid-monthly calls to all Title VI liaisons the Title VI Coordinator seeks to keep all liaisons informed, educated, and knowledgeable of all Title VI programs and any changes within the programs areas. Provide more training to Sr. leadership as to ensure Title VI compliance statewide can be disseminated from the top down.

FFY20 Goal: The Title VI specialist and Tribal Liaison are seeking to develop Title VI training for ADOT&PF key personnel in every section of the program delivery process.

Website Update/Work toward 508 Compliance

FFY20 GOAL: CONTINUED WEBSITE DEVELOPMENT

The CRO made changes to the Title VI and ADA web pages in FFY19 including:

- Re-formatting the Title VI webpage to be less onerous for those who use screen readers
- Providing a "File A Complaint" link at the top of both pages as well as on the Nondiscrimination Assurances page located in the footer of every DOT&PF webpage
- Publishing the ADA Transition Plan and ADA Interactive Map
- Reworking the Discrimination Complaint Procedure to be more user-friendly and accessible
- Developed Geoform 2.0 to update public on facility compliance in real time with interactive map.
- Included guidance language from FHWA pertaining to the complaint process.
- Updated documents that should not be referenced within Title VI programs any more.

After identifying website changes to meet ADA 508 Compliance, the website designer in the ADOT&PF Headquarters requested that they be done in phases, the second phase will continue in FFY19. The CRO agreed to rollout in phases due to limited resources.

Phase two work on the web site was delayed due to monetary issues within the state budget and personnel shortage within the web design team.

The changes implemented and the planned changes will aid in increasing the accessibility for LEP and ADA Compliance and create a more user-friendly interface for all website visitors.

PROVIDE DEMOGRAPHIC TOOLS

In FFY19, the CRO current ADA Curb Ramp Inventory Project consisting of: curb ramps, walkways, utility features, driveways, pedestrian signals, cross walks, and vertical obstacles is available to any office statewide, project updates and demographic data will be updated as projects are completed in ARC GIS. In addition, plans have begun to overlay census data on top of ADA inventory data to better identify demographic concerns. The CRO office has met the goal set in 2016, 2017, 2018, and 2019.

Along with the ADA Curb ramp inventory the CRO office has conducted training with Regional Environmental Managers, ROW, and Planners on the use of Census data, American Community Survey, heat maps, and Dot density graphs on how to conduct Four- Factor analysis to gain demographic data. In FFY2019 the CRO has worked with the Environmental department on demographic data and identifying EA (Environmental Analysis) gathered as to better understand the information provided and to analyze other areas within the NEPA process pertaining to Title VI programs. Other training will be delivered to departments with whom gather and store demographic data starting in FFY2020.

FFY20 GOAL: Continue monitoring demographics of the state through the use of new demographic tools as well as updating the map with demographic overlay layer.

INCREASE LEP & TITLE VI OUTREACH

FFY20 GOAL: LIMITED ENGLISH PROFICIENCY

In FFY19, DOT&PF continued its outreach from 2018 to traditionally underrepresented populations in a variety of ways including:

- Foster communications to ensure that tribal organizations and communities are aware of services that are provided to their communities in partnership with the Tribal Liaison. Services that are provided are the web-site, coordinate with tribes on transportation funding opportunities, coordinate with the Governor's office to tribal requests, and participate in the Governors' tribal advisory council transportation sub-committee.
- Increased focus and public outreach by AMHS on how changes to the system impact rural communities.
- Provided translation services directly on project websites for two projects in areas with high proportion of LEP individuals.
- Training was provided to AMHS personnel on Title VI and LEP impact on customers traveling on the AMHS.
- Developed new online Title VI/LEP training module that was used for Title VI training through the GoTo meeting app with NR, CR, and SC.
- Held training through FHWA Civil Rights Office team that included information on public outreach, data gathering, and reporting on LEP communities.
- DOT&PF CRO is currently working on a form of online training that will allow for users to log in from their work stations and complete Title VI, ADA, and LEP training at his/her own pace (FFY19 goal)
- In FFY2018 the CRO developed and implemented the online Title VI training which was placed on the DOT CRO web site as well as the DOT&PF T2 training calendar.

EXPLORE ALTERNATIVES TO TRADITIONAL MEDIA DISSEMINATION

FFY20 GOAL: ENSURING ACCESS IN NEW TECHNOLOGIES

DOT&PF is actively embracing new technologies to better disseminate information and engage new stakeholders. In FFY19, DOT&PF used interactive modeling to explain complex new traffic patterns, especially important given the high proportion of LEP individuals in the project area. By moving away from traditional public meetings DOT&PF is able to reach more audiences than just those who typically attend public meetings.

Social media is increasingly being used to circulate project information and provide instant updates on roadway conditions across the state. Boosting event invitations and social media postings to reach more of the community.

Transportation Fairs in communities allows a person to make one stop, rather than many, and is on public transportation routes. Aid for arranging accommodation is offered on all printed and posted materials and announcements.

Pop-up project booths in public spaces, such as grocery stores, and pre-movie video opportunities in theaters allows the department to catch the public where they are anyway.

DOT uses the Web Content Accessibility Guidelines 2.1, Level AA as our web content guide. (I got this off the web site while looking for a translation link.)

Virtual Open Houses, as seen here, are becoming increasingly common in all regions which increases public participation access for users unable to attend meetings in person. One disadvantage of these new technologies is that many are not accessible to those who use screen readers or don't have internet access. While DOT&PF is excited about the potential for leveraging these technologies, more traditional methods are still being utilized to ensure equitable access through diverse engagement methods.

HOLD ACCESSIBLE MEETINGS

FFY20 GOALS: ENSURING ACCESS IN NEW TECHNOLOGIES; LIMITED ENGLISH PROFICIENCY

Every meeting held by DOT&PF, or its sub-recipients, were held at ADA accessible facilities, provided one was available. In communities where accessible facilities were not available DOT&PF staff understood their obligation to accommodate attendees with disabilities. Reasonable accommodation information was included in all public meeting notices.

Virtual Open Houses provide even more access for citizens to engage in the transportation decision-making process. These meetings are hosted by DOT&PF and subject to Section 508 compliance requirements.

No requests were received for translation services in FFY19. The CRO is not sure whether this is reflective of the level of need or of a failure to reach certain populations. With a better

understanding of to incorporate demographic tools the CRO will attempt to provide more guidance and different ways to ensure that persons needing interpretation services are aware of those services.

INCORPORATE TITLE VI ELEMENTS INTO PROGRAMS AND MANUALS

- The Title VI Specialist Reviewed and updated Design Manual to update Title VI language within the manual.
- Work with Environmental Liaison's on incorporation of Title VI elements and responsibilities within the NEPA process.
- The Title VI Specialist Review of ROW manual to update Title VI language within the ROW manual.
- Title VI Specialist reviewed public involvement plan as to provide Title VI language updates.

DEFICIENCIES IDENTIFIED

Program Area	Type	Description	Planned Response
FAST Planning	Substantive	This program area has gone through a departmental program change and now is called FAST. Implementing the Title VI Plan requirements within new departments and employees within in FAST for requirement purposes	Work with FAST Title VI liaison on Title VI implementation within FAST departments and employees for compliance within the Title VI program. Programs and Manuals
M&O	Substantive	M/O operates within the scope of work outlined with the DOT road way structures.	CRO will provide online Title VI training as well as in person training to M/O personnel as this position will constantly rotate employees requiring new training frequently. Liaison Development
Planning	Substantive	Within each region the Planning Title VI Liaisons have expressed need for more training on how to implement Title VI processes in their everyday jobs.	Work with Planning personnel on Title VI implementation within the planning process as well centralized training for regional Liaisons. Training; Liaison Development
ROW	Substantive	Regions have expressed personnel are providing whatever information they have if any so the tracking and gathering of this information needs to be reviewed and a possible new approach taken.	CRO will work with program area to develop other was and a more pronounced process for tracking demographic data. FFY20 Goal: Expand Demographic Data Collection
AMATS	Substantive	Personnel changes within AMATS has caused there to be on-going changes for the POC for Title gone through several Liaisons within FFY19 so the review of their program area has	Provide Training to new Title VI personnel as well as continue to aid in ways to reach diverse communities.

			FFY20 Goal Liaison Development; Training
AMHS	Substantive	Title VI Liaison at AMHS has recently received Title VI training. Due to the high turnover within AMHS and the frequent contact with pedestrians more Title VI training will be conducted covering each program within Title VI.	Provide training on customer service to all passenger service personnel. Training on what department to contact in the event of complaint will be delivered to Title VI Liaison and who to contact in the event that there is an official complaint filed. Other action to be taken by the Title VI specialist will be to provide guidance and training on what the roles and responsibilities of the Title VI liaison are. FFY20 Goal Training
Construction	Substantive	Northern Region would like to continue to find ways to include more Title VI elements within program areas.	The Title VI Specialist will work with construction region liaisons on alternate ways to implement Title VI programs within the construction departments and documents. FFY20 Goal Training
Contracting	Substantive	Continual review of contracts for Title VI assurances throughout all regions.	Examine need to update/add Title VI assurances language provided in contracting manuals statewide.
FAST Planning	Substantive	FAST has recently gone through a departmental program change and is still in the process of developing and progressing the website for the organization	CRO will aid personnel on how to bring website into 508 compliance FFY20 Goal Website Development; Training
PD&E	Substantive	The Title VI Specialist will work with Environmental personnel on the use of different demographic data gathering tools on how to ensure that data gathered within NEPA documents matches data from other demographic data gathering tools. .	Work with and train Environmental personnel in all regions on the implementation of Title VI and demographic tools that can be used within the department. Training

Research	Substantive	There is a new Title VI Liaison for this department who will need to be trained on her roles and responsibilities as Title VI Liaison. The Title VI Specialist will Continue to work with the research department on how Title VI can be incorporated within this department.	Title VI Specialist will provide increased training opportunities in Title VI inclusion into program area and meet with Research Title VI Liaison monthly to aid in any questions pertaining to Title VI. FFY20 Goal Training

COMPLAINTS

There was one official Title VI complaint filed in FFY2019. At the time of the development of this document no findings have been released pending FHWA findings of the complaint.

During FFY19 the CRO has updated the Complaint form to mirror DOT&PF CRO Title VI/ ADA policy. On the CRO website language has been updated from FHWA as to aid the public and internal DOT&PF staff of complaint procedures and policies.

GOALS FOR FFY20

TRAINING

Develop WebEx training modules on Title VI and ADA for DOT&PF staff. Planned training topics include:

- DOT&PF Title VI Program
- Title VI Compliance Overview training
- Environmental Justice
- Holding Accessible Meetings
- Non-motorized Users
- Maintaining Accessible Rights of Way
- ADA
- Inclusive Customer Service
- Complete the development of self-paced training
- Web-site Development/ On-line access
- Title VI, LEP, EJ, and ADA outreach (NR,CR,SC)
- In FFY19 the CRO office will continue to update the web page to create a more user-friendly page for website visitors
- With DOT taking over Amendment 37 the CRO office will work with Environmental personnel on the review of documents and training on how to include CRO office on possible Title VI areas.
-

ENSURING ACCESS IN NEW TECHNOLOGIES

New technologies provide increased opportunities for reaching traditionally underrepresented populations but can also pose challenges for users with disabilities.

The CRO will work with program areas to ensure that new elements being developed are accessible to all persons. CRO will audit websites for ongoing projects to ensure that they meet 504/508 requirements. If elements are included that cannot meet requirements, CRO will work with program areas to ensure that an equivalent alternative is offered.

Continue to build the story map for the website containing updated ADA Pedestrian Facility accessibility, LEP communities and Census information.

WEBSITE DEVELOPMENT

The CRO will continue updating the Title VI and ADA website with the following goals:

- Increasing accessibility 504/ 508 Compliance
- Providing accurate, user-friendly tools for DOT&PF staff and the public.
- Provide increased training opportunities for DOT&PF staff.
- Updating the online Complaint Procedure page to be more user-friendly. New Complaint procedure will allow complainants to fill out the form on-line in the event personnel cannot print the form.
- Removal of dead links.
- Update forms with current Title VI information.
- The CRO will also work with sub-recipients to do the same.
- Ensure correct non-discriminatory language is on DOT7PF webpages.

EXPAND DEMOGRAPHIC DATA COLLECTION

Programs areas are deficient in collecting demographic data for their program areas. This lack of data renders the Title VI Specialist unable to detect and remedy patterns of discrimination in programs and services. The Title VI Specialist will continually work with program areas to ensure that self-reported demographic data is collected in critical program areas.

The Title VI Specialist will also examine the potential for collecting demographic data in online surveys, virtual open houses, and project websites as our public participation efforts transition more and more online.

The CRO will continue to seek demographic data from public outreach meetings through the sign in forms presented by the DOT&PF.

FFY20 Goal: Expand Demographic Data Collection

LIAISON DEVELOPMENT

The CRO will develop a procedure for new liaison orientation. Orientations shall be done individually and targeted for each program area. As well as the Title VI orientation, new Title VI Liaisons will receive Title VI on-line training and in person training when the Title VI person is in his/her region as well as receive emails on any Title VI NHI (National Highway Institute) training provided.

LIMITED ENGLISH PROFICIENCY (LEP)

The current ADOT&PF LEP Plan was written before data from the last U.S. Census was available. As Alaska's immigrant population continues to grow it is critical that these communities are not overlooked. The new LEP will include the following:

- An updated Four Factor Analysis using 2010 Census and 2014 American Community Survey Data
- A robust stakeholder engagement and public participation process.
- A list of translation services resources for DOT&PF staff.
- Moving the LEP maps used by the Civil Rights Office to an online platform allowing.
- DOT&PF staff to easily determine potential LEP considerations of a project area.
- Form Title VI Community Council Outreach Committee. (FFY20 Goal)

PROGRAMS AND MANUALS

The CRO will continue to provide comment, review, and guidance on Sub-recipient Title VI Plans, procedures manuals, and standard operating procedures when manuals are being updated as necessary.

PROGRAM AREA REVIEWS

ALASKA MARINE HIGHWAY

PUBLIC MEETINGS

Public meetings were well advertised using multiple methods across the regions and all held in accessible locations or via teleconference. When meetings were hosted via teleconference, each community represented was given time to speak, ensuring that larger communities were not able to drown out the concerns of smaller communities. When meetings were held in person, they were held at accessible locations. Contact information for requesting reasonable accommodations was present on all postings, though none were requested. Demographic data was collected at in-person meetings and individuals were encouraged to give demographic data over the phone though few chose to do so.

PUBLIC PARTCIPATION

AMHS held a series of community meetings and listening sessions in various locations across the service area, including low income and minority communities, throughout summer of 2019 as well as their bi-annual regional teleconferences seeking feedback on the ferry schedule. Public notices and multiple media forms, including local public radio, are used to reach specific geographical areas.

INCORPORATION OF TITLE VI ELEMENTS

AMHS holds their biannual teleconferences on their seasonal schedules six months before schedule implementation so that comments to the schedules can be incorporated. Projects are created that support the operating schedule.

The CRO has decided to explore working with AMHS to develop an AMHS-specific Nondiscrimination plan that meets the requirements of the ADA and Civil Rights Act and associated regulations that meets the requirements of both FHWA and the Federal Transit Administration.

As AMHS has gone through a Title VI Liaison turn over during 2019 the CRO will provide guidance and training for the new Title VI Liaison, and continue to work with AMHS Engineering Manager and Title VI Liaison on Title VI requirements, guidance, and training as needed.

EQUITABLE PROVISION OF SERVICES AND FACILITIES

No concerns were raised during biannual meetings about inequitable treatment for rural, minority, or low-income communities, however concerns were raised that any reduction in

scheduled service (due to State fiscal constraints) will negatively impact the region and communities due to loss of service. AMHS responded to these concerns appropriately and the CRO and AMHS will continue to monitor the situations.

ADDRESSING PUBLIC CONCERNS

AMHS receives comments through email, mail, and over the phone (including TTY), at public meetings, and through on-board comments cards. These comments are responded to with either follow-up questions or with confirmation they were received and noted. All comments are considered in the decision making process. No comments were received in languages other than English but AMHS is aware of their responsibilities to meet the needs of LEP users and does have comments and responses translated if need be.

PROGRAM MANUALS AND DIRECTIVES

TRAINING

The Title VI Specialist will continue to provide and facilitate trainings as appropriate for year-round staff.

AMHS recently appointed a new Title VI Liaison. The Title VI Specialist has contacted him and began the Title VI orientation and Title VI and informed him of his role and responsibility as the Title VI Liaison for AMHS.

The Title VI Liaison for AMHS attended the FHWA Title VI Technical Assistance training on August 5-6th, 2019.

COMPLAINTS

No complaints were received during FFY19.

CONSTRUCTION

PUBLIC MEETINGS

During FFY19, Construction continued to hold traditional public meetings as well as supplementing with increasing social media strategies to engage new audiences. Opportunities to provide demographic data through self-identification were present at all public meetings and open houses and this information was properly tracked and gathered. The Title VI Specialist will work with Construction (and other program areas) to develop methods for tracking demographic data for non-traditional information dissemination.

DOT&PF continued to hold in-person meetings at accessible locations and provide information on requesting accommodation on promotional materials. As we continue the trend toward non-

traditional information dissemination, DOT&PF must ensure that new tools for conveying information, such as interactive exhibits, are accessible to all persons, regardless of ability. The Title VI Specialist intends to provide training on holding accessible meetings, which is documented as an FFY20 goal.

NR Construction held a PAC in Kivalina for the Kivalina Airport Erosion project in FFY2019. NR also held a Super Open House in Fairbanks in April 2019 to update the community on major projects within the region. Additional open houses were held in Fairbanks and North Pole areas for the Danby-Wembley Roundabout project in May, Badger Road Two-Way Left Turn Lane project in May and July, and the Richardson Highway MP 353-357 project in June.

CR Construction held a PAC for DOT&PF and public community members to update the community and DOT personnel of on-going and future construction projects within CR.

Due to state budget restrictions SC was unable to hold Construction Spring fling. The Title VI Specialist will work with the new Title VI Liaison on her roles and responsibilities pertaining to public outreach and participation within her department.

PUBLIC PARTICIPATION

Construction continues to utilize multiple methods to engage diverse audiences (radio, social media, and television advertisements) as well as targeting methods for regional needs, such as using bulletin boards at local post offices and newspapers in more remote locations. Northern Region hosts an annual Super Open House to provide the public an opportunity to engage on multiple local projects and provide feedback at one event. Central Region hosts two annual Transportation Fairs, in Anchorage and in Wasilla, for the same purpose. Within the SC a Construction Spring Fling is conducted that is open to the public as to hear and receive information from DOT personnel on local projects.

Construction is also focusing on an increased definition of “user” for public participation efforts. The goal is to better include non-motorized users the public participations efforts. Non-motorized users, those using transit, bike, or walk, are disproportionately low-income and/or minority and these increased efforts, by extension, help to spotlight the needs of those communities.

ADDRESSING PUBLIC CONCERNS

Construction provides multiple avenues for the public to submit comments on ongoing projects including mail and email, phone, project websites, field offices, and through local representatives.

Comments are provided to the project’s construction manager and are responded to in the manner in which they are received. Some comments require further discussion by project staff

and go up the supervisory chain until an appropriate response can be crafted. Prompt responses to public comments are encouraged but response time can vary with the complexity of the inquiry.

All regions can accept and respond to comments in all languages though all comments received in FFY19 were in English.

SC Construction has appointed a new Title VI Liaison, the Title VI Specialist has contacted her and provided the initial Title VI orientation and training.

PROGRAM MANUALS AND DIRECTIVES

No program manuals are currently under review for Construction. The Title VI Specialist continues to work with Statewide Construction Manager to ensure that all standard specifications, associated directives and program activities are compliant with the accessibility guidelines as outlined the ADA Accessibility Guidelines, Manual of Uniform Traffic Control Devices, etc.

TRAINING

All Construction liaisons meet quarterly with the CRO and the Title VI Specialist provides updates on any relevant program information. Construction requested continued meetings to highlight program changes. In the summer of 2019 Construction Liaisons received online Title VI training as well as online Title VI training provided by the CRO.

The SC (attended all of the training) and CR (attended portions of the training) Title VI Liaisons attended the FHWA Title VI Technical Assistance Training on August 5-6th, 2019. Materials from the training have been provided to NR Liaison who missed the training.

COMPLAINTS

No complaints regarding Construction were received by the DOT&PF in FFY19.

CONTRACTING

EQUITABLE PROVISION OF SERVICES AND FACILITIES

Contracting works diligently to ensure that all contracts are administered in a standardized manner. Standardized forms are utilized for all contracts which include the required nondiscrimination assurances. These assurances emphasize that federal nondiscrimination policies apply to all, sub-recipients, contractors, and sub-contractors of DOT as a federal funding recipient.

PROGRAM MANUALS AND DIRECTIVES

No new program manuals or directives are currently under review.

TRAINING

Contracting staff are aware of online training opportunities on the CRO website. Contracting staff in Central Region, Northern Region, and South coast Region completed the Title VI/ ADA on line Training provided by the CRO in the summer of 2019.

Contracting staff were unable to attend the training FHWA Title VI Technical Assistance on August 5-6th, 2019. Materials from the training have been given to the Title VI Liaisons for this department.

COMPLAINTS

No complaints regarding Contracting activities were received by the DOT&PF in FFY19.

MAINTENANCE AND OPERATIONS (M&O)

M&O continues to follow the priority road plan when it comes to snow removal, brush cutting, and any other aspect of maintenance service provided throughout the state.

EQUITABLE PROVISION OF SERVICES AND FACILITIES

Roadways maintained by the State of Alaska are prioritized by traffic volume and FHWA highway classification system. High volume roadways and roadways that connect rural communities to the main road system are prioritized higher than low-volume, local roads. Road prioritization fluctuates seasonally, seasonal priorities are published and available to the public.

Complaints about road and sidewalk maintenance are responded to by sending M&O staff to investigate the area and correct the problem immediately or communicate with staff in other areas if the issue requires a more comprehensive solution.

PROGRAM MANUALS AND DIRECTIVES

M&O activities are governed by the Alaska Highway Maintenance and Operations Handbook which instructs employees to “Always follow DOT, standards, policies, and procedures” including all procedures relating to civil rights.

No new programs or manuals are currently under review.

TRAINING

M&O Title VI Liaisons received Title VI training in FFY19 in person.

M&O staff were unable to attend the training FHWA Title VI Technical Assistance on August 5-6th, 2019. Materials from the training have been given to the Title VI Liaisons for this department.

COMPLAINTS

No complaints regarding M&O activities were received by the DOT&PF in FFY19.

PRELIMINARY DESIGN & ENVIRONMENTAL (PD&E)

PUBLIC MEETINGS

PD&E held all meetings at accessible, centrally located facilities. Mailings were sent out to nearby residents informing them of upcoming opportunities for engagement and reasonable accommodation information was included on all notices and mailers. Online notices, newspaper ads, flyers, stakeholder engagement, posters and social media were also utilized. Though PD&E is utilizing technological trends and considering social media to broaden the scope of engagement activities, staff noted that direct mailers are the most equitable.

Public meeting documents have been sent to CRO Title VI Specialist.

PUBLIC PARTICIPATION

New public engagement techniques were used in FFY19 including interactive modeling for complex traffic patterns and a move toward mobile-friendly email templates. Project websites like the Gillam Way Reconstruction, Steese Expressway/Johansen Expressway Interchange, and the Whitshed Road and Pedestrian Improvements, Airport Way West Improvements, North Pole Streetlight Standardization and Improvements, and Airport Way/Steese Expressway Interchange projects provide useful avenues for public participation throughout the life of the project and are generally screen reader accessible. The Glenn Highway and Muldoon Road Interchange project added a translation tool to the page to meet the needs of the project area, which has a disproportionately high number of LEP individuals as comparted to the rest of the state.

Through the Transportation Fair in CR, the Super open House in NR, and the, SC Construction Spring Fling provide ample opportunities for the public to engage with DOT personnel as well as participate within project development, voice concerns, and receive info on current and past projects.

Attached are document pertaining to the Steese Expressway/Johansen Expressway Interchange, Gillam Way Reconstruction, Whitshed Road and Pedestrian Improvements, Airport Way West Improvements, North Pole Streetlight Standardization and Improvements, and Airport Way/Steese Expressway Interchange projects.

EQUITABLE PROVISION OF SERVICES AND FACILITIES

In FFY19, PD&E issued a Re-Evaluation for a Categorical Exclusion after it was determined that more improvements needed to be made to ensure accessible pedestrian facilities on the Juneau Egan Drive Pavement Rehabilitation: 10th St to Mendenhall Loop Rd project.

PD&E uses community data from the Alaska Department of Commerce, Community, and Economic Development (ACCED) and the EPA EJ Mapper tool to determine if a project may result in disparate impacts for low income and minority communities.

Though no requests were made in FFY19, PD&E is able to provide translation services for meetings or documents if requested.

PD&E collects demographic information at all public meetings using sign-in sheets which can provide insight into whether targeted outreach methods have been effective.

PROGRAM MANUALS AND DIRECTIVES

PD&E continues to develop their Environmental Procedures Manual. As components of the manual are evaluated, the CRO will provide resources and support in sections addressing traditionally underrepresented populations and environmental justice. The standard drawing manual was updated in FFY19 with input from the CRO on Title language within the manual. PD&E assumed full responsibility on the NEPA process. Within these responsibilities Environmental has full responsibility of the task and responsibilities within this process. The CRO and Environmental personnel have met frequently to discuss Title VI aspects of this responsibility and how the CRO can help in areas pertaining to Title VI.

ADDRESSING PUBLIC CONCERNS

PD&E provides multiple avenues for the public to express their concerns though public meetings, project websites, email, phone, and in person. PD&E staff are willing, in some instances, to meet with residents on-site to discuss how a project could impact their property.

GLENN MULDOON INTERCHANGE

ADOT&PF staff attended meetings of the Northeast Community Council, an area with a high percentage of minority (53%) and low income (35%) individuals as compared to the rest of Anchorage (41% minority; 24% low income) and Alaska (37% minority, 26% low-income). Four percent of individual in the area considered “linguistically isolated”, slightly higher than the statewide average (2%) but lower than the Anchorage area (3%).

Many comments submitted for the project were supportive of the redesign for pedestrian facilities for increases safety and ease of access. A comment from a local disability advocate noted that the shared-use pathways adjacent to the project should be direct and that unnecessary

curves in paths can be difficult for seniors and people with disabilities. The comment was forwarded on to the project team.

Central Region public participation meeting documents are available upon request.

HAINES HIGHWAY

Last fall DOT&PF attended two hearings with the Haines Borough Planning Commission (HBPC) concerning local concurrence of final Haines Highway construction phase two plans. Specifically, the residents wanted better access to the Chilkat River. In consultation with ADNR Parks and the HBPC, DOT&PF revised the Plans to include some of the requested pullouts and waysides. The HBPC concurred the project plans fit the Borough Planning and Zoning ordinances on a unanimous decision.

TRAINING

PD&E attended the online training as well as in person training for Title VI, LEP, and ADA from CRO office in FFY19.

Materials from the FHWA Title VI technical assistance training were delivered to the Title VI Liaison to provide updated knowledge and training on Title VI.

COMPLAINTS

Three (3) inquiries/complaints regarding PD&E activities were received by the DOT&PF in FFY19.

PLANNING

PUBLIC MEETINGS

In Northern and Central Region the majority of public meetings are held by the local Municipal Planning Organizations (MPO): FAST Planning and AMATS , Southcoast does not collaborate with an MPO and directly facilitates more public involvement than the other regions.

All meetings facilitated by Planning were held at accessible facilities, in the event an accessible location cannot be found planning personnel will seek to find location and provide amenities to meet accessible standards. Meetings were advertised through newspaper ads, public service announcements, public radio and other methods. For Southcoast, meetings were held in hub communities; more remote communities were mailed an informational newsletter which offered a mechanism for providing comments. All printed outreach materials included the required reasonable accommodation language and a TTY number.

PUBLIC PARTICIPATION

Planning was able to forge new relationships with stakeholder groups and develop a new mailing list. This area includes many remote communities and newsletters with were sent out to libraries and made available to residents in those locations.

STIP comments are submitted to the Chief of Planning who will review plans and responds to comments as needed. When the STIP is posted, notice is posted in Anchorage paper and an interesting party list. Comments that are received by State wide office are all responded to. Comments that are region specific are then sent to the regions for response. Project Specific comments go to Project Managers and STIP comments go to Chief of planning. All adjudicated comments are then given/reviewed by FHWA when reviewing the STIP. When new STIP's come out there are public involvement opportunities to address any questions within the STIP.

Contacted the Big Lake community, through mailers, public postings in town, Facebook announcements on the Big Lake page, and even did some door-to-door invites to those who live directly along the project corridor.

Planning contacted the Aleknagik City Council and requested the meetings. Two meetings were workshops open to the public (announcements posted at City Hall) and one was the City Council Meeting (announcement posted at City Hall).

INCORPORATION OF TITLE VI ELEMENTS

Planning makes it a priority to hold meetings at accessible locations whenever feasible and provides accommodation language on all flyers. Community data from the Department of Commerce, Community, and Economic Development was used to evaluate the need for interpreters or increased underrepresented stakeholder outreach.

Certain projects were initiated with the primary goal of upgrading pedestrian facilities for accessibility in Southcoast.

ADDRESSING PUBLIC CONCERNS

Comments are received though mail, email, phone and social media for all projects, recorded, and responded to in the manner in which they were received.

PROGRAM MANUALS AND DIRECTIVES

There are no program manuals currently under review for Planning.

TRAINING

Liaisons received Title VI training in FFY19. Training was provided by Title VI Specialist and attended by the Title VI Liaison.

Materials from the FHWA Title VI technical assistance training were delivered to the Title VI Liaison to provide updated knowledge and training on Title VI.

Planning staff were unable to attend the training FHWA Title VI Technical Assistance on August 5-6th, 2019. Materials from the training have been given to the Title VI Liaisons for this department

COMPLAINTS

No complaints regarding Planning activities were received by the DOT&PF in FFY19.

RESEARCH

EQUITABLE PROVISION OF SERVICES AND FACILITIES

Research ensures nondiscrimination by requiring nondiscrimination clauses in all contracts and by contracting with publically-funded universities required to develop and follow Title VI policies under the US Department of Education.

PROGRAM AND MANUALS

Research has no current updates in their Standard Operating Procedures; however, when updates are done the CRO will ensure compliance with Title VI before adoption.

TRAINING

Research staff received Title VI Training in FFY19 from the Title VI Specialist through the Title VI on-line module training and in –person training with the new Title VI Liaison.

COMPLAINTS

No complaints regarding Research activities were received by the DOT&PF in FFY19.

RIGHT-OF-WAY (ROW)

APPRAISALS, NEGOTIATIONS, CONDEMNATIONS

ROW reported the following for FFY19

- Northern Region: 104 Appraisals, 123 parcel negotiations, 0 Condemnations, 4 Relocations.
- Central Region: 26 Appraisals, 52 Valuations, 114 Negotiations, 15 Condemnations, Relocations
- Southcoast Region: 20 Appraisals, 52 Negotiations, 0 Condemnations, 0 Relocations, 0 Valuations

Neither Northern nor Central region collected demographic data (see FY19 Goal: Expand Demographic Data Collection).

Southcoast region provided the following:

> The seven appraisals were for five males; four Caucasian (5th unknown)
>
> Of the fifty negotiations there were four government agencies, six corporations, seven limited liabilities companies, four condo associations, one trust, 28 females, and 10 married couples. One condemnation, Alaskan native.

Northern Region provided the following:

> Of the 4 relocations, 1 was a business and the other 3 were personal relocations.
>
> Of the relocates, none were elderly, identified as having a disability, or were low-income.

From the limited information gathered, no pattern of discrimination could be detected. The Title VI Specialist will work with NR, CR, and SC liaisons as all entities have agreed to try and come up with a method that will provide demographic data to better aid in assessing demographic data within ROW activities.

COMPLAINTS

No complaints regarding ROW activities were received by the CRO in FFY19.

STATE EQUIPMENT FLEET (SEF)

CONTRACT ADMINISTRATION

SEF uses a standardized bidding procedure which includes contact information for bidders with disabilities. Upon review of procurement opportunities offered by SEF during FFY19, the CRO was unable to find any notices in FFY19 that lacked the required language.

Bids are accepted based on cost estimates precluding subjectivity or potential discrimination in award.

PROGRAM MANUALS AND DIRECTIVES

No program manuals are currently under review.

TRAINING

The SEF liaison received Title VI training through the online Title VI training provided by the Title VI Specialist.

Materials from the FHWA Title VI technical assistance training were delivered to the Title VI Liaison to provide updated knowledge and training on Title VI.

COMPLAINTS

No complaints regarding SEF activities were received by the ADOT in FFY19.

ANCHORAGE METROPOLITAN AREA TRANSPORTATION SOLUTIONS (AMATS)

PUBLIC MEETINGS

AMATS advertised upcoming public meetings using social media and their website. Meetings were held at ADA accessible facilities located near transit options. AMATS staff also attended other local meetings and community events, including farmers' markets and street fairs to discuss upcoming projects.

AMATS provided an opportunity for meeting participants to provide self-reported demographic data at all public meetings.

Public meetings pertaining to the AMATS Coordinated Human Services Transportation plan have been open and attended by community members and AMATS personnel in ADA compliant areas. As well as ADA compliant areas AMATS has extensively reached out to minority communities for input into projects.

PUBLIC PARTICIPATION

AMATS embraced technologies for engaging new audiences in FFY19 including using Google Forms, which automatically translate to a person's default language settings and are screen-reader accessible, using targeted Facebook ads, asking demographic questions in online surveys, and reducing visual clutter in documents to effectively communicate project information to all individuals.

Each year when recruiting for the Citizen's Advisory Board, AMATS actively sought to recruit board members reflective of Anchorage's diversity.

The project team will listen closely to residents, business owners and other stakeholders to hear their hopes, concerns and vision for the Spenard Corridor and the AMATS Coordinated Human Services Transportation plan. We will document input and ideas in the Plan. Comments and

ideas from participants will be acknowledged and reported in workshop summaries that will be available for posting on the project website.

BE ENGAGING
All meetings and workshops will be structured with agendas that define the topics for discussion. Workshops will be designed to be lively, fun and encourage interaction among participants. Events will encourage participants to work together to find common ground and consensus around challenging and important issues.

BE INFORMATIVE
The events, conversations, meetings and other forms of activities that occur as part of the process will be targeted at soliciting input, but also will focus on educating and informing participants about what is known about the area and what the realistic possibilities are for its future. Thorough background information will be provided so that participants can engage in meaningful and influential conversations. Where appropriate, the project team will provide information for participants to "study" prior to critical community events by providing agendas, memoranda, reports and other materials ahead of project events.

BE TRANSPARENT
It is important to the project's success that MOA staff remains transparent and accessible to the public. All meetings will be noticed to the public and the results from those meetings will be made available. Project schedules, background documents, deliverables and other technical reports associated with the project.
In meetings held by AMATS staff, one if not all areas projects are covered within the meeting and results and comments from AMATS members are shared with public during public outreach events.

INCORPORATION OF TITLE VI ELEMENTS

AMATS provides their nondiscrimination assurances, Title VI & LEP Plan, discrimination complaint procedures and form, and resources in Hmong, Spanish, Korean, Samoan, Yupik and Tagalog as well as other languages on their website.

EQUITABLE PROVISION OF SERVICES AND FACILITIES

AMATS used socioeconomic data to help forecast where vulnerable populations might be located based on housing and income demographics. Housing density was examined as part of Bike/Ped planning efforts and the development of the updated land use plan. In the future, AMATS will use this data to better analyze and invest in transportation infrastructure to serve the needs of these communities

AMATS added access to transit, transit users are disproportionally low income and/or minority, to their ranking criteria for projects included in the Transportation Improvement Plan (TIP) and Metropolitan Transportation Plan (MTP).

As AMATS begins work on the 2040 MTP they have committed to a "robust public involvement… including outreach to underserved populations and LEP [populations]." The 2035 MTP Appendix B: Environmental Justice provides a thorough analysis of the impacts of planned AMATS decisions on low-income and minority populations; a similar section will be included in the 2040 MTP.

The AMATS Bike/Ped Advisory Board includes three members representing underrepresented populations in Anchorage.

SPENARD CORRIDOR PLAN

SPENARD CORRIDOR STRATEGIC PLAN

Over the next year, the Municipality of Anchorage will engage the community in a planning process to identify a clear vision for the future of the Spenard Corridor.

The Spenard Corridor Strategic Plan (SCSP) process will explore the potential for new activities and uses in the area, consider the types of buildings that might be appropriate and devise solutions to more seamlessly connect Spenard internally and to outside destinations through improved transit, pedestrian facilities, bicycle facilities and roadways. This important project will only reach its full potential if the community is intimately involved. Residents, businesses owners, employees and other stakeholders throughout Spenard and Anchorage are all critical to the Plan's success. This Community Outreach Strategy provides an overview of the principles and methods that MOA staff and the consulting team will utilize to ensure that the community is informed, engaged and integrated into this important project.

AMATS is aware of these considerations and hopes to mitigate some of these disparities through the implementation of the Spenard corridor plan.

ADDRESSING PUBLIC CONCERNS

AMATS receives comments in person at meetings and by phone, mail, email, project websites, and surveys. These comments are individually responded to by AMATS staff, compiled into a response summary, and reviewed by Technical and Policy committee members for potential inclusion in project documents.

PROGRAM MANUALS AND DIRECTIVES

AMATS is currently working with the Municipality of Anchorage on a LEP Plan. The current LEP plan will be revised as new technology and ways to better the plan are in development.

AMATS has a Title VI Plan approved in 2012 currently meeting all requirements set forth in the ADOT&PF Title VI Program Plan.

The CRO has aided AMATS personnel in the development of the transportation plan in areas pertaining to Title VI.

TRAINING

AMATS staff received training in effective public participation, tribal relations and cultural competency in FFY19. AMATS also received training via online Title VI training from the DOT&PF CRO on Title VI, ADA, EJ, and LEP.

COMPLAINTS

No complaints regarding AMATS activities were received by the DOT&PF in FFY19.

FAST PLANNING (FAIRBANKS AREA SURFACE TRANSPORTAION PLANNING)

PUBLIC MEETINGS

FAST Planning advertises meetings using the newspaper, multiple online public notice systems, and bulletin boards, LinkedIn, Twitter, Facebook, radio and a newsletter with 726 contacts. Meetings are held at various central, accessible locations close to transit lines and all notices provided information for persons needing a reasonable accommodation to fully participate in a meeting. Meetings are also advertised on the FAST Planning website (www.fastplanning.us).

Demographic is collected through self-identification on sign-in sheets at all public meetings.

PUBLIC PARTICIPATION

FAST Planning uses public meetings and takes public comment on all proposed actions. In FFY19, FAST Planning staff discussed upcoming projects and initiatives during open house events and guest presentation to various interested groups and organizations. All current and upcoming projects and programs are easily found on the FAST Planning website along with contact information.

INCORPORATION OF TITLE VI ELEMENTS

FAST displays their nondiscrimination assurances on their website (https://fastplanning.us/docs/title6/) and within facilities along with contact information and discrimination complaint information.

FAST Planning also incorporates many Title VI elements throughout their programs.

EQUITABLE PROVISION OF SERVICES AND FACILITIES

FAST Planning is in the process of creating a Ladders of Opportunity Plan to increase accessibility of essential services to traditionally underrepresented populations. Ladders of Opportunity is an on-going process as there has been turn over for the employee within the Title V Liaison position, the CRO will work closely with the new Liaison on this area of their program.

FAST Planning staff are looking into the EJSCREEN and other tools provided by the Title VI Specialist to better evaluate potential impacts on low-income and minority communities in their area.

No requests were received for translation services in FFY19.

ADDRESSING PUBLIC CONCERNS

FAST Planning receives comments via mail, email, their website, in person, and on comment forms. All comments are responded individually via email and responded to in a Public Responsiveness Summary for each project/program.

No comments were received in any language other than English.

PROGRAM MANUALS AND DIRECTIVES

FMATS Title VI Plan approved by the FMATS Policy Board April 19, 2017. The CRO and FAST Panning Title VI Liaison will work together on implementing the Title VI program within FAST Planning staff.

TRAINING

Participation in the Fairbanks Transportation Coalition and attendance at the Title VI online training on 6/20/18 presented by the DOT&PF CRO.

Materials from the FHWA Title VI technical assistance training were delivered to the Title VI Liaison to provide updated knowledge and training on Title VI.

COMPLAINTS

No complaints regarding FAST activities were received by the ADOT in FFY19.

ALASKA MARINE HIGHWAY

DIVISION INFORMATION			
Title VI Program Liaison	Jerry Mastin	Title	Transportation Planner
Region	Alaska Marine Highway System	Phone	907-228-7275
How many years have you served as Title VI Liaison?	2018 ☐ 2019 ☒ 2020 ☐	Email	jerry.mastin@alaska.gov
PUBLIC MEETINGS	RESPONSE	COMPLIANCE	COMMENTS FROM CRO
Please attach a list of public meetings held by AMHS during FFY19 along with the number of attendees and any demographic data collected.	DOT&PF Public Review of 2018/2019 Winter Ferry Schedule Conducted on Thursday, June 14, 2018. DOT&PF Public Review of 2019 Summer Ferry Schedule Conducted on Monday, November 26, 2018	☒Sufficient ☐Tech. Deficiency ☐Sub Deficiency	AMHS used CRO approved sign in sheets for all public meetings. The CRO has review sign informs submitted by AMHS and found the forms to be sufficient.
What efforts did AMHS staff use to promote diverse (ethnicity, age, gender, income, ability level) public participation?	AMHS utilizes the Statewide Online Public Notice system as well as Press Releases, GovDelivery subscription notification, the AMHS website, and direct email to those who have expressed interest in receiving AMHS information. AMHS does not track how press releases are distributed beyond our distribution practices. However it is known that our releases are often repeated or generate an article in numerous "local" news outlets across the State.	☒Sufficient ☐Tech. Deficiency ☐Sub Deficiency	

How were these populations represented In the citizen participation process?	AMHS has on-site meetings, and teleconference meetings. These meetings are recorded for posterity, and a list of those attending and speaking is created from the audio recordings. Those files are available at the AMHS Headquarters for public review, if requested.	☒Sufficient ☐Tech. Deficiency ☐Sub Deficiency	
Describe the mechanisms used to identify which communities were represented at the public meetings, hearings, and online outreach.	Teleconference attendance was requested and taken by geographical location.	☒Sufficient ☐Tech. Deficiency ☐ Sub Deficiency	
What efforts were made to ensure meetings were accessible to persons with disabilities? Where were the meetings located?	All public meetings were held in a facility with accessible accommodation. All meetings were teleconferenced. No requests for reasonable be accommodation were received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How does AMHS plan on continuing to ensure representative participation in its outreach efforts?	AMHS utilizes the Statewide Online Public Notice system as well as Press Releases, GovDelivery subscription notification, the AMHS website, and direct email to those who have expressed interest in receiving AMHS information. All scheduling requests are received and vetted against impacts to existing service schedules and communities served.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PUBLIC PARTICIPATION			

Please describe AMHS's efforts to engage new/diverse audiences in FFY19.	Schedules: AMHS has two scheduling cycles per calendar year. Public teleconferences are held for public comment approximately 6 months prior to the implementation of each schedule. This ensures the public has sufficient notification of the schedules and allows the public to make and submit comments prior to the Departments publishing of the schedules. Press Releases: All State Agencies are working with reduced operating budgets. This will impact all modes of transportation. For Alaskans who rely on the ferry system, current and proposed substantial budget reductions will directly impact AMHS operations and sailings. Press Releases are a method whereby Department Managers are able to disseminate important information relative to the ongoing and future operations of the system.	☒Sufficiency ☐Tech. Deficiency ☐Sub. Deficiency	
If AMHS received requests for alternative formats or languages, was AMHS able to accommodate these requests?	No requests received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How Title VI considerations are addressed through stakeholder involvement mechanisms?	Public notice outreach, and multiple media forums are used whenever necessary to reach geographical demographic.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Please attach any Public Participation Plans for		☒Sufficient ☐Tech. Deficiency	

projects commenced during FFY19.		☒Sub. Deficiency	
INCORPORATION OF TITLE VI ELEMENTS			
List the efforts taken to ensure that populations protected by the Title VI Nondiscrimination Program are included in the development of the STIP, Long Range Statewide Transportation Plan, and other AMHS functions.	AMHS has two scheduling cycles per year and public teleconferences are held for public comment. These meetings are held 6 months prior to the operational implementation of each schedule to ensure the public has plenty of notification to make comment and to publish an approved operating schedule as much in advance as possible to allow for public convenience in travel planning. Projects are created that support the operating schedule.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
EQUITABLE PROVISIONS OF SERVICES AND FACILITIES			
What activities and/or studies were conducted in FFY19 that provided data relative to minority persons, neighborhoods, income levels, physical environment and/or travel habits? Please list each activity or study and include a brief statement about the activity or study and how it will be incorporated into the AMHS process.	Due to the change of Title VI Liaison no activity or study was done.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The Title VI Specialist will seek ways in which to aid AMHS in activities and developing a study plan to gather data on minority persons, neighborhoods, income levels, and physical environment
Describe what project selection decisions if any,	None	☒Sufficient ☐Tech. Deficiency	

were affected by Title VI or Environmental Justice issues? Can you receive TTY calls? Can you accommodate non-English speakers?		☐Sub. Deficiency	
ADDRESSING PUBLIC CONCERNS			
List the ways that comments are received by the public.	Email and mail correspondence, and direct communication. Yes, we can accommodate TTY calls. We would make reasonable effort to find a translator through local visitors' bureaus and other community resources.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The CRO has access to translation services which can be used within AMHS if and when needed.
What is done with the comments that are received?	Comments are logged and considered in the decision making process.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How are comments responded to?	Comments are responded to with either a receipt confirmation or follow-up FAQs.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	No	☒Sufficient ☒Tech. Deficiency ☐Sub. Deficiency	In the event there is a manual update the CRO will work with AMHS personnel to ensure Title VI language is represented correctly.

Please provide a copy of the Title VI Plan submitted to FTA.	The SOA's CRO governs our program area.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The Title VI Specialist and the Title VI Liaison will work together on this process.
Are those manuals and/or directives compliant with the Title VI Program?	no	☒Sufficient ☐Tech. Deficiency ☐ Sub. Deficiency	The Title VI Specialist and the new Title VI Liaison will be working together to update and verify manuals are in compliance with the Title VI Program.
TRAINING			
What Title VI/ADA Training did AMHS staff receive in FFY19?	Tile VI online training.	☒Sufficient ☐Tech. Deficiency ☐ Sub. Deficiency	New Title Vi Liaison will receive in-person Title VI training as well as on-line Title VI training.
What Title VI/ADA Training would AMHS staff like to see in FFY20?	Power point training tools, Goto Meeting presentations – especially prior to completing these CRO specific reviews.	☒Sufficient ☐Tech. Deficiency ☐ Sub. Deficiency	CRO should provide increased training for AMHS staff before review.
COMPLAINTS			
Were any civil rights complaints received as a result of the AMHS process; e.g., public involvement activities, lack of coordination with tribal governments, contracting opportunities for AMHS projects or transportation studies? If so, how many?	No.	☒Sufficient ☐Tech. Deficiency ☐ Sub. Deficiency	

Summarize each complaint and the status, with actions proposed and taken.			

CONSTRUCTION

NORTHERN REGION

DIVISION INFORMATION			
Title VI Program Liaison	Erin Anderson	Title	Engineering Associate
Region	Northern	Phone	451-3055
		Email	erin.anderson@alaska.gov
Which years have you served as Title VI Liaison?	2018 ☒ 2019 ☒ 2020 ☒		
PUBLIC MEETINGS		COMPLIANCE	COMMENTS FROM CRO
Please attach a list of public meetings held by Construction during FFY19 along with the number of attendees and any demographic data collected.	One PAC was held in Kivalina for the Kivalina Evacuation and School Site Access Road project. Contact CRO for sign-in sheet	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts did Construction staff use to promote diverse (ethnicity, age, gender, income, ability level) public participation?	The Department held a Super Open House in Fairbanks in April prior to the start of construction season. This is a family event that provides the community with information about major projects that will be constructed.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How were these populations represented in the in the citizen participation process?	See attached sign in sheets and reporting spreadsheet.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Great efforts done to insure personnel sign into meetings
Describe the mechanisms used to identify which communities were represented at the public meetings, hearings, and online outreach.	PAC's are held in rural communities that are typically off the road system.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	If interpreters are need the CRO has an avenue to provide interpreters.

What efforts were made to ensure meetings were accessible to persons with disabilities? Where were the meetings located?	Project open houses are typically held in a central and accessible location near the project (i.e., community centers, schools, public facility). PAC's are held at community centers or schools.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How does Construction plan on continuing to ensure representative participation in its outreach efforts?	By continuing to inform the public through the Department's website, announcements in local newspapers and radio spots, social media, alaskanavigator.org, electronic message boards, and hosting public open houses and PAC's	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PUBLIC PARTICIPATION			
Please describe Construction's efforts to engage new/diverse audiences in FFY19.	Northern Region will continue to engage the public through open houses and PAC's. Information will continue to be available to the public through media outlets, Department's website, social media, alaskanavigator.org, etc.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
If Construction received requests for alternative formats or languages, was Construction able to accommodate these requests?	No requests were received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Identify the methods available to the public to raise concerns before or during projects.	At project open houses and PAC's, through mail, email and social media, over the phone, in person at project and regional offices, and through local representatives.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
ADDRESSING PUBLIC CONCERNS			
How many projects were initiated in this reporting period?	Approximately 21 FWA construction projects were initiated this construction season and 9 FAA projects.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

List the ways that comments are received by the public	Comments are received from the public at project open houses, at regional and project field offices, through mail and email, social media, over the phone, and through local representatives	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Comments are given to the project's construction manager and project engineer and addressed as appropriate.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How are comments responded to?	Generally, comments are responded to by project staff. Depending on the comment, assistance from other regional staff may be necessary.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How many contract change orders had Title VI/ADA implications during FFY19? Briefly describe how the implications were resolved.	Three, see attached	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	None	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			

What Title VI/ADA Training did Construction staff receive in FFY19?	Title VI on-line training provided by CRO.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The Title VI Specialist has met frequently with the NR Construction Liaison.
What Title VI/ADA Training would Construction staff like to see in FFY20?	Same training provided this year.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Information from the FHWA Title VI technical Assistance training has been provided to this regions liaison.
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's Construction process; e.g., public involvement activities, lack of coordination with tribal governments, contracting opportunities for Construction projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	No complaints were received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

CENTRAL REGION

DIVISION INFORMATION			
Title VI Program Liaison	David A. Lee	Title	Central Region Office Engineer
Region	Central	Phone	(907) 269-0451
Which years have you served as Title VI Liaison?	2018 ☐ 2019 ☒ 2020 ☒	Email	Dave.lee@alaska.gov

PUBLIC MEETINGS	RESPONSE	COMPLIANCE	COMMENTS FROM CRO
Please attach a list of public meetings held by Construction during FFY19 along with the number of attendees and any demographic data collected.	See DOT&PF Calendar List. (list available upon request)	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	List available upon request.
What efforts did Construction staff use to promote diverse (ethnicity, age, gender, income, ability level) public participation?	Construction provides information in several different formats, which target different demographics. Print, radio, digital, social media, direct mail and electronic message boards allow us to reach nearly all of our target population. Electronic message boards, which we use primarily to alert the traveling public of upcoming construction, reaches all ages and genders very effectively. Digital advertising is relatively new for ADOT&PF. Digital advertising is affectively reaching a younger audience (and notoriously difficult to reach) of 16-24 years of age. Direct mail is most effective with ages 34-64. Social media, which we are regularly using for meeting updates and major closures is gaining effectiveness (particularly effective in reaching women, and those between 16-24, but least effective at reaching those over 65 years of age and older). One way we can expand the effectiveness of our reach will be to provide social media messages in several different	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Title VI Specialist will provide help within the LEP realm.

	languages when targeting different ethnic groups near a project area. Print readership is heavily weighted with older readers (over 55 years old). Radio reaches a wider segment of the population, but is particularly affective for 25-64 year old people. During construction, our target audience is everyone who uses transportation facilities-as a walker, biker, passenger or driver. Construction provides information in several different formats, which target different demographics. Print, radio, digital, social media, direct mail and electronic message boards allow us to reach nearly all of our target population. Electronic message boards, which we use primarily to alert the traveling public of upcoming construction, reaches all ages and genders very effectively		
How were these populations represented in the in the citizen participation process?	During the design process, we track Title VI attendance for our public meetings, transportation fairs, and open houses. But tracking is a challenge for anonymous comments submitted via mail, email, and similar venues. But based on the attendance at the public meetings, our efforts to be inclusive to all are paying dividends. During the construction season, the majority of Southcentral residents report that ADOT&PF does an excellent or good job of keeping them informed of traffic delays due to construction.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	More increased effort is needed in requesting PAC members to sign the sign-in sheet can better aid the CRO with demographic data.
Describe the mechanisms used to identify which communities were represented at the public meetings, hearings, and online outreach.	During the design process, we have a block for attendees to self-identify for Title VI on our attendance forms for our public meetings, transportation fairs, and open houses. But we do	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	not fill in for those that choose not to self-identify.		
What efforts were made to ensure meetings were accessible to persons with disabilities? Where were these meetings located?	During the design process, we always hold our meetings in locations that are fully ADA accessible; we provide translators and other accommodations as appropriate.	☒Sufficient ☐Tech. Deficiency ☐ Sub. Deficiency	CRO has attended public meetings and found meeting location to be accessible
How does Construction plan on continuing to ensure representative participation in its outreach efforts?	DOT&PF conducts a robust public outreach when developing a project in design and during construction. This includes hosting public meetings (scoping, design and construction), which are advertised in local publications, direct mail, and through social media. Our projects are represented with booths and project experts in public forums, including region-wide transportation fairs in the Mat-Su and Anchorage. Many of our projects have websites with interactive exhibits, comment opportunities and contact information for the public to write, email, call or meet with project staff in person. In addition to the public interaction at public meetings and forums, project staff responds to comments during the design phase in writing, and refining the design based on information provided by the public. Project managers continue to be available to members of the public throughout the life of the project. DOT&PF construction staff also responds to concerns raised during the construction, including accommodating community events such as the Alaska State Fair, or school year events. In regard to social media, one method we can use to	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	expand the effectiveness of our reach will be to provide social media messages in several different languages when targeting different ethnic groups near a project area.		
PUBLIC PARTICIPATION			
Please describe Construction's efforts to engage new/diverse audiences in FFY19.	Direct mail to the affected communities, public meetings (advertised in local publications, radio, and via social media including Facebook and Twitter.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
If Construction received requests for alternative formats or languages, was Construction able to accommodate these requests?	Yes, through the CRO translation services and services provided by sub-contractors.	☒Sufficient ☐Tech. Deficiency ☐ Sub. Deficiency	
Identify the methods available to the public to raise concerns before or during projects.	DOT&PF staff document and respond to the public's ideas and concerns through a variety of methods (at public meetings/hearings, via mail and email). These ideas and concerns are considered as part of the design and many refinements are incorporated as a result of this input. Construct ion staff also take into account the concerns and ideas of the public during construction phasing, particularly to accommodate all users and be mindful of community events.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
ADDRESSING PUBLIC CONCERNS			
How many projects were initiated in this reporting period?	Central Region has had 51 projects initiated this federal fiscal year.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

List the ways that comments are received by the public	From the start of the project's design process, actually the environmental document preparation effort that precedes the design effort, through to passing the project to construction, we strive to engage al l stakeholder groups in the project development process. This includes offering translation services for any meeting, targeted public notices to draw in non-traditional stakeholder groups, and where appropriate, going door to door in some corridors to make sure an opportunity is provided. We use all of the means and methods available to us, including print, radio, digital, social media, direct mail, email, and electronic message boards to name just the more common. But they have also included doing interviews with the local radio stations, CB broadcasts in bush villages, and posters in the local post office and library. During construction, our target audience is everyone who uses transportation facilities-as a walker, biker, passenger or driver. Construction provides information in several different formats, which target different demographics. Print, radio, digital, social media, direct mail and electronic message boards allow us to reach nearly all of our target population. Print readership is heavily weighted with older readers (over 55 years old). Radio reaches a wider segment of the population, but is particularly affective for 25-64 year old people. Digital advertising is relatively new for ADOT&PF. Digital advertising is affectively reaching a younger audience (and notoriously difficult to	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	reach) of 16-24 years of age. Direct mail is most effective with ages 34-64. Social media, which we are regularly using for meeting updates and major closures is gaining effectiveness (particularly effective in reaching women, and those between 16-24, but least effective at reaching those over 65 years of age and older). One way we can expand the effectiveness of our reach will be to provide social media messages in several different languages when targeting different ethnic groups near a project area. Electronic message boards, which we use primarily to alert the traveling public of upcoming construction, reaches all ages and genders very effectively (least effective among 16-24 year aids). Print publications (paid), radio enhanced (paid) radio PSA's (not paid), Facebook advertising (paid), Facebook regular post (not paid), and Twitter (not paid). Prior to commencing activities local residents are notified by flyers or through mail about the work with contact information provided.		
What is done with the comments that are received?	As comments are received the project determines the adequate measure of response that is needed. Prompt response to comments is encouraged in project staff.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How are comments responded to?	Comments are dealt with in a manner that will provide resolution at the lowest level. The Project Engineer will elevate comments that cannot be handled at t heir level to the Project Manager and so on up the chain of leadership until a resolution can be found.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

How many contract change orders had Title VI/ADA implications during FFY19? Briefly describe how the implications were resolved.	No change orders had Title VI/ADA implications for FFY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	None	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did Construction staff receive in FFY19?	Routine meeting with CR Title Specialist. Online/tele-conference for part of FHWA Technical Assistance Title VI training completed on August 6, 2019.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	CRO has met routinely with CR Construction and has conducted Title VI training and provided aid on Title VI issues throughout the department.
What Title VI/ADA Training would Construction staff like to see in FFY20?	We would like to have another meeting with informing of updates and changes to the Title VI program.	☒Sufficient ☐Tech. Deficiency ☐ Sub. Deficiency	CRO will continue to hold annual Title VI/ADA training and continue meetings with CR Construction staff
COMPLAINTS			

Were any civil rights complaints received as a result of the Department's Construction process; e.g., public involvement activities, lack of coordination with tribal governments, contracting opportunities for Construction projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	None	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

SOUTHCOAST REGION

DIVISION INFORMATION				
Title VI Program Liaison	Willow Gaber		Title	Civil Rights & Contract Compliance
Region	Southcoast		Phone	907-465-2603
Which years have you served as Title VI Liaison?	2018 ☐	2019 ☒	2020 ☐	Email	Willow.gaber@alaska.gov
PUBLIC MEETINGS				
Please attach a list of public meetings held by Construction during FFY19 along with the number of attendees and any demographic data collected.			☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

What efforts did Construction staff use to promote diverse (ethnicity, age, sex, income, ability level) public participation?	No public meetings were held in FY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How were these populations represented in the in the citizen participation process?	No public meetings were held in FY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Describe the mechanisms used to identify which communities were represented at the public meetings, hearings, and online outreach.	No public meetings were held in FY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts were made to ensure meetings were accessible to persons with disabilities? Where were the meetings located?	No public meetings were held in FY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How does Construction plan on continuing to ensure representative participation in its outreach efforts?	This is project specific. The plan would be based on the project, location, and public needs.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PUBLIC PARTICIPATION			
Please describe Construction's efforts to engage new/diverse audiences in FFY19.	Construction provides information in several different formats to reach a broad demographic including, but not limited to: print, radio, digital, social media, direct mail and electronic message boards.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
If Construction received requests for alternative formats or languages, was	There were no language accommodation requests, but if any are made the section	☒Sufficient	

Construction able to accommodate these requests?	would use the language translation services provided by the Civil Rights Office.	☐Tech. Deficiency ☐Sub. Deficiency	
Identify the methods available to the public to raise concerns before or during projects.	Each project has a posting board and is generally accessible to the public containing information on how to contact State officials and contractor contacts. Also DOT&PFs Facebook page is open to any questions the public may have.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
ADDRESSING PUBLIC CONCERNS			
How many projects were initiated in this reporting period?	Approximately 14 projects were awarded during FFY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
List the ways that comments are received by the public	Phone calls, letters, emails, social media.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Questions are generally answered within 24 hours of being received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How are comments responded to?	Generally in the same format it was received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How many contract change orders had Title VI/ADA implications during FFY19? Briefly describe how the implications were resolved.	No change orders had Title VI/ADA implications for FFY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	No	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did Construction staff receive in FFY19?	Title VI online training completed by Title VI liaison. 2-Day FHWA Title VI technical Assistance training.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	CRO will provide training to new Title VI Liaison.
What Title VI/ADA Training would Construction staff like to see in FFY20?	General Title VI/ADA/LEP Training to new Liaison and departmental personnel.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's Construction process; e.g., public involvement activities, lack of coordination with tribal governments, contracting opportunities for Construction projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	None	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

CONTRACTING

STATEWIDE

DIVISION INFORMATION			
Title VI Program Liaison	Charlie Deininger	Title	Chief Contracts Officer
Region	Statewide	Phone	(907) 465-6990
Which years have you served as Title VI Liaison?	2018 ☐ 2019 ☒ 2020 ☒	Email	Charlie.deininger@alaksa.gov
EQUITABLE PROVISION OF SERVICES AND FACILITIES			
How does Contracting ensure that the Title VI/Nondiscrimination Assurance paragraph is included in all solicitations for bids?	**Preamble:** It is the policy of the DOT&PF to administer all solicitations and contract awards uniformly throughout the department. This policy requires all regional contracting officers and contracts staff to utilize standardized forms formalized by its statewide standards section and chief contracts officer. The Title VI/Nondiscrimination Assurance requirement is included in form 25D-55H (form FHWA-1273) Required Contract Provisions for Federal-Aid (FHWA) Construction Contracts. This form is included in all fed-aid solicitations (Invitation to Bid).	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How does Contracting ensure that the bidding and award process for consultant agreements and	All DOT&PF solicitations are advertised online at State of Alaska's Online Public Notice web site, in accordance with State of Alaska Statute	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

construction contracts is conducted in a non-discriminatory manner?	36.30.130, and on ADOT&PF's contracting web site. All fed-aid construction solicitations (Invitation to Bid) and contract awards (contracts) include the following forms related to Title VI; • ADOT&PF Form 25A-301, Federal EEO Bid Conditions (Standard Federal Equal Employment Opportunity Construction Contract Specifications for all Non-Exempt Federal and Federally-Assisted Construction Contract to be Awarded in the State of Alaska), and • ADOT&PF Form 25A-304 EEO-1 Certification (Federal-Aid Contracts). All fed-aid construction related professional services solicitations (Request for Proposals) include the following clause; • Part A, Section 13. *The proposed contract will be a Federally Assisted Program of the U.S. Department of Transportation. If it will be an assisted program, then the Offeror shall insert the following notification in all subcontract solicitations for bids or proposals pertinent to this RFP: In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, CFR, U.S. Department of Transportation (U.S. DOT), Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. DOT issued pursuant to such Act, in any*		

	Subcontract entered into pursuant to this RFP, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids or proposals and will not be discriminated against on the grounds of race, color, sex, or national origin, in consideration for an award.		
How does Contracting ensure Title VI compliance by its contractors, subcontractors, and Local Public Agencies (like the Municipality of Anchorage or Kenai Borough)?	See preamble and responses to a. and b.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	No	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	N/A-	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did Contracting staff receive in FFY19?	Training is available online from Civil Rights web site. • Title VI Basic Training	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What Title VI/ADA Training would Contracting staff like to see in FFY20?	Same training received in previous year from the CRO.	☒Sufficient ☐Tech. Deficiency	Materials from the FHWA Title VI Technical Assistance

		☐Sub. Deficiency	training have been given to the Liaisons for this department.
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's Contracting process; e.g., public involvement activities, lack of coordination with tribal governments, contracting opportunities for Contracting projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	No	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

MAINTENANCE AND OPERATIONS

NORTHERN REGION

DIVISION INFORMATION			
Title VI Program Liaison	Jason Sakalaskas	Title	Acting NR M&O Chief
Region	Northern	Phone	907-451-2214
Which years have you served as Title VI Liaison?	2018 ☐ 2019 ☒ 2020 ☒	Email	Jason.Sakalaskas@alaska.gov
EQUITABLE PROVISION OF SERVICES AND FACILITIES			
Describe the process used to prioritize maintenance activities (for example – brush clearing,	All roads are broken into priority levels from 1 - 5. Priority 1 being the highest priority. All activities like brush cutting, snow removal, etc. are rated and prioritized by the level of road they	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

road maintenance, snow removal, etc.	are on. The State of Alaska has developed a hand book to guide our M&O staff. It is the "Alaska Highway Maintenance and Operations Handbook".		
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	no	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	no	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did M&O staff receive in FFY19?	Completion of Title VI online training. Meeting with the Title VI analysis on Maintenance roles and responsibilities of	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What Title VI/ADA Training would M&O staff like to see in FFY20?	If there were any complaints associated with our area we would like training in that area to ensure it doesn't occur again.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's maintenance activities? If so, how many? Summarize each complaint and the	No.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

status, with actions proposed and taken.			

CENTRAL REGION

DIVISION INFORMATION			
Title VI Program Liaison	Greg Patz	Title	Maintenance & Operations Manager
Region	Central	Phone	269-0763
How many years have you served as Title VI Liaison?	2018 ☐ 2019 ☐ 2020 ☒	Email	Greg.patz@alaska.gov
EQUITABLE PROVISION OF SERVICES AND FACILITIES			
Describe the process used to prioritize maintenance activities (for example – brush clearing, road maintenance, snow removal, etc.	Maintenance activities are prioritized by traffic volume and the FHWA highway classification system. High traffic volume highways and highways that connect communities receive higher priority than low volume local roads.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	Title VI, Policy & Procedure 01.02.010 and 01.02.020 V.A. Federal EEO Conditions, DBE and Required Contract Provisions for Federal-Aid (FHWA) Construction Contracts	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	For FAA, Federal EEO Conditions, DBE and Required Contract Provisions for Federal-Aid (FAA) Construction Contracts		
Are those manuals and/or directives compliant with the Title VI Program?	Yes.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did M&O staff receive in FFY19?	General Title VI, ADA, EJ, LEP training from DOT CRO office online.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What Title VI/ADA Training would M&O staff like to see in FFY20?	Would like to know when training is available.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	CRO will continue to provide online training and in person training as needed in FFY19. Materials from the FHWA Title VI Technical training have been given to the Title VI Liaison for this region.
COMPLAINTS			

Were any civil rights complaints received as a result of the Department's maintenance activities? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	None	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

SOUTHCOAST REGION

DIVISION INFORMATION			
Title VI Program Liaison	Marcus Zimmerman	Title	South Coast
Region	Southcoast	Phone	907-465-4655
Which years have you served as Title VI Liaison?	2016 ☐ 2018 ☒ 2019 ☒	Email	Marcus.zimmerman @alaska.gov
EQUITABLE PROVISION OF SERVICES AND FACILITIES			
Describe the process used to prioritize maintenance activities (for example – brush clearing, road maintenance, snow removal, etc.	All roads are broken into priority levels from 1 - 5. Priority 1 being the highest priority. All activities like brush cutting, snow removal, etc. are rated and prioritized by the level of road they are on. The State of Alaska has developed a hand book to guide our M&O staff. It is the "Alaska Highway Maintenance and Operations Handbook	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	No	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

Are those manuals and/or directives compliant with the Title VI Program?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did M&O staff receive in FFY19?	Title VI on-line training provided by the CRO through the T2 training calendar.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	CRO will continue to develop and put training out for individual and regional departments.
What Title VI/ADA Training would M&O staff like to see in FFY20?	Training that pertains to Title VI and our specific program.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Materials from the FHWA Title VI Technical training have been given to the Title VI Liaison for this region.
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's maintenance activities? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	No.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

PRELIMINARY DESIGN & ENVIRONMENTAL

NORTHERN REGION

DIVISION INFORMATION			
Title VI Program Liaison	Brett Nelson	Title	Regional Environmental Manager
Region	Northern	Phone	451-2238
Which years have you served as Title VI Liaison?	2018 ☒ 2019 ☒ 2020 ☒	Email	Brett.nelson@alaska.gov
PUBLIC MEETINGS		COMPLIANCE	COMMENTS FROM CRO
Please attach a list of public meetings held by PD&E during FFY19 along with the number of attendees and any demographic data collected	Project info loaded to ZendTo due to size constraints. (documents available upon request) • Steese-Johansen Interchange • Gillam Way Reconstruction • Whitshed Road and Ped Improvements • Airport Way West Improvements • North Pole Streetlight Standardization • Airport Way/Steese Expwy Interchange	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How many public hearings were held during the reporting period concerning location of a project?	No public hearings in FFY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How was information regarding meeting times and locations advertised and was it adequate to provide notification to minorities and low-income communities?	A variety of methods may be utilized including newspaper ads, direct mailings, on-line public notices, project website, personal communication, meetings, PSAs, and increasingly social media (Facebook, Twitter, etc.) is also used.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

What efforts were made to ensure meetings were accessible to persons with disabilities?	Meetings were generally held in centrally-located, public facilities that would be expected to be compliant with ADA standards.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How does PD&E plan on continuing to ensure representative participation in its outreach efforts?	Utilizing changing technological trends and considering social media to broaden participation outreach. Also, partnering with local units of government and hiring consultants with specialization in public participation seems to help with outreach efforts.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PUBLIC PARTICIPATION			
Please describe PD&E's efforts to engage new/diverse audiences in FFY19	Continuing to do better with existing efforts should help to engage the already diverse audiences present in Northern Region project areas.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How were minorities, women, elderly, persons with disabilities, and low-income community representatives identified and encouraged to become involved in the project location and environmental phase?	Effort is made to ensure everyone who may be affected by the project has an opportunity to participate, at the earliest possible time. One way this is done is by holding project meetings close to the project location which increases accessibility for all. If requested, people can be met at their property to discuss an issue. Also, a translator can be employed if requested. An important manner for encouraging participation and comments is by having multiple ways to comment on a project. People can write a letter, email, call by phone, fill out a comment sheet in person, or participate via social media	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	(Facebook, Twitter, Instagram, Vine, etc.). Depending on the project a survey may also be utilized		
If PD&E received requests for alternative formats or languages, was PD&E able to accommodate these requests?	No requests were received in FFY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Please attach any Public Participation Plans for projects commenced during FFY19	No new PIPs developed during reporting period.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
EQUITABLE PROVISIONS OF SERVICES AND FACILITIES			
What activities and/or studies were conducted in FFY19 that provided data relative to minority persons, neighborhoods, income levels, physical environment and/or travel habits? Please list each activity or study and include a brief statement about the activity or study and how it will be incorporated into the PD&E process.	No studies were conducted in FFY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your	No, not that we are aware of currently.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

program area currently under review?			
Are those manuals and/or directives compliant with the Title VI Program?	Yes, they should be compliant.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	CRO will review manuals to ensure compliance.
ADDRESSING PUBLIC CONCERNS			
List the ways that comments are received by the public	Comments may be made verbally or written at public meetings. Comments may also come in by phone, in person, or by email. Written letters are less common these days, but comments via social media are an increasing likelihood.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
During the reporting period, how many pre-draft Environmental Impact Statements (EIS) or Environmental Analyses were open for public review? Summarize comments provided on EIS/EAs where minorities, women, elderly, disabled and low-income persons were adversely impacted	No pre-draft EAs were open for review during this reporting period.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Comments are evaluated by the project team to determine whether any project changes were warranted. The comments become part of the project file.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

How are comments responded to?	The method for responding to comments can vary depending on the project and situation. A response may be given at a public meeting, or with a follow-up discussion/correspondence. Some comments may lead to an additional public meeting or a change to the project. Comment are often grouped for response in an environmental document, with more detailed responses on an EA or EIS, whereas with a CE the responses may be more general depending on the scope of project and nature of comments. Comments and responses become part of the environmental document file.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did PD&E staff receive in FFY19?	Introduction to Title VI Training – online training resource.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What Title VI/ADA Training would PD&E staff like to see in FFY20?	Title VI training, ADA training. Public participation/outreach process training (not just how to conduct a public meeting, but what is required and how to best document).	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Personnel from this department were unable to attend the FHWA Title VI Technical Assistance training
COMPLAINTS			

Were any civil rights complaints received as a result of the Department's PD&E process; e.g., public involvement activities, lack of coordination with tribal governments, contracting opportunities for Construction projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	No.	☒Sufficiency ☐Tech. Deficiency ☐Sub. Deficiency	

CENTRAL REGION

DIVISION INFORMATION			
Title VI Program Liaison	Brian Elliott	Title	Region Environmental Manager
Region	Central	Phone	(907) 269-0539
Which years have you served as Title VI Liaison?	2018 ☒ 2019 ☒ 2020 ☒	Email	brian.elliott@alaska.gov
PUBLIC MEETINGS		Compliance	Comments from CRO
Please attach a list of public meetings held by PD&E during FFY19 along with the number of	See below. In addition, Central Region held the **Anchorage and Mat-Su Borough Transportation Fairs**, during the FFY19	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

attendees and any demographic data collected	reporting period which were public meetings for most of the projects in Central Region. 1. Bethel Airport Runway Reconstruction (4/24/19) 2. Seward Hwy MP 100-105/HSIP Left Turn Lanes (3/21/19) 3. Seward Airport Improvements (12/12/18) 4. Alaska Peninsula Hwy Bridges (10/25/18) 5. Anchor river Bridge Replacement (8/20/19) 6. Seward Highway MP 17-22.5 (10/16/18) 7. Dowling Road/Seward Highway Interchange Reconstruction (8/1/19) 8. Various Homer area projects (see attached) **Please See appendix A**		
How many public hearings were held during the reporting period concerning location of a project?	1. Seward Airport Improvements (8/15/19) 2. Newtok Airport Relocation – Anchorage (7/11/19) 3.Newtok Airport Relocation – Newtok (7/9/19)	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

How was information regarding meeting times and locations advertised and was it adequate to provide notification to minorities and low-income communities?	DOT&PF Central Region Preliminary Design and Environmental (PD&E) makes considerable effort to make sure that everyone who is affected by the project, including minorities and low-income communities, has an opportunity to participate early in the project. One way PD&E does this is to have project meetings and events close to the project location, which increases accessibility for all. If requested, PD&E will meet people at their property to discuss an issue. Based on the location of the project or by request, PD&E will employ a translator. The other primary way PD&E encourages people to participate is by having many ways to comment on a project. People can write a letter, email, Facebook message, make a phone call, or fill out a comment sheet. Depending on the project PD&E may deploy a survey as well.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts were made to ensure meetings were accessible to persons with disabilities? Where were the meetings located?	PDE includes the following statement in public meeting outreach materials: "Persons with a hearing impairment can contact DOT&PF at our Telephone Device for the Deaf (TDD) at 269-0674. We can offer reasonable accommodations for special needs related to other disabilities." Outreach materials have the public meeting coordinator's contact information (phone number, email) so a person with disabilities can arrange for special accommodations or needs.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Were meetings held at accessible locations?

How does PD&E plan on continuing to ensure representative participation in its outreach efforts?	PD&E organizes its strategies to inform and invite all affected stakeholders to participate. One of these strategies is to develop inclusive mailing lists of all residents, property owners, and businesses along the project corridor. A wide variety of outreach methods are used including direct mail, email communications, public service announcements, newspaper advertisements, State of Alaska Online Notices, GovDelivery, Community Council notices, online event calendars, and Facebook advertising. Direct mail is the centerpiece of the communications plan because it goes directly to individuals affected by each project We also plan to utilizing changing technological trends and considering social media to broaden participation outreach. Also, partnering with local units of government and hiring consultants with specialization in public participation seems to help with outreach efforts	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PUBLIC PARTICIPATION			
Please describe PD&E's efforts to engage new/diverse audiences in FFY19.	In order to continue to improve our engagement program, PD&E has added public transit directions to our outreach materials, converted our email template to mobile friendly, and started running targeted online advertisements.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

How were minorities, women, elderly, persons with disabilities, and low-income community representatives identified and encouraged to become involved in the project location and environmental phase?	PD&E makes considerable effort to make sure everyone who is affected by the project has an opportunity to participate early in the project. One way PD&E does this is to have project meetings and events close to the project location which increases accessibility for all. If requested, PD&E meets people at their property to discuss an issue. Based on the location of the project or by request, PD&E will employ a translator. The other primary way PD&E encourages people to participate is by having many ways to comment on a project. People can write a letter, email, Facebook message, make a phone call, or fill out a comment sheet. Depending on the project PD&E may deploy a survey as well.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
If PD&E received requests for alternative formats or languages, was PD&E able to accommodate these requests?	No requests for alternative formats or languages Were made during FFY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Please attach any Public Participation Plans for projects commenced during FFY19.	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
EQUITABLE PROVISIONS OF SERVICES AND FACILITIES			

What activities and/or studies were conducted in FFY19 that provided data relative to minority persons, neighborhoods, income levels, physical environment and/or travel habits? Please list each activity or study and include a brief statement about the activity or study and how it will be incorporated into the PD&E process	No studies were conducted in FY19.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	No, not that we are aware of currently.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

Are those manuals and/or directives compliant with the Title VI Program?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
ADDRESSING PUBLIC CONCERNS			
List the ways that comments are received by the public	The public can submit written comments to the Regional Environmental Manager from newspaper notices and DOT&PF State of Alaska online Public Notices for the preliminary design and environmental (PD&E) phase of projects. Email comments and phone calls can also be made during the PD&E phase, which are typically submitted to the project manager and/or environmental analyst through contact information published in newspapers and online Public Notices. At public meetings, participants can submit written comments on comments sheets either at the meeting or mail them in at a later date. Public meeting outreach materials also have an email contact for submitting comments which is usually the public meeting coordinator. Public comments can be received at any time during project development, not just during the PD&E phase of the project.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

During the reporting period, how many pre-draft Environmental Impact Statements (EIS) or Environmental Analyses were open for public review? Summarize comments provided on EIS/EAs where minorities, women, elderly, disabled and low-income persons were adversely impacted.	None were conducted in FFY19	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Comments received from the public are read and Responded to accordingly, then placed in the project file. Submitted written comments are scanned and stored electronically and as a paper file. Electronically submitted comments are stored in the project electronic file. Comments received and responses are included in the project's environmental document in an appendix	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	and discussed in the Public Coordination section of the environmental document.		
How are comments responded to?	Depending on the nature of the comment, the public meeting coordinator, the PD&E project manager, and/or the PD&E Environmental Manager responds. Usually a response involves discussion and consensus between the project manager, environmental analyst, and the environmental manager.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did PD&E staff receive in FFY19?	Title VI on-line training. Training provided with face to face meeting with the Title VI liaison.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What Title VI/ADA Training would PD&E staff like to see in FFY20?	The preference on future trainings pertaining to Title VI in a webinar format.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Training provided by FHWA Title VI Technical training will aid this department on the use of different demographic tools that

			can be used within this department
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's PD&E process; e.g., public involvement activities, lack of coordination with tribal governments, contracting opportunities for Construction projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	PD&E received no civil rights complaints a result of the DOT&PF Central Region PD&E processes such as public involvement and coordination with tribal governments.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

SOUTH COAST

DIVISION INFORMATION			
Title VI Program Liaison	Ben Story	Title	Regional Environmental Manager
Region	Southcoast	Phone	907-465-4509
Which years have you served as Title VI Liaison?	2018 x 2019 x☐ 2020☒	Email	Benjamin.story@alaska.gov

PUBLIC MEETINGS		COMPLIANCE	COMMENTS FROM CRO
Please attach a list of public meetings held by PD&E during FFY19 along with the number of attendees and any demographic data collected	6 public meetings for 6 projects. See SC Attachment 1: Southcoast Region FFY19 Public Involvement.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How many public hearings were held during the reporting period concerning location of a project?	none	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How was information regarding meeting times and locations advertised and was it adequate to provide notification to minorities and low-income communities?	Online public notices – both on the State's website and on a community's website, if no local or regional newspaper available Newspaper ads – local and regional papers if applicable Flyers mailed to potentially affected or interested residents E-mails to project-specific developed list of residents/stakeholders Posters on public notice boards around community, especially in minority and low-income communities. Adequate to provide notification to these communities.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts were made to ensure meetings were accessible to persons with disabilities?	Meetings are generally held at ADA accessible local public facilities (e.g., library, convention	☒Sufficient ☐Tech. Deficiency	Was language included in notices for individuals to

Where were the meetings located?	hall, school gymnasium, etc.) or within a community/tribal hall. Information for requesting special needs or language services are provided on all notices.	☐Sub. Deficiency	request accommodations, if needed?
How does PD&E plan on continuing to ensure representative participation in its outreach efforts?	Southcoast Region PD&E will continue its outreach efforts as outlined above because maintaining a transparent line of communication with the outlying communities is crucial to a project's development.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PUBLIC PARTICIPATION			
Please describe PD&E's efforts to engage new/diverse audiences in FFY19	More social media presence was developed during the FFY19. This provided project teams the ability to reach out to more audiences as well as those who do not keep a formal address that allows for direct correspondence.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

How were minorities, women, elderly, persons with disabilities, and low income community representatives identified and encouraged to become involved in the project location and environmental phase?	Local knowledge plays a large role in identifying a project's potential impacts during the environmental review phase. Any and all members of the public are encouraged to attend public meetings and to provide their input. Walking around the room and requesting if anyone has questions or concerns allows some folks to open up who might not have otherwise. So, analysts take the time to makes themselves available during public meetings for discussing issues one-on-one with community members.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
If PD&E received requests for alternative formats or languages, was PD&E able to accommodate these requests?	We did not receive any such requests. Information for requesting special needs or language services are provided on all notices	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Please attach any Public Participation Plans for projects commenced during FFY19	None commenced in FFY19	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
EQUITABLE PROVISIONS OF SERVICES AND FACILITIES			

What activities and/or studies were conducted in FFY19 that provided data relative to minority persons, neighborhoods, income levels, physical environment and/or travel habits? Please list each activity or study and include a brief statement about the activity or study and how it will be incorporated into the PD&E process	Review community information on Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs (DCRA) online community database (OCD). Used by analyst to determine whether low-income or minority communities may be affected by proposed project and indicates whether additional efforts should be made to engage these populations. Sign-in sheets at public meetings help provide information on race and gender of people who attend. They potentially provide feedback to PD&E about whether our outreach has been effective, although the information is not usually provided since it's voluntary.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	The State took over full responsibility for NEPA analyses from FHWA, and so existing FHWA manuals/directives are taken into consideration as the SEO continues to define what the new established roles are.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Title VI Specialist will continue to work with Environmental Liaisons on EJ portions of the NEPA process.
Are those manuals and/or directives compliant with the Title VI Program?	I can only assume so because they are made available for use by FHWA, in which the Statewide Environmental Office bases its review for ensuring DOT&PF is in compliance with Title VI.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The CRO will work with Environmental groups/personnel on Title VI data

			within the NEPA process.
ADDRESSING PUBLIC CONCERNS			
List the ways that comments are received by the public	Comments are received via email, phone calls, at public meetings, and letters. Most instances request that comments are sent to the project's environmental analyst who is the initial keeper of all comments received.	☒Sufficient ☐Tech. Deficiency ☐ Sub. Deficiency	
During the reporting period, how many pre-draft Environmental Impact Statements (EIS) or Environmental Analyses were open for public review? Summarize comments provided on EIS/EAs where minorities, women, elderly, disabled and low-income persons were adversely impacted	No pre-draft EISs or EAs were in process during the last reporting period.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Environmental analysts and project managers review the comments for potential issues/concerns/impacts that should be evaluated per the project's proposed activities. Depending on the number and variety of comments received, the analyst would provide a brief synopsis and/or interpretative visual-aids that illustrate the types of comments given.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

How are comments responded to?	Normally, if the comment came via email, we would respond by email. There are some situations where a letter is required or possibly a meeting with the project team and the person with the comment. This could be done when the comment is voiced with a follow up once there is resolution of the issue raised.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did PD&E staff receive in FFY19?	Title VI on-line training.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What Title VI/ADA Training would PD&E staff like to see in FFY20?	Any and all because Southcoast Region has a number of new analysts that could use the extra training and knowledge.	☒Sufficient ☐Good Faith Effort ☐Deficient	Training provided by FHWA Title VI Technical training will aid this department on the use of different demographic tools that can be used within this department.
COMPLAINTS			

Were any civil rights complaints received as a result of the Department's PD&E process; e.g., public involvement activities, lack of coordination with tribal governments, Contracting opportunities for Construction projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	See SC Attachment 3: Southcoast Region FFY19 Public Involvement - Complaints	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

PLANNING

NORTHERN REGION

DIVISION INFORMATION			
Title VI Program Liaison	Randi Baily	Title	Fairbanks Area Planner
Region	Northern	Phone	907-451-2386
Which years have you served as Title VI Liaison?	2018 ☐ 2019 ☐ 2020 ☒	Email	Randi.bailey @alaska .gov
PUBLIC MEETINGS			
Please attach a list of public meetings held by Planning during FFY19 along with the number of attendees and any demographic data collected	Four meetings were held for the Northwest Alaska Transportation Plan. Two meetings were held for the Prince William Sound Area Plan Open House for Valdez Airport Master Plan	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Sign in sheet provided and verified.

What efforts did Planning staff use to promote diverse (ethnicity, age, gender, income, ability level) public participation?	The meeting was advertised extensively throughout the region through all types of media.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How were these populations represented in the in the citizen participation process?	Participation in the meetings appears to be representative of the demographic profile of the communities the meetings were held in.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Describe the mechanisms used to identify which communities were represented at the public meetings, hearings, and online outreach	Sign-in sheets requesting demographic information were used as well as personal introductions. Meetings were held in Nome, Kotzebue, Utiqagvik, Fairbanks, Valdez, and Cordova. At the Nome and Kotzebue meetings several small outlying villages were also represented.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts were made to ensure meetings were accessible to persons with disabilities? Where were the meetings located?	All meetings were held at ADA accessible locations and an additional web based meeting time was provided for those who may have difficulty traveling.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How does Planning plan on continuing to ensure representative participation in its outreach efforts?	NR Planning Field Office will extensively advertise through all types of media and select ADA accessible venues for any meetings to be held in the future.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PUBLIC PARTICIPATION			
Please describe Planning's efforts to engage new/diverse audiences in FFY19.	NR Planning Field Office coordinates with Program Development to be certain that mailing and email lists for all audiences are up to date. The Alaska DOT&PF Public Information Office	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	informs the public through Facebook, Twitter and Instagram. We also use a variety of outreach strategies to ensure we are reaching the widest segment of the population possible.		
If Planning received requests for alternative formats or languages, was Planning able to accommodate these requests?	Yes, a request was received at the Kotzebue meeting to provide electronic meeting materials in printed form for people in the villages who may not have fast internet connections.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How Title VI considerations are addressed through stakeholder involvement mechanisms?	ADA accessible locations are chosen for meetings and details of available accommodations will be included in the extensive advertising.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
INCORPORATION OF TITLE VI ELEMENTS			
List the efforts taken to ensure that populations protected by the Title VI Nondiscrimination Program are included in the development of the STIP, Long Range Statewide Transportation Plan, and other Planning functions.	NR Planning Field Office coordinates with Program Development to be certain that mailing and email lists for all audiences are up to date. A wide variety of outreach methods are used and ADA accessible venues are chosen whenever possible. The public is notified through the State DOT&PF website, local newspapers, Facebook, Twitter and Instagram. There are also hard copy mailings for public comment.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What activities and/or studies were conducted in FFY19 that provided data relative to minority persons, neighborhoods, income levels, physical environment and/or travel habits? Please list each activity or study and include a brief statement about the activity or study and	NR Planning Field Office relies on the State of Alaska Department of Labor and Workforce Development website. There were no individual studies pertaining to this conducted during this period. A demographic and population forecast was performed as part of the NWATP work. The findings are incorporated into the modal forecast used for determining the recommendations of the plan.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

how it will be incorporated into the planning process.			
Describe what project selection decisions if any, were affected by Title VI or Environmental Justice issues?	No projects affected.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
ADDRESSING PUBLIC CONCERNS			
How many projects were initiated in this reporting period?	21 projects were initiated in the Northern Region	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
List the ways that comments are received by the public	By phone, email, regular mail and through meeting comment forms collected by the Design Section, as well as Facebook, Instagram and Twitter.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Comments and responses are handled by the appropriate division and addressed in a timely matter.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How are comments responded to?	By mail, email or in person	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your	No.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

program area currently under review?			
Are those manuals and/or directives compliant with the Title VI Program?	Yes.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did Planning staff receive in FFY19?	Online Title VI training through the T2 calendar. Other training will be welcomed as it becomes available.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What Title VI/ADA Training would Planning staff like to see in FFY20?	Same training as previously provided.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Title VI Technical Assistance training material has been passed along to the department personnel.
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's Planning process; e.g., public involvement activities, lack of coordination with tribal governments, contracting opportunities for Planning projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	No.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

CENTRAL REGION

DIVISION INFORMATION			
Title VI Program Liaison	Jessica Wuttke- Campoamor	Title	Planning Manager
Region	ANC Field Office	Phone	907-269-0507
Which years have you served as Title VI Liaison?	2018 ☐ 2019 ☒ 2020 ☐	Email	Jessica.wuttke-campoamor@alaska.gov
PUBLIC MEETINGS			
Please attach a list of public meetings held by Planning during FFY19 along with the number of attendees and any demographic data collected	Homer Transportation Fair, October 13, 2018 Seward Airport Public Hearing, August 15, 2019 Newtok Public Hearing, July 11, 2019 Demographic data collected and reported through Design Section for Seward and Newtok	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts did Planning staff use to promote diverse (ethnicity, age, gender, income, ability level) public participation?	Planning participated rather than hosted at Homer and Seward. Planning advised on local native languages and the need to translate materials or not.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How were these populations represented in the in the citizen participation process?	We had a wide range of ages and a pretty even division among the genders.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Describe the mechanisms used to identify which communities were represented at the public meetings, hearings, and online outreach	Comments were all anonymous, and though we had a sign-in sheet, not everyone chose to fill it out, and those did not identify their race, age, or gender on it.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts were made to ensure meetings were accessible to persons with disabilities?	We held meetings in buildings that were ADA accessible.	☒Sufficient ☐Tech. Deficiency	

Where were the meetings located?		☐Sub. Deficiency	
How does Planning plan on continuing to ensure representative participation in its outreach efforts?	Representative participation for all outreach is continuously emphasized by management. Continue to invite establish stakeholder groups and attract new ones by use of technology, timing and locating outreach efforts. Application of current policies and procedures and consideration of project specific outreach needs.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PUBLIC PARTICIPATION			
Please describe Planning's efforts to engage new/diverse audiences in FFY19	The use of interactive websites and online comments balances face-to-face contacts. Significant effort was made to improve Planning's outreach materials at the 2019 Anchorage Transportation Fair to increase engagement.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
If Planning received requests for alternative formats or languages, was Planning able to accommodate these requests?	No requests received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How Title VI considerations are addressed through stakeholder involvement mechanisms?	New Title VI Liaison will be training with the Title VI Specialist on addressing Title VI considerations through stakeholder involvement.	☐Sufficient ☐Tech. Deficiency ☒Sub. Deficiency	The CRO will aid in coming up with ways to include stakeholders in involvement mechanisms.
INCORPORATION OF TITLE VI ELEMENTS			

List the efforts taken to ensure that populations protected by the Title VI Nondiscrimination Program are included in the development of the STIP, Long Range Statewide Transportation Plan, and other Planning functions.	No formal policy is in place.	☐Sufficient ☒Tech. Deficiency ☐Sub. Deficiency	Discuss how Title VI/ADA programs can be involved in this process. The Title VI Specialist will work with this department on how to incorporate the CRO when seeking to ensure all populations are included in STIP development.
What activities and/or studies were conducted in FFY19 that provided data relative to minority persons, neighborhoods, income levels, physical environment and/or travel habits? Please list each activity or study and include a brief statement about the activity or study and how it will be incorporated into the planning process.	None.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Describe what project selection decisions if any, were affected by Title VI or Environmental Justice issues?	N/A.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
ADDRESSING PUBLIC CONCERNS			
How many projects were initiated in this reporting period?	None.	☒Sufficient ☐Tech. Deficiency	

		☐Sub. Deficiency	
List the ways that comments are received by the public	Comments are received verbally through public testimony and comment cards.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Comments are evaluated by the project manager and incorporated into the environmental document.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How are comments responded to?	A list of comments and responses is generated for the environmental document.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	No.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	N/A.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did Planning staff receive in FFY19?	There is a new Title VI Liaison in this position who has not yet received training.	☒Sufficient ☒Tech. Deficiency ☐Sub. Deficiency	New Liaison has not yet received any title VI training. The Title VI Specialist has

			discussed with the new person and given direction on where to start the initial training.
What Title VI/ADA Training would Planning staff like to see in FFY20?	Training on all things Title VI and the implementation into the programs.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's Planning process; e.g., public involvement activities, lack of coordination with tribal governments, contracting opportunities for Planning projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	No.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

SOUTHCOAST REGION

DIVISION INFORMATION			
Title VI Program Liaison	Verne Skagerberg	Title	Transportation Planner
Region	Southcoast	Phone	907-465-4477
Which years have you served as Title VI Liaison?	2018 ☐ 2019 ☒ 2020 ☒	Email	Verne.skagerberg@alaska.gov

PUBLIC MEETINGS		COMPLIANCE	COMMENTS FROM CRO
Please attach a list of public meetings held by Planning during FFY19 along with the number of attendees and any demographic data collected	No Public Meetings Held	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts did Planning staff use to promote diverse (ethnicity, age, gender, income, ability level) public participation?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How were these populations represented in the in the citizen participation process?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Describe the mechanisms used to identify which communities were represented at the public meetings, hearings, and online outreach	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts were made to ensure meetings were accessible to persons with disabilities? Where were these meetings located?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How does Planning plan on continuing to ensure representative participation in its outreach efforts?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

PUBLIC PARTICIPATION			
Please describe Planning's efforts to engage new/diverse audiences in FFY19	We hadn't any opportunities to engage new or diverse audiences.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Collaborate with CRO and other regions on rural outreach for Western Alaska.
If Planning received requests for alternative formats or languages, was Planning able to accommodate these requests?	We received no requests.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How Title VI considerations are addressed through stakeholder involvement mechanisms?	We choose ADA accessible locations and provide written statements offering accommodation on our printed materials.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
INCORPORATION OF TITLE VI ELEMENTS			
List the efforts taken to ensure that populations protected by the Title VI Nondiscrimination Program are included in the development of the STIP, Long Range Statewide Transportation Plan, and other Planning functions.	No Specific outreach	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Was there any targeted community outreach in the development of the STIP, LRSTP, etc.? The Title VI Specialist will work closely with this department in the education and understanding of documenting outreach efforts.
What activities and/or studies were conducted in FFY19 that provided	We often use DCEED data and studies. We did not perform any studies of our own.	☒Sufficient ☐Tech. Deficiency	

data relative to minority persons, neighborhoods, income levels, physical environment and/or travel habits? Please list each activity or study and include a brief statement about the activity or study and how it will be incorporated into the planning process.		☐Sub. Deficiency	
Describe what project selection decisions if any, were affected by Title VI or Environmental Justice issues?	Continued to exercise due diligence to identify and address ADA deficiencies in all projects to the extent practicable	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
ADDRESSING PUBLIC CONCERNS			
How many projects were initiated in this reporting period?	No new projects were added to the STIP for Southcoast Region this year.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
List the ways that comments are received by the public	Informal comments may be received by phone or in person. Formal comments are received in writing typically by email or mail.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Comments are recorded and responded to in the same manner they are received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How are comments responded to?	In the same manner as received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	Not that I am aware of.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	Yes	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did Planning staff receive in FFY19?	Title VI, ADA, Environmental Justice training done online through T2 web program.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What Title VI/ADA Training would Planning staff like to see in FFY20?	Same training as previous year.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The CRO will continue annual training and department specific training when needed or upon request.
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's Planning process; e.g., public involvement activities, lack of coordination with tribal governments, contracting	No	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

opportunities for Planning projects or transportation studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.			

RESEARCH

DIVISION INFORMATION			
Title VI Program Liaison	Anna Bosin	Title	Research, Development & Technology Transfer Program Manager and Tribal Relations Liaison
Region	Headquarters	Phone	907 465 8140
Which years have you served as Title VI Liaison?	2018 ☐ 2019 ☒ 2020 ☐	Email	Anna.bosin@alaska.gov
EQUITABLE PROVISIONS OF SERVICES AND FACILITIES			
How many research projects are currently underway?	~32	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Summarize actions taken to encourage universities/entities to use minority, female, persons with	We rely on the University civil rights programs.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	CRO confirmed all universities are publically funded

disabilities and low-income .students/researchers to participate on highway research projects.			and subject to civil rights requirements from the US Dept. of Education.
Provide a summary of Title VI self-monitoring activities conducted, including findings, recommendations, action items and status thereof.	None but we have university female minority project managers.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	Research is currently in the process of reviewing their Standard Operating Procedures; CRO will ensure compliance with Title VI before adoption. Our newly FHWA approved manual is located on line at http://www.dot.state.ak.us/stwddes/research/assets/documents/rtt_prog_man_2017.pdf Title VI requirements are covered in section 5.2 Administrative or Professional Services Contract, MOA, RSA Negotiations	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	yes	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did Research staff receive in FFY19?	Title VI on-line training. Program manager received 2-day in-person Title VI training in August, 2019.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The CRO will continue annual training and department specific

			training when needed or upon request.
What Title VI/ADA Training would Research staff like to see in FFY20?	General Title VI, ADA, and Environmental Justice training for program delivery staff in regions and statewide planning.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
COMPLAINTS			
Were any civil rights complaints received regarding non-utilization of minority universities for research studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	None	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

RIGHT OF WAY

NORTHERN REGION

DIVISION INFORMATION			
Title VI Program Liaison	Barry Hooper	Title	Chief, Right of Way
Region	Northern	Phone	907-451-5426
Which years have you served as Title VI Liaison?	2018 ☐ 2019 ☒ 2020 ☒	Email	Martin.shurr@alaska.gov
APPRAISALS, NEGOTIATIONS, CONDEMNATIONS			

How many appraisals, negotiations, and/or condemnations were made in FFY19? Please provide demographic data for all transactions with individuals	There were 104 appraisals, 123 parcel negotiations, and 0 condemnations from 10/01/2018 through 09/30/2019. We received no demographic information regarding these actions.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Did minorities, women, elderly, persons with disabilities, or low-income raise any concerns regarding their options in the negotiation phase?	No concerns raised	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Describe the mechanisms used to identify what communities (minorities, women, elderly, persons with disabilities and low-income) were represented in the negotiation phase	Demographic data collected is collected when if/when personnel give us the ROW agents the information. In most cases public personnel opt out of providing demographic information.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The CRO will work with all three ROW region personnel to try and implement new avenue to get personnel to release demographic data.
Specify the number of relocations during the reporting period; of these relocations how many were minorities, elderly, persons with disabilities, or low-income	There were 4 relocations, 1 business and 3 personal relocations. Four appraisers hired and 4 consultants hire. We received no demographic information regarding these actions.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
COMPLAINTS			
Did your program receive any civil rights complaints in the following: appraisals, negotiations, or relocations assistance and payments? If so, how many? Summarize each complaint and the status with actions proposed and taken.	None received	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

CENTRAL REGION

DIVISION INFORMATION			
Title VI Program Liaison	Al Burton	Title	Supervisor Project Coordination
Region	Central	Phone	269-0647
Which years have you served as Title VI Liaison?	2018 ☒ 2019 ☒ 2020 ☒	Email	Al.burton@alaska.gov
APPRAISALS, NEGOTIATIONS, CONDEMNATIONS			
How many appraisals, negotiations, and/or condemnations were made in FFY19?Please provide demographic data for all transactions with individuals	There were 57 appraisals, 121 Parcel negotiations, and 3 condemnations during the reporting period 10/1/2016 to 9/30/2017. We received no demographic information regarding these actions.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The CRO will work with ROW on ways in which to gather and store Demographic data that is already maintained in ROW processes.
Did minorities, women, elderly, persons with disabilities, or low-income raise any concerns regarding their options in the negotiation phase?	No	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Describe the mechanisms used to identify what communities (minorities, women, elderly, persons with disabilities and low-income) were represented in the negotiation phase	We use a self-reporting mechanism to identify communities represented in the negotiation phase.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Title VI Specialist has provided the materials and demographic tools learned from the FHWA Title VI Technical Assistance training to provide another

			mechanism/tool to identify communities.
Specify the number of relocations during the reporting period; of these relocations how many were minorities, elderly, persons with disabilities, or low-income	There were 38 relocations during the reporting period 10/1/2016 to 6930/2017. We received no demographic information regarding these actions.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The CRO will continually work with ROW with the forms used within ROW to track demographic data.
COMPLAINTS			
Did your program receive any civil rights complaints in the following: appraisals, negotiations, or relocations assistance and payments? If so, how many? Summarize each complaint and the status with actions proposed and taken.	No	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

SOUTHCOAST REGION

DIVISION INFORMATION			
Title VI Program Liaison	Greg Wienart	Title	Chief Right of Way Agent
Region	Southcoast	Phone	(907)465-4541
Which years have you served as Title VI Liaison?	2018 ☒ 2019 ☒ 2020 ☒	Email	Greg.weinart@alaska.gov
APPRAISALS, NEGOTIATIONS, CONDEMNATIONS			

How many appraisals, negotiations, and/or condemnations were made in FFY19? Please provide demographic data for all transactions with individuals	20 – Appraisals: 7 Males, 6 Caucasian (7th unknown) 52 - Negotiations – 2 federal government agencies, 2 local government agencies, 4 corporations, 6 Limited Liability Companies, 3 Trusts, 22 Females/24 Males, 10 married couples, (All data is presented to the best of the ability of our negotiators) No – Condemnations (Title VI activity report is available upon request)	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Great break down of the numbers and extra documentation provided.
Did minorities, women, elderly, persons with disabilities, or low-income raise any concerns regarding their options in the negotiation phase?	No	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Describe the mechanisms used to identify what communities (minorities, women, elderly, persons with disabilities and low-income) were represented in the negotiation phase	Title and record search, telephone conversations, in-person negotiations meetings.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Title VI Specialist has provided the materials and demographic tools learned from the FHWA Title VI Technical Assistance training to provide another mechanism/tool to identify communities.
Specify the number of relocations during the reporting period; of these relocations how many were minorities, elderly, persons	None.	☒Sufficient Tech. Deficiency ☐Sub. Deficiency	

with disabilities, or low-income			
COMPLAINTS			
Did your program receive any civil rights complaints in the following: appraisals, negotiations, or relocations assistance and payments? If so, how many? Summarize each complaint and the status with actions proposed and taken.	No.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

STATEWIDE EQUIPMENT FLEET

DIVISION INFORMATION			
Title VI Program Liaison	Brad Bylsma	Title	Fleet Manager
Region	Statewide	Phone	907-269-0787
Which years have you served as Title VI Liaison?	2018 ☒ 2019 ☒ 2020 ☒	Email	Bylsma.Brad@alaska.gov
CONTRACT ADMINISTRATION			
How does SEF ensure that the Title VI/Nondiscrimination Assurance paragraph is included in all solicitations for bids?	SEF uses a standardized boiler plates for both state and federal bids that include all required language.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How does SEF ensure that the bidding and award process is conducted in a non-discriminatory manner?	SEF had one RFP in FFY19. Parameters can be seen below. 60% Price/cost of equipment 10% Understanding of project	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	5% Methodology for project 10% Management of project 5% Experience and Qualifications 10% AK Offeror Preference (all bidders were AK Offerors).		
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	No	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	N/A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did SEF staff receive in FFY19?	Title VI on-line training provided by the CRO.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What Title VI/ADA Training would SEF staff like to see in FFY20?	I am not aware of any needs that exist at this time.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Title VI materials from the FHWA Title VI Technical training
COMPLAINTS			
Were any civil rights complaints received as a result of the Department's Contracting process; e.g. lack of coordination with tribal governments, issues with	None	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

contracting opportunities? If so, how many? Summarize each complaint and the status, with actions proposed and taken.			

SUB-RECIPIENTS

Anchorage Metropolitan Area Transportation Solutions

DIVISION INFORMATION			
Title VI Program Liaison	Craig Lyon	Title	Sr. Transportation Planner
Region	AMATS/Municipality of Anchorage	Phone	907-343-7996
Which years have you served as Title VI Liaison?	2018 √ ☐ 2019 √ ☐ 2020√ ☐	Email	underwoodvr@muni.org
PUBLIC MEETINGS	RESPONSE	COMPLIANCE	COMMENTS FROM CRO
Please attach a list of public meetings held by AMATS during FFY19 along with the number of attendees and any demographic data collected.	Current list of public meetings is being gathered by AMATS personnel. As personnel changes have taken place AMATS will provide demographic sign in sheets to the Title VI Specialist when available.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

What efforts did AMATS staff use to promote diverse (ethnicity, age, gender, income, ability level) public participation?	**Freight:** Continued participation in community events, such as the Alaska Railroad Open House, the Alaska Truckers Association's annual Driver's Challenge to meet and engage with residents on Their transportation needs and issues. Equally, AMATS staff hosted the Annual AMATS Freight Forum which is open to the public with nearly 100 Attendees. Interviewed and surveyed community leaders in the freight industry by meeting with Them one-on-one to understand freight concerns. All meeting sign in sheets offer the opportunity to identify race, gender, and any other data the Individual wishes to share. **Bike/Ped**: The AMATS Bicycle and Pedestrian Advisory Committee advocates for safer pedestrian and bicycle networks for all Anchorage residents. This committee provided recommendations on several road projects for the Anchorage area as well as letters of support for new projects funded through the Transportation Alternatives Program (TAP) that will improve safe connections in some of Anchorages' most diverse neighborhoods. Staff serves as the AMATS liaison between the committee, ADOT&PF, the public, local bike and pedestrian advocacy groups, and other municipal agencies.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	Local Planning: The Spenard Corridor Plan (SCP) will be Anchorage's first Transit Oriented Development Plan, providing safer bicycle and pedestrian networks, affordable housing options, reinvestment opportunities and redevelopment options that will help spur economic growth in Anchorage's most diverse neighborhood, Spenard. Staff serves as the lead project manager for this project on behalf of AMATS. **Overall Planning Process**: AMATS utilized strategies outlined in the adopted Public Participation Plan (PPP) to promote diverse public participation in the planning process. The AMATS Coordinator completed the Mayor's survey on Language Access and routinely meets with the with Mayor's staff LEP Plan and Title VI issues.		
How were these populations represented in the in the citizen participation process?	**Freight**: All meetings are open and advertised through a variety of social media, google documents/forms, and websites. Freight Advisory Committee meetings are held across the Anchorage region to permit and encourage additional participation. **Bike/Ped**: The AMATS Bicycle and Pedestrian Advisory Committee has 3 members that represent underserved populations in Anchorage. The Spenard Corridor Plan has not had any public events since last summer but Joni Wilm has met with the community council to go over the plan concept report, which was released in April. **Overall Planning Process**: AMATS collaborates with the Mayor's Office, Transit	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	and Human Service Transportation providers, various stakeholders identified in the PPP, Project Managers, and committees to identify and engage diverse populations		
Describe the mechanisms used to identify which communities were represented at the public meetings, hearings, and online outreach.	**Bike/Ped**: BPAC members are all from known community groups, organizations or community districts. **Local Planning:** SCP sign in sheets included an "Affiliation" column to indicate location and community group representation. **Overall Planning Process**: Self-identification is the mechanism employed by AMATS to identify communities participating in public meetings, hearings, and online.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Sign-in sheets have been provided that have the option to select demographics.

What efforts were made to ensure meetings were accessible to persons with disabilities? Where were the meetings located?	**Freight**: All meetings open to the public, any ADA needs provided, all facilities ADA accessible. **Bike/Ped:** All BPAC meetings are held at City Hall, either room #155 or upstairs in the Mayor's Conference Room. This location is accessible by bus and had adequate ADA infrastructure. **Local Planning**: The AMATS Coordinated Human Services Transportation Plan was held in an ADA accessible location. Other public involvement events took place at the AMATS City's Planning & Permitting Center, which is an ADA accessible location. **Overall Planning:** All AMATS meeting locations are accessible by People Mover and AnchorRIDES.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Continue to use accessible facilities in FFY19.

How does AMATS plan on continuing to ensure representative participation in its outreach efforts?	**Freight:** Continue to implement actions from the Public Participation Plan which include holding meetings near transit lines, offering meetings at convenient times for participants, surveying the public on their needs, online open houses, etc. **Travel Demand Model Update**: With the development of the new AMATS Travel Demand Model, the model used recent socio-economic data and is able to help forecast where vulnerable populations may be located based on income and household size. In the future, this will allow AMATS to better analyze and invest in transportation infrastructure to serve the needs of these communities. **Bike/Ped:** AMATS will continue to hold meeting at ADA accessible facilities. The next AMATS SCP survey will included questions about community affiliation and race/ethnicity. **Overall Planning Process**: AMATS is committed to working to expand representative participation by diverse populations. The Public Participation Plan outlines efforts and activities that will assist AMATS in reaching this goal.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	.
PUBLIC PARTICIPATION			
Please describe AMATS's efforts to engage new/diverse audiences in FFY19.	**AMATS Coordinated Human Services** : In 2019, AMATS utilized Google Forms to survey, Facebook Ads to promote the Citizens Advisory Committee, and a variety of visual techniques to	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The Title VI Specialist worked with AMATS on avenues of outreach and will continue to work with AMATS on the

	cut back on the amount of text in reports and documents.		development and implementation on different types of outreach that engages diverse communities.
If AMATS received requests for alternative formats or languages, was AMATS able to accommodate these requests?	**Freight**: Yes, we work with Language Line to provide interpretation services. Equally, we offered hearing, blind, and disabled services at the Annual Freight Forum for any individual seeking assistance **Bike/Ped**: Neither the AMATS BPAC of SCP has received said requests but will provide alternative formats or materials if asked. None Received **Coordinated Human services plan 2018**: A Google Form was used to survey the community on their general interest in transportation issues, barriers to participation, preferred methods of communication, and familiarity with AMATS and the work we do as part of the Public Participation Plan Update. The form is screen reader accessible and automatically translates when using a web browser that is configured to another language. Browsers that support translation include: Chrome, Firefox Safari, Opera, Internet Explorer, and Edge.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Please attach any Public Participation Plans for projects commenced during FFY19.	The Coordinated Human services plan is in the development stages. As AMATS has gone through personnel changes the public participation plans have not been found and will	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The CRO will work with AMATS to ensure that the Liaison position is filled and data is submitted.

	be supplied to the Title VI Specialist at a later time.		
INCORPORATION OF TITLE VI ELEMENTS			
List the efforts taken to ensure that populations protected by the Title VI Nondiscrimination Program are included in the development of the STIP, Long Range Statewide Transportation Plan, and other AMATS functions.	While the STIP and Long Range Statewide Transportation Plans are State DOT&PF responsibilities, AMATS has their counterparts with the TIP and MTP (Metropolitan Transportation Plan). The TIP and MTP are developed every four years. In developing the latest TIP ranking criteria for recommended projects, we added a criterion for access to transit, which correlates well with underserved populations. During early development of the new MTP, we conduct outreach to groups representing and serving underserved populations to ensure we capture their needs. For the 2040 MTP soon to begin, the RFP included a requirement for a robust public involvement plan that includes outreach to the underserved populations, as well as for LEP groups. The MTP also includes an Appendix that assesses impacts of recommended road and transit projects on low income and minority populations. . The following language was incorporated into all AMATS agendas and email notifications: "AMATS does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in access to, or operation of its programs, services, activities or in its hiring or employment practices. ADA and Title VI inquiries should be forwarded to Craig Lyon,	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	lyonch@muni.org or 907.343.7996. AMATS Policy Committee and TAC meetings are audio recorded. The Municipality of Anchorage's Transportation Improvement Program (TIP) process is used to satisfy the public participation process of the Program of Projects (POP) that is required in U.S.C. Section 5307. "		
EQUITABLE PROVISIONS OF SERVICES AND FACILITIES			

What activities and/or studies were conducted in FFY19 that provided data relative to minority persons, neighborhoods, income levels, physical environment and/or travel habits? Please list each activity or study and include a brief statement about the activity or study and how it will be incorporated into the AMATS process.	**Travel Demand Model Update**: With the development of the new AMATS Travel Demand Model, the model used recent socio-economic data and is able to help forecast where vulnerable populations may be located based on income and household size. In the future, this will allow AMATS to better analyze and invest in transportation infrastructure to serve the needs of these communities. **Bike/Ped**: For the SCP, census mapping was done to reveal population data and housing density, while the survey included questions about physical environment and travel habits. These survey results will be incorporated into the public involvement element of the SCP and help shape the plan. The resulting plan including improved transportation networks and land use plan map will reflect the desires for improvements from the community as gathered through the survey and public outreach process.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
ADDRESSING PUBLIC CONCERNS			
List the ways that comments are received by the public	Email, phone, survey, mail, meeting, etc.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Compiled into a comment response summary.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

How are comments responded to?	Comments are responded to in a number of ways depending on delivery. However, the TAC and PC decide whether or not to incorporate into final documents.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	AMATS is currently developing the Coordinated human services transportation plan.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	Yes.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			
What Title VI/ADA Training did AMATS staff receive in FFY19	Continued one-on-one meeting with Title VI Specialist. Completed the Title VI online training provided by the DOT CRO. FHWA Title VI Technical Assistance training.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

What Title VI/ADA Training would AMATS staff like to see in FFY20?	**Freight:** Additional training in involving hearing and sight impaired individuals in the public process might prove useful. **AMATS Staff:** Cultural Awareness for Staff and Committees, Web and Document Accessibility for ADA, difference between Title VI and EJ. Civil Rights Portal for reference. More training provided by FHWA. Refresher training on all things Title VI/ADA.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	The Title VI Specialist will work with AMATS on training requests.
COMPLAINTS			
Were any civil rights complaints received as a result of AMAT's planning process; e.g., public involvement activities, lack of coordination with local governments/community councils, contracting opportunities for planning studies or corridor studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	None received.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

FAIRBANKS AREA SURFACE TRANSPORTATION PLANNING

DIVISION INFORMATION			
Title VI Program Liaison	Jackson Fox	Title	FAST Planning

Region	Northern Region	Phone	907-590-1618
Which years have you served as Title VI Liaison?	2018 ☒ 2019 ☒ 2020 ☒	Email	Jackson.fox@fastplanning.us
PUBLIC MEETINGS		COMPLIANCE	COMMENTS FROM CRO
Please attach a list of public meetings held by FAST Planning during FFY19 along with the number of attendees and any demographic data collected.	See Attachment A	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts did FAST Planning staff use to promote diverse (ethnicity, age, sex, income, ability level) public participation?	**F**AST Planning advertises all community hearings and public meetings through the local newspaper, with two-day ads in the Fairbanks Daily News-Miner, and public notices on the Fairbanks-North Star Borough (FNSB)'s online public notice system accessible via their website, the FAST Planning website, and the Alaska Department of Transportation & Public Facilities' (ADOT&PF) online public notice system accessible via their website. The advertisements run the Sunday before each meeting, as well as on the actual day of the meeting. All meeting announcements are posted on the FAST Planning LinkedIn, Twitter, and Facebook pages. Additionally, a public service announcement are distributed to local radio stations for special purpose meetings, as well as a physical display of the newspaper announcement on the City of Fairbanks, City of North Pole, FNSB, and AKDOT&PF bulletin boards. FAST Planning also issues a quarterly newsletter to inform the public with the happenings and	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	meetings of FAST Planning. Our current mailing list has 726 contacts		
How were these populations represented in the in the citizen participation process?	1% of the attendees at public meetings are minority and 29% are female. This is known to be higher as some members call into meetings but are not recorded on the sign-in sheets. Income and ability level are not recorded.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Describe the mechanisms used to identify which communities were represented at the public meetings, hearings, and online outreach.	The sign-in sheet used at Public Meetings asks for a mailing address and race, sex (male/female). Using this information, FAST Planning can identify which community they are representing. (Demographic Data has been sent to the CRO Title VI Specialist and is available upon request)	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What efforts were made to ensure meetings were accessible to persons with disabilities? Where were the meetings located?	Meetings are held in centralized locations with accessible entries and close to bus stops or alternative transportation routes. For example, the FAST Planning Technical and Policy Board Meetings are held in Fairbanks City Hall, down the block from the Transit Center and equipped with an elevator. On the Advertisements, FAST Planning asks for special requests or needs to be notified to staff prior to the meeting.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How does FAST Planning plan on continuing to ensure representative participation in its outreach efforts?	FAST Planning will continue to advertise all public meetings in the manner listed above to ensure a maximum outreach to the members or the public. FMATS also plans to update its Public Participation Plan and create a Ladders of Opportunity Plan in order to increase accessibility to essential services particularly for those that are traditionally underserved.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

PUBLIC PARTICIPATION			
Please describe FAST Planning efforts to engage new/diverse audiences in FFY19.	FAST Planning strives to hold meetings and open houses in various locations around the Fairbanks and North Pole region. Large meeting halls, community centers, or other facilities across the region are selected to help incorporate new citizens, women, and minorities in the planning process. FAST Planning has also created an Instagram account	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
If FAST Planning received requests for alternative formats or languages, was FAST Planning able to accommodate these requests?	Yes	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Please attach any Public Participation Plans for projects commenced during FFY19.	The Public Participation Plan for the Metropolitan Transportation Plan is included in this report as Attachment B.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
INCORPORATION OF TITLE VI ELEMENTS			
List the efforts taken to ensure that populations protected by the Title VI Nondiscrimination Program are included in the development of the STIP, Long Range Statewide Transportation Plan, and other FAST Planning functions.	For the TIP, TIP Amendments, MTP and other plans, such as the Green Streets Plan, there are public meetings for members of the public to attend, such as Technical Committee and Policy Board meetings, where decisions on the documents will be made. There are two public comment sessions per meeting. Then, FAST Planning releases the documents for a 30-day Public Comment period. Members of the public can review the document and submit a comment to	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	

	FAST Planning. After the 30-day public comment period, the document must be approved by the Policy Board, giving the public another chance to comment. For major plans such as a new MTP, TIP, and Freight Mobility Plan, open houses for the public were held to attend and submit comments. In FY19, FAST Planning held three open house events for the three aforementioned plans during their 30-day public comment periods.		
EQUITABLE PROVISIONS OF SERVICES AND FACILITIES			
What activities and/or studies were conducted in FFY19 that provided data relative to minority persons, neighborhoods, income levels, physical environment and/or travel habits? Please list each activity or study and include a brief statement about the activity or study and how it will be incorporated into the FAST Planning process.	FAST Planning has looked into using EJ Screen to provide data for current and future transportation projects. This information can be used to inform FAST Planning on what communities should be reached out to on projects in their area. FAST Planning will use tools passed on by the CRO Title VI Specialist.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	With the education of other information gathering tools the CRO will aid FAST Planning on the use of those tools as the tools can be used in place or with the EJScreen. Tools gained from the Title VI Technical Assistance Training have been passed on to the Liaison in this department.
ADDRESSING PUBLIC CONCERNS			

List the ways that comments are received by the public	Comments are received on comment forms for individual projects during 30-day public comment period, on the website at all time (https://fastplanning.us/get-in-touch) or via email provided on the website and is made available on the website.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
What is done with the comments that are received?	Comments received on specific projects during the public comment period are put into a Responsiveness Summary and published with the final document.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
How are comments responded to?	Comments are responded to by e-mail and are also found in the Responsiveness Summary which is then posted on the website.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
PROGRAM MANUALS AND DIRECTIVES			
Are there any program manuals or directives that govern your program area currently under review?	No.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
Are those manuals and/or directives compliant with the Title VI Program?	Manuals are in compliance.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
TRAINING			

What Title VI/ADA Training did FAST Planning staff receive in FFY19?	Title VI on-line training.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	Title VI Technical Assistance Training materials have been sent to the Liaison.
What Title VI/ADA Training would FAST Planning staff like to see in FFY20?	More Title VI/ ADA training for new employees.	☒Sufficient ☐Tech. Deficiency ☐Sub. Deficiency	
COMPLAINTS			
Were any civil rights complaints received as a result of AMAT's planning process; e.g., public involvement activities, lack of coordination with local governments/community councils, contracting opportunities for planning studies or corridor studies? If so, how many? Summarize each complaint and the status, with actions proposed and taken.	No.	☒Sufficiency ☐Tech. Deficiency ☐Sub. Deficiency	