



Alaska Department of Transportation and Public Facilities

Title VI Program Plan Update

2015

A survey of the program and services provided by the Alaska Department of Transportation and Public Facilities and their adherence to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and Executive Order 12898.



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Introduction

The Alaska Department of Transportation and Public Facilities (ADOT&PF) is responsible for the safe and efficient operation of an extensive transportation system that connects Alaskans by air, land and sea, fueling the social and economic growth of our great state. The ADOT&PF manages almost 6,000 miles of highway, 254 airports, 11 ferries serving 35 ports, and 720 state-owned and/or managed buildings across the state. Maintenance personnel are stationed at 80 maintenance stations across Alaska from Ketchikan to Barrow, to Adak in the Aleutian chain.

*Note: For brevity, in this document the Title VI Specialist and ADA Coordinator will be referred to as the Specialist.

Mission Statement

The mission of the ADOT&PF is to:

Keep Alaska Moving through Service and Infrastructure

To accomplish this mission, ADOT&PF provides for the safe and efficient movement of people and goods; provides statewide access and connectivity; and provides access for exploration and development of Alaska's resources.

Vision Statement

1. We will strengthen our efficiencies and effectiveness by planning, designing, constructing, operating and maintaining all modes of transportation.
2. We will strengthen our transparency, accountability, innovation and quality of service.
3. We will work as a team, maintaining strong, healthy communications internally and externally.
4. We will promote service-based management of state-owned transportation assets and facilities.
5. We will expand the reach of the transportation system to serve the needs of all Alaskans

Alaska DOT&P Title VI Policy Statement

It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration 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

2015 Accomplishments

ADA Transition Plan

The majority of energies spent in FY15 went toward the development of the ADA Transition Plan for State Right-of-Way. The Transition Plan is an ongoing, collaborative project to address accessibility on facilities operated by ADOT&PF. The multi-faceted nature of this project created opportunities to meet with staff, stakeholder groups, and citizens in all three regions to discuss barriers to access for all groups across the state. The culmination of this project was the ADA Transition Plan for State Right of Way Curb Ramp Inventory, components of which are being implemented in FY16.

Complaints

No official complaints were received by the Civil Rights Office, herein after referred to as the CRO, in FY15. There was an informal complaint about a violation of the Americans with Disabilities Act on an ongoing project in downtown Anchorage sent to the manager for the project. The staff involved responded quickly, the issue was resolved, and the complainants concerns were assuaged.

Reviewed Documents

1. Sterling Highway Milepost 45-60 Draft Supplemental Environmental Impact Statement and Draft Section 4(f) Evaluation
2. Peger Road Rehab Project: Reviewed for ADA Compliance
3. ADOT&PF Meeting sign-in sheet
4. Public notice non-discrimination language

Training and Certifications

The Specialist received the following training:

- 1) Top Transportation Issues for People with Disabilities (05/06/15)
- 2) Team Building (05/07/15)
- 3) ADA Basics (05/21/15)
- 4) ADA Title I (05/26/15)
- 5) ADA Title II (05/26/15)
- 6) Overview of Disability Rights (05/27/15)
- 7) Section 508 Best Practices & IT Accessibility (05/27/15)
- 8) The Most Important Cases Since the ADA was Passed 25 Years Ago (07/09/15)
- 9) Architectural Accessibility Laws (07/14/15)
- 10) At Your Service: Welcoming Customers with Disabilities (07/15/15)
- 11) Accessible Technology: Turning Text into Speech (07/22/15)
- 12) Federal Facilities and the ABA (08/06/15)
- 13) Strengthening Emergency Communication Strategies (08/13/15)
- 14) Inclusive Sports, Recreation and Exercise for Individuals with Disabilities (08/26/15)
- 15) Planning Accessible Temporary Events (08/26/15)
- 16) Planning Accessible Temporary Events (08/26/15)
- 17) Accessibility Online Open Q&A (09/05/15)
- 18) Anatomy of an EEOC Change (09/09/15)
- 19) Preparedness for People with Chemical Sensitivity and People with Developmental Disabilities (09/10/15)
- 20) Effective Communication and the ADA (09/16/15)
- 21) How Do I know if my PDF is Accessible? (09/17/15)
- 22) Missing Stakeholders? Outreach Tips for the Hard To Reach (9/17/15)
- 23) ADA Coordinator Conference (09/28/15-9/29/15), includes:
 - a) Emergency Preparedness
 - b) Role of the ADA Coordinator
 - c) Self-Evaluation and Transition Plans
 - d) Mindfulness and Stress Reduction as Accommodation
 - e) 2010 Standards for Accessible Design
 - f) Public Rights-of-Way

Training Conducted

Due to staff changes and a busy summer construction season, no formal trainings were provided by the Specialist. The Specialist did consult with statewide Environment and Design staff as well as Planning staff in all three regions on the Title VI Program and Title VI Review process. Title VI, Americans with Disabilities Act, Environmental Justice and Limited English Proficiency trainings have already been scheduled for FFY 16.

Post-Award Conferences

Bethel Airport Aprons Rehabilitation (8/20/15)

Title VI Reviews

Reviews Conducted

As per the 2014 Title VI Program update, all program areas department-wide were reviewed in 2015. Notices of Review and Title VI Questionnaires were sent to all regions and departments out July 15, 2015. Many were still unfamiliar with the program and the Specialist had teleconferences with multiple program areas and fielded many questions about the program. Participation has been generally good, especially given that the program is fairly new.

General Observations

There is great variation in how Title VI affects programs and services across the department. For programs such as Contracting and the State Equipment Fleet, inclusion of non-discrimination assurances and the advertising and providing of reasonable accommodations meets their requirements under 49 CFR § 21 and 27. The procurement process guarantees equity through standardization so any changes made to the programs would be to that process.

For other program areas like Planning and Preliminary Environmental and Design (PD&E), a more holistic approach is needed to ensure that traditionally underserved communities are not marginalized through barriers to access in our processes. As the expectations for public participation and engagement increase, greater emphasis is placed on reaching out to underrepresented communities across the state. Both the Fairbanks Metropolitan Area Transportation System (FMATS) and the Anchorage Metropolitan Area Transportation System (AMATS) have made great strides towards finding new ways to reach diverse audiences and their staff embodies the value of infusing democracy and equity in the planning process. The Construction, Planning and PD&E divisions within ADOT&PF are all meeting their Title VI requirements but there is room to expand their scope of efforts to encourage new audiences and new considerations in accessibility, environmental justice, and public participation. It is not feasible, however, to pile new requirements on these staff without adequate training and resources. The Title VI Program and the Specialist need to play an active role in helping to find new strategies for diverse public participation and ensuring that we do not discriminate out of omission or convenience.

Other program areas have not yet fully incorporated necessary Title VI elements into their process and will need to work with the Title

VI Specialist to evaluate how best to integrate the Title VI Program into their programs and services.

For other areas there is no way of knowing if ADOT&PF is meeting obligations under Title VI, Environmental Justice, and/or ADA due to lack of data. For these programs, such as Maintenance, the Title VI Specialist will work with the program to develop a study or tools to evaluate if these criteria are being met.

Goals for 2016

	AMATS	FMATS	Preliminary Design & Environmental	Planning	Alaska Marine Highway	Right of Way	Construction	Maintenance and Operations	Contracting	Research	State Equipment Fleet
Provide Title VI & ADA training opportunities	●	●	●	●	●	●	●	●	●	●	●
Work toward 508 Compliance	●	●	●	●	●	●	●	●	●	●	●
Provide demographic tools	●	●		●	●	●					
Increase LE P & Title VI Outreach			●	●	●	●					
Explore alternatives to traditional information dissemination			●	●	●	●					
Hold accessible meetings	●	●	●	●	●	●					
Incorporate Title VI elements into programs and manuals								●	●		●

Title VI Reviews

Changes for 2016

Due in part to the fiscal challenges facing the state and the department, everyone is being asked fulfill multiple roles and maintain performance under an increased work load. The initial Notice of Review and Title VI Questionnaires were sent out in the first two weeks of July along with an informational "What to Expect." The Specialist followed up with each program area multiple times before the August 31st deadline and held meetings with some program areas with lingering questions about the process. Due to the reporting timeframe (July 1, 2014-July 1, 2015), it was not practicable to ask program areas to report on upcoming events or projects and all program areas surveyed indicated six weeks to be an appropriate amount of time to collect the necessary data and respond to the questionnaire. Unfortunately, few responses were received by the deadline which

limited the capability of the Civil Rights Office to do a thorough job in the review process. After the 2015 review process, the Specialist will connect with each of the regional program liaisons to discuss the review and how the process could be augmented in the future.

Trainings

The Specialist currently has the following trainings scheduled for FY16:

1. Valuing Diversity (10/08/15)
2. Public Involvement in the Transportation Decision Making Process (10/13/15)
3. Service Excellence (10/20/15)
4. A Respectful Workplace (11/10/15)
5. Interpersonal Skills (11/24/15)

Training to be conducted

- 1) Title VI Training in conjunction with Contract Compliance Training
 - a) Fairbanks, Anchorage, and Juneau
 - b) November 2015 through March 2016
- 2) Title VI Liaison Training
 - a) Fairbanks, Anchorage, and Juneau
 - b) November 2015 through March 2016
- 3) Title VI & ADA Training with AMHS
 - a) October 15, 2015
- 4) Monthly hour-long trainings using GoToMeeting
 - a) Starting November, 2015
 - b) Topics to including but not limited to
 - i) 508 Compliance
 - ii) LEP Outreach
 - iii) Service Animals
 - iv) Accommodation Requests
 - v) Designing Pedestrian Facilities, Co-Sponsored with engineer Kevin Jackson in Design

Other Title VI Activities

Resource Development

There has been a demand from public participation practitioners who work with or for the ADOT&PF for a comprehensive source for demographic data in Alaska. As the Specialist works closely with the GIS professionals on the ADA Transition Plan, the CRO has the capacity to support the creation and maintenance of a map that includes all the demographic data used by this office during LEP and Environmental Justice analyses. This map will be available on the ADOT&PF TGIS page and will be kept current by the Specialist.

AMATS Multi-Lingual Outreach Plan

The Specialist has been working with AMATS on their Multi-Lingual Outreach Plan and will continue to be involved in that process as the plan takes shape.

Website Update

The Title VI and ADA sections on the ADOT&PF's website need to be updated to be more usable for non-ADOT&PF staff. This might also involve the creation of a Civil Right portal on the ADOT&PF Intranet. The Title VI and ADA pages should also be integrated with a translation function and made 508 compliant. It would also be helpful to provide a question box and form to ease communication between users and Title VI staff

Transition Plan

The ADA Transition Plan will continue to be a work in progress through FY16 as the Specialist works to implement the plan across all three regions.

Document Review

The Specialist hopes to review and provide comment on all Environmental Analyses and Environmental Impact Statements produced by ADOT&PF in FY16. The Specialist also hopes to attend as many preliminary environmental and design meetings as feasible.

Program Area Reviews

Overview and Purpose

ADOT&PF, CRO is tasked with conducting Title VI Nondiscrimination reviews to ensure DOT&PF is providing equitable programs, services, and activities pursuant to Title VI of the Civil Rights Act of 1964 and related federal statutes and regulations.

The purpose of this Title VI review was to assess the ADOT&PF program areas to ensure that their activities are being conducted in a nondiscriminatory manner.

This review was conducted in accordance with the Title VI Monitoring and Review procedures as contained in the DOT&PF's Title VI Nondiscrimination Program. The coordinated and cooperative review process included meetings and open communication with the program area personnel.

Pursuant to 23 C.F.R. §200.9(b)(7), the ADOT&PF CRO conducts compliance reviews of its program areas. The purpose of the compliance review process is to:

- 1) Document the program area's compliance with the Title VI Nondiscrimination Program;
- 2) Provide technical assistance in the implementation of the Title VI program;
- 3) Educate personnel, when necessary, in how the Title VI Nondiscrimination Program affects their program.

Scope of Review

This review process is a high level examination of ADOT&PF's compliance with the Title VI Nondiscrimination Program. Unlike a comprehensive audit, this review was conducted to maximize available resources in assessing ADOT&PF's general understanding and implementation of procedures to meet the requirements.

Legal Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat 252) prohibits discrimination on the basis of Race, Color, or National Origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that no person in the United States shall, on the ground on race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Other related authorities include:

- 1) Federal-Aid Highway Act of 1973 (23 U.S.C. 324 et seq.)
- 2) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.)
- 3) Section 504 of the Rehabilitation Act of 1973, as amended (29 E.S.C. 794 et seq.)
- 4) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- 5) The National Environmental Policy Act of 1969 (42. U.S.C. 4 21)
- 6) Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (49 C.F.R. Part 21)
- 7) Effectuation of Title VI of the Civil Rights Act of 1964
- 8) Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance (49 C.F.R. 27)
- 9) Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation (49 C.F.R. 28)
- 10) Transportation Services for Individuals with Disabilities (ADA) (49 C.F.R. 37)
- 11) FHWA's Title VI Nondiscrimination Regulation (23 C.F.R. 200)
- 12) Discrimination on the Basis of Disability in State and Local Government Services (28 C.F.R. 35)
- 13) Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964 (28 C.F.R. 50.3)

Alaska Marine Highway System

The Alaska Marine Highway System (AMHS) of the ADOT &PF serves as a primary transportation provider between communities in Southeast, Southcentral, and Southwest Alaska. The mission of AMHS is to provide safe, reliable, and efficient transportation of people, goods, and vehicles among Alaska communities, Canada, and the contiguous US states, while providing opportunities to develop and maintain a reasonable standard of living and high quality of life, including social, educational, and health needs. The AMHS has been operating year-round since 1963, with regularly scheduled passenger and vehicle service to 33 communities in Alaska, as well as Bellingham, Washington, and Prince Rupert, British Columbia. There are currently eleven vessels in the AMHS fleet with additional ferries planned.

Observations

The Alaska Marine Highway System presents particular challenges under Title VI of the Civil Rights Acts and Title II of the Americans with Disabilities Act as it provides direct services to the public through its ferry service. As the State of Alaska continues to struggle with fiscal uncertainties the AMHS has seen a significant drop in State funding for its programs. Though some funding has been restored, general cost-saving measures are still in effect the transportation services have been restructured to reflect the fiscal reality. Due to nature of these direct services impact from their restricting has an immediate and tangible impact on those who rely on AMHS as one of few or the sole transportation service connecting their community to the rest of the State. AMHS has also completed ADA Transition Plan for most of their vessels and some of their facilities.

Recommendations

- 1) As the ADOT&PF service area that most frequently interacts directly with members of the public AMHS staff will need to receive Title VI and ADA training in FY16
- 2) Continue to evaluate ADA compliance for AMHS vessels and facilities

In-Depth Reviews

Equitable Provision of Programs and Services

Observations

The Alaska Marine Highway System (AMHS) serves 33 communities, many of which are traditional Alaska Native villages and some where a significant population falls below the federal poverty guidelines. With the new budget cuts imposed by the State of Alaska, concerns have been raised that new service schedules could have adverse economic and cultural impacts on these communities. AMHS also offers the only form of accessible travel in or out of these communities for many travelers. AMHS and their partners have been monitoring the economic and social impacts of route changes and working with communities to meet their needs as much as is feasible.

AMHS has also completed ADA Transition Plans for most of their vessels and their staff receives routine training on how to best provide accessible services to ADA recipients and LEP individuals. There were no complaints regarding AMHS sent to the ADOT&PF Civil Rights Office in FY15.

Recommendations

- 1) Continue to monitor the equity of programs and services offered by AMHS and engage with those affected by schedule changes to ensure we are meeting our obligations to these communities under Title VI, Executive Order 12898, and the Americans with Disabilities Act
- 2) Explore the installation of a translation tool on the AMHS website
- 3) Work towards total 508 compliance for the AMHS website

Public Meetings

Observations

AMHS is overseen by the Marine Transportation Advisory Board (MTAB). MTAB holds meetings at locations throughout the AMHS service area with at least four meetings mandated per year. All of these meetings are open to the public either in person or via teleconference and they are generally well-attended. All facilities are ADA accessible, on or near public transit routes, at facilities central to the community and, though no requests for translation services or other accommodations were requested in FY2015, AMHS is equipped to handle both ADA and LEP related requests. AMHS does not currently have a process for documenting women and minority involvement in their meetings. Meetings regarding service schedules are typically held

six (6) months before implementation to ensure the public has sufficient time for comment and AMHS can respond meaningfully. Meeting times, locations, and call-in information are published through press releases to local news organizations and have not been translated into other languages. Notices are not currently 508 compliant but all notices reviewed did contain required ADA and Title VI language.

Recommendations

- 1) Explore the development of a tool to measure women and minority involvement in public meetings, especially those held by teleconference
- 2) Continue to include Title VI and ADA language in all public notices
- 3) Perform an LEP study for service areas to determine if alternate languages for public notices (and schedules) would be appropriate

Title VI Questionnaire Responses

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT

ALASKA MARINE HIGHWAY – 2015

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank You.

"It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."
ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison – *Christa Hagan*
Official Title - *Planner, Acting Asst. Marine Engineering Manager*
Region – *Alaska Marine Highway System*
Email – *christa.hagan@alaska.gov*
Mailing Address – *3037 North Tongass HWY, Ketchikan, AK 99901*
Phone – *907.228.6801*
Fax – *907.228.6876*

Public Meetings

List the public meetings held in the last reporting period.

Marine Transportation Advisory Board (MTAB)

12/12/14 – 9am – Kodiak, AK

2/19/2015 – 9am - Teleconference

04/08/2015 – 9am – Juneau, AK

Scheduling – Teleconference

09/09/2014 - 10am SE Schedules, 130pm SW/SC Schedules

06/25/2015 – 10am SE Schedules, 130pm SW/SC Schedules

What was the total participation in each meeting? – *See attached sign in sheets.*

What was the total participation by women at each meeting? – *See attached sign in sheets.*

What was the total participation by the minorities at each meeting? – *See attached sign in sheets.*

What is your process for determining meeting times and locations?

MTAB

MTAB meetings are held at locations throughout the state. The Board Chair and the Deputy Commissioner for Marine Operations work together to coordinate the meeting time, location, and agenda items. The meeting venue is usually in Juneau during the legislative session. At other times throughout the year, meeting location is staggered throughout the State so that MTAB is taking into consideration all regions. Generally a meeting is held in mid-December, shortly after the Governor releases the State budget. According to governing statutes, the board must meet at least 4 times each year. Meetings may be called by the chair or by a majority of the members of the board. At least one meeting each year must be attended by the board members in person, but all other meetings may be conducted by teleconference. All meetings are open to the public unless an executive session is called based on the criteria in AS 44.62.310(b).

Scheduling

Scheduling meetings are held in Ketchikan and made available by teleconference.

Were meetings held at ADA accessible locations when available? – *Yes*

When ADA facilities were not available were any reasonable accommodations requested? – *No*

Were you able to honor those requests? *N/A*

Were meetings held on or near a public transportation route when available? – *Yes*

If fixed-route transit was not available did you hold meetings during times when individualized transit providers were available? – *Unknown*

Were meetings held in a facility central to the community? - *Yes*

List the efforts taken to inform the public of the meetings. - *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.*

List the efforts taken to ensure participation by women and minorities in the public meetings? – *None*

If no efforts were taken, please explain why. - *AMHS does not have a process to ensure participation of women and minorities at public meetings outside of the public outreach.*

List the methods used to ensure that issues or concerns raised at public meetings were considered in the decision making process.

MTAB

All Marine Transportation Advisory Board (MTAB) meetings are open to the public. MTAB is a Governor-appointed 11-member board that represents Alaska statewide. MTAB was originally created under Administrative Order 204, dated January 1, 2003 by Governor Frank Murkowski; the Marine Transportation Advisory Board (MTAB) was established in statute (AS 19.65.110-AS 19.65.195) by Governor Sarah Palin on May 5, 2009.

Scheduling

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.

How were the issues or concerns raised at the meetings addressed? - *Email and mail correspondence, and direct communication.*

Public Participation

How is information disseminated to the public? - *Public Meetings, press releases, project webpages, teleconferences.*

List the ways comments are received by the public. - [Phone, Email, Meeting Participation](#)

List the number of requests for alternative formats or languages made. *None*

Was an alternative format or language provided? – *No*

Please attach the Public Participation Plan for each project commenced in the last FY15.

Is the information posted on the Alaska DOT&PF website 508 compliant?
(See www.section508.gov for more information) *Unsure*

What forms of advertising were used to inform the public of the project and any public meetings? *Press Releases*

Please provide a copy of all advertising materials used. *See attached bulletins*

Incorporation of Title VI Nondiscrimination Elements

List the efforts taken to ensure that populations protected by the Title VI Nondiscrimination Program are included in the development of schedule changes and other planning functions.

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.

Training

How is training provided? *Training opportunities are hosted by state and federal agencies.*

Who determines which personnel receive training? *AMHS Management*

How are training opportunities advertised? *Training Website*

List the personnel that have taken the Title VI Nondiscrimination training in FY15. *Unknown*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future? *Powerpoint training tools, Goto Meeting presentations – especially prior to completing these CRO specific reviews.*

Addressing Public Concerns

List the ways that comments are received by the public

MTAB

All Marine Transportation Advisory Board (MTAB) meetings are open to the public. MTAB is a Governor-appointed 11-member board that represents Alaska statewide. MTAB was originally created under Administrative Order 204, dated January 1, 2003 by Governor Frank Murkowski; the Marine Transportation

Scheduling

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.

What is done with the comments that are received?

Comments are logged and considered in the decision making process.

How are comments responded to?

Email and mail correspondence, and direct communication.

Program Directives and Manuals

List all Civil Rights directives and/or manuals that govern your program area. *The SOA's CRO governs our program area.*

Did your division adopt any new materials in FY15? *No*

Are any directives and or manuals currently under review? *Not at AMHS*

Data Collection

What type of data did AMHS collect in FY15?

Public attendance, public participation via Q&A tracking; scheduling feedback - AMHS makes available contact phone numbers and email addresses to community leaders to provide feedback after changes are implemented. AMHS provides customer comment cards on all our vessels to supply a means for customers/communities to comment on the above impacts.

List the process used when identifying social, economic, and/or environmental impacts.

All comments are received and vetted in Steering Committee for projects, and management discussions to weigh the pros and cons of a decision, as requested by the public.

How is that information being used?

For scheduling, this information is used to define impacts to communities should a scheduling change come into effect.

Is the information collected being shared? If yes, with whom?

Public MTAB website, published public schedules

Is demographic information being collected?

AMHS is using the CRO public meeting sign-in sheet when possible (a few exceptions due to lapse in protocol, so alternative attendance sheets have been submitted.

What source is used for any demographic data collection (ethnicity, ADA etc)?

AMHS is using the CRO public meeting sign-in sheet when possible (a few exceptions due to lapse in protocol, so alternative attendance sheets have been submitted.

How are LEP populations being identified?

DCCED and other state agency resources identify the LEP populations.

Handling of Complaints

List any discrimination complaints filed in FY 15. *None*

What is the process used when a discrimination complaint is received? *CRO is engaged and provides direction to AMHS management*

What types of complaints are being received? *None at this time*

What is the process for resolving complaints? *CRO is engaged and provides direction to AMHS management*

Is this process being followed consistently? *Yes*

Construction

The Construction section is in charge of administering projects through their final phases until completion. Construction coordinates with contractors on the project, enforces design standards, and communicates the project status with the local community.

Observations

The Construction section works closely with the Civil Rights Office (CRO) on the Disadvantaged Business Enterprise and On the Job Training initiatives. Thus the program liaisons are fairly familiar with the program and are open to contacting the CRO with any Title VI questions. The responses to the questionnaires demonstrated that the questionnaires should be re-tooled for the FY16 review.

Recommendations

- 1) Help Construction staff with ensuring 508 compliance on web documents

In-Depth Reviews

Public Meetings

Observations

The Construction section hold open houses for the local public to come ask questions of ADOT&PF staff and project managers before the project commences. Northern Region also holds an annual Super Open House to inform the public of all upcoming projects for the region as well as individual open houses. The project manager for each project is listed on the ADOT&PF website as well as project materials and the community is free to contact them at any time. Meeting locations were chosen due to their proximity to the project site and accessibility and generally held on weekday afternoons. No requests were made for alternative formats or accommodations for public meetings in FY15.

Recommendations

- 1) Continue to choose accessible venues for public meetings
- 2) Explore alternatives to traditional advertisement for meetings (social media)

Trainings

Observations

Construction staff in all regions received Title VI training in January of 2014. Staff in all three regions would like to see at Title VI refresher as well as Americans with Disabilities Act Training.

Recommendations

- 1) Provide Title VI training to all three regions
- 2) Provide ADA training to all three regions

Title VI Questionnaire Responses

Northern Region

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT ALASKA HIGHWAY SAFETY OFFICE

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Division Information

Title VI Nondiscrimination Program Liaison: *Erin Anderson*

Official Title: *Engineering Associate*

Region: *Northern*

Email: erin.anderson@alaska.gov

Mailing Address: *2301 Peger Road Fairbanks, AK 99709*

Phone: *(907) 451-3055*

Public Meetings

Identify the methods available to the public to raise issues or concerns.
Northern Region holds Post Award Conferences (PAC) primarily in remote communities affected by the project. Northern Region may also hold project open houses in communities affected by the project. A Super Open House is held in Fairbanks each spring prior to the start of the construction season.

These venues give the Department an opportunity to discuss upcoming construction projects with the public as well as give the public an opportunity to have their issues or concerns addressed.

How are issues or concerns that were raised being addressed?

Issues and concerns raised by the public are responded to by various project staff. Depending on the issue or concern, assistance from other department staff may be necessary.

Public Participation

How was the information for projects disseminated to the public?

Through the Department's website, announcements in local newspapers and radio spots, social media, alaskanavigator.org, electronic message boards, and hanging flyers as applicable.

List the number of requests for alternative formats or languages made. *None.*

Was an alternative format or languages provided?

Alternative formats or languages are provided upon request.

Was an alternative format or language available? ***No requests were received.*

*If you ever need assistance providing alternative languages and format please contact the DOT Civil Rights Office

Please attach the Public Participation Plan for each project commenced in the last Federal Fiscal Year.

The Department issues weekly Navigator updates for all projects in active construction in the Northern Region. See attached Navigator updates.

Is the project information posted on the Alaska DOT&PF website 508 Compliant?

(See www.section508.gov for more information) *Navigator updates contain the link to the Department's Title VI Nondiscrimination Policy. Contact information to request special accommodations is also listed.*

What forms of advertising was used to inform the public of the project and any public meetings?

Through the Department's website, local newspaper and radio spots, social media, alaskanavigator.org, electronic message boards, and hanging flyers as applicable.

Training

How is training provided? *Training is Department wide and provided by State and local Department experts on the training subject matter.*

Who determines what personnel receive training? *Training requests are approved through the Training Coordinator. Training is based on the employee's individual training plan for their job class.*

How are training opportunities advertised? *Training opportunities are primarily advertised through weekly mass emails and a customized construction training calendar that is sent out by the Training Coordinator to all construction section staff. Training opportunities are also posted to the construction section bulletin board located in an area that is easily accessible to all employees.*

List the personnel that have taken the Title VI Nondiscrimination training in the past Federal Fiscal Year. *Construction personnel attended a Civil Rights Title VI orientation given by the Civil Rights Office in January 2014. Title VI Nondiscrimination training was not provided by the Civil Rights Office during the past Federal Fiscal Year.*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future? *Applicable Title VI refresher training for Construction personnel as required by the Civil Rights Office.*

Addressing Public Concerns

List the ways comments are received by the public during construction. *Comments are received from the public during construction at project open houses, at project field office and regional offices, through mail and email, social media, over the phone, and through local representatives.*

Who is typically responsible for responding to these comments? *Generally, the project staff is responsible for responding to comments. Depending on the comment, assistance from other regional staff may be necessary.*

How are comments addressed? *Generally, comments are addressed in the manner that they are received or requested. Project staff is generally responsible for addressing comments. Depending on the comment, assistance from other regional staff may be necessary.*

Programs Directives and Manuals

List all Civil Right directives and or manuals that govern your program area. *Alaska Construction and Preconstruction Manuals, Standard Specifications for Airport and Highway Construction, Alaska Statutes, Alaska Administrative Code, and Administrative Orders, and applicable CFR's.*

Did your division adopt any new materials in FY15? *The Section 120 spec was revised and implemented July 1, 2015*

Are any directives and or manuals currently under review? *No*

Handling of Complaints

List any discrimination complaints filed for FY 15. *None*

What is the process used when a discrimination complaint is received? *Not applicable, no complaints were received.*

What types of complaints are being received? *None*

What is the process for resolving complaints? *Complaints would be forwarded to the Civil Rights Office for investigation and resolution.*

Is this process being followed consistently? *Not Applicable*

Central Region

While the CRO did receive materials from Central region Construction for the review, the questionnaire was not returned.

Southcoast Region

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT
SOUTHCOAST REGION CONSTRUCTION

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank you.

"It is the policy of the Department of Transportation & Public Facilities (DOT&PF) that no person shall be excluded from participation in, or denied benefits of any and all programs or activities we provide based on **race, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."

ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Don Beattie*

Official Title: *Civil Rights Programs & Compliance Specialist II*

Region: *Southcoast*

Email: [*d.beattie@alaska.gov*](mailto:d.beattie@alaska.gov)

Mailing Address: *DOT&PF Southeast Construction 6860 Glacier Hwy Juneau, AK 99811*

Phone #: *(907) 465-1811*

Fax: *(907) 465-2030*

Public Meeting

Please attach a list providing (*see Table 1*):

- 1) The meetings held in FY15
- 2) The total participation in each meeting
- 3) The total participation of minorities in each meeting
- 4) The total participation of women in each meeting

What is your process for determining meeting times and locations?

Locations are selected based on affected community location and available meeting locations. Time is typically mid-week and begins at the end of the typical work day. If focused on businesses, a special meeting would be held at a convenient time for business owners.

Were meetings held at ADA accessible locations when available? *Yes*

When ADA facilities were not available were any reasonable accommodations requested? *Did not happen in 2015*

Were you able to honor these requests? *N/A*

Was the meeting held on or near a public transportation route? *Yes*

If fixed-route transit was not available, did you hold meetings during time when individualized transit providers were available?

Was the meeting held in a facility central to the community? *Yes*

List the efforts taken to inform the public of the meetings.

- 1) *Online public notices – both on the State's website and on a community's website, if no local or regional newspaper available*
- 2) *Newspaper ads – local and regional papers if applicable*
- 3) *Flyers mailed to potentially affected or interested residents*
- 4) *E-mails to project-specific developed list of residents/stakeholders*
- 5) *Posters on public notice boards around community*

List the efforts taken to ensure participation by women and minorities in the public meetings.

If no efforts were taken, please explain why.

No additional efforts were taken because none of the projects had identified issues related to minorities or women. Minorities and women typically attend our project public meetings and are equally able to obtain project information from our outreach efforts.

List the methods used to ensure that issues or concerns raised at the public meetings are considered in the decision making process.

Issues and concerns raised at public meetings are discussed by the project manager, environmental analyst and other project team members.

How are the issues or concerns that were raised being addressed?

If the project manager, environmental analyst or other project team members determine there is an impact that had not been previously identified, the involved staff then considered whether that impact should be avoided, or if there is no way to avoid, would that impact require some sort of mitigation. This is then taken up to the Design Chief and/or Director for discussion and decisions.

Public Participation

FOR ALL FEDERAL PROJECTS IN SR DURING FFY15 (excel summary provided in package)

How was the information for the project disseminated to the public?

- 1) Online public notices – both on the State's website and on community's website, if available*
- 2) Newspaper ads – local and regional papers if applicable*
- 3) Flyers mailed to potentially affected or interested residents*
- 4) E-mails to project-specified developed list of residents/stakeholders*
- 5) Posters on public notice boards around community*
- 6) Project-specific websites*
- 7) At meetings: plans available, and design staff attend and give PowerPoint presentations; Q&A sessions; workshop format*

List the number of requests for the alternative formats or languages made.

We have never had a request for alternative formats or languages in our public notices.

Was an alternative format or language provided? *N/A*

Was an alternative format or language available?*

If requested, we would provide an alternative format or language. We have had Tlingit people speak Tlingit in meetings (outside of FFY15) of their own accord but also spoke in English.

*If you need assistance providing alternative languages and format please contact the DOT Civil Rights Office

Please attach the Public Participation Plan for each project commenced in FY15.

Projects generally do not have PPPs prepared.

Is the project information posted on the Alaska DOT&PF website 508 compliant? (For more information see www.section508.gov)

Yes

What forms of advertising were used to inform the public of the project and any public meetings?

- 1) Online public notices – both on the State's website and on a community's website, when no other format is available (i.e., local newspaper)*
- 2) Newspaper ads – local and regional papers if applicable*
- 3) Flyers mailed to potentially affected or interested residents*
- 4) E-mails to project-specific developed list of residents/stakeholders*
- 5) Posters on public notice boards around community*
- 6) Project-specific websites*
- 7) Public radio announcements*

Please provide a copy of all advertising materials used.

Provided with this package.

Training

How is training provided?

As available, on site classroom training, online training courses and presentations, and DOT&PF webinars

Who determines what personnel receive training?

Supervisors

How are training opportunities advertised?

The Research, Development, & Technology Transfer website (<http://www.dot.state.ak.us/stwddes/research/index.shtml>) provides links to the training calendar and NHI web-based training, as well as an opportunity to sign up for training notifications via email. The "Technology for Alaska Transportation" Newsletter found on the website also includes a training calendar. The SEO training webpage (<http://www.dot.state.ak.us/stwddes/desenviron/resources/training.shtml>) provides links to DOT&PF webinars, online training opportunities, presentations, and the DOT&PF training calendar. Training opportunities are also sometimes distributed to staff via email by the Regional Environmental Manager.

List the personnel that have taken the Title VI Nondiscrimination training FY15.

What Title VI, Environmental Justice or ADA trainings would you like to see in the future?

Title VI/EJ NHI training should be offered every ~3 years; ADA training has not been offered recently to analysts and would be good to include.

Addressing Public Concerns

List your process for considering project alternatives.

Most of the projects in SR are evaluated as Categorical Exclusions. These projects are identified at the community level and work through the STIP for funding. They are generally identified to address a specific problem with a specific transportation location and most often there are no alternatives considered other than to replace the existing infrastructure. In instances where there is controversy or multiple ways to resolve a transportation problem, public meetings are held in the affected areas to discuss the project. Workshops are a common way to solicit the public's ideas on alternatives to solving an issue.

List your process for identifying social, economic, and environmental impacts.

Environmental Impact Analysts work with the project manager to understand the possible scope of the project and then begin their analysis. The topics are listed in our CE templates and are the same if the project is being analyzed as an EA or EIS. For CEs, the analyst can informally contact resource agencies depending on the preliminary evaluation of possible impact areas and they also send out scoping letters to resource agencies, local community government contacts, tribes and tribal corporations, and other special interest groups, again depending on the location of the project and possible effects. Newspaper ads are published and Alaska on-line website has posted notices. For larger project, a project website is developed and identified in the outreach documents. These websites often have a comment page and lists contacts and their phone numbers and emails. Each impact category is evaluated for possible impacts. For some impact categories such as noise, right-of-way relocations, or cultural resources, the analyst relies on the specialists to conduct the analysis or survey needed. If questions arise, the analyst talks with the REM and, if needed the RM contacts the Statewide NEPA manager or FHWA to talk through issues.

List your process for determining the appropriate mitigation.

Federally funded projects that result in an unacceptable impact often result in some sort of mitigation, if allowed by law. The impact does not need to be significant to warrant mitigation. Most of the mitigation we pay is related to habitat, fish, or wildlife impacts and it can come in the form of an in-lieu fee (wetlands), or mitigation projects that improve habitat to offset the impact.

List the ways that comments are received by the public.

We receive comments via email, phone calls, letters and some of these are sent to the Director or Project Management or administrators and then filtered down to the environmental analyst for consideration as a possible impact that hadn't been considered.

What is done with the comments that are received?

These comments are considered by the project manager, environmental analyst or other project team members to determine if there is any impact that had not been previously identified, if that impact could be avoided, or if there is no way to avoid, would that impact require some sort of mitigation. This is then taken up to the Design Chief and/or Director for discussion and decisions.

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 possible 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.

Program Directives and Manuals

See the Statewide Environmental Office's response to this section.

List all Civil Rights directives and / or manuals that govern your program area.

- 1) Executive Order 12989: Federal Actions to address Environmental Justice in Minority Populations and Low-Income Populations*
- 2) Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency*

Did your division adopt any new materials in FY15? *No*

Are any directives and or manuals currently under review? *No*

Are your directives and/or manuals not directly related to civil rights compliant with the Title VI Nondiscrimination Program? *Yes*

Data Collection

List the Environmental Documents (EAs and EISs) created this Federal Fiscal Year.

No new EAs or EIS were created in SR during FFY15.

Please attach 3 EAs created in FY15 as a representative sample.

List the Categorical Exclusions executed this Federal Fiscal Year.

See attached.

Please attach 3 Categorical Exclusions for FY15 as a representative sample.

Attached.

What source is used for any demographic data (ethnicity, ADA, etc.)?

Environmental Analyst use the Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs (DCRA) online community database (OCD) available at

<http://www.commerce.alaska.gov/dcra/DCRAExternal/community>. The OCD is a compilation of published data from a variety of sources and includes community location, population, taxes, climate, history, culture, demographics, utilities, schools, health care, economy, transportation, and major contacts for Alaskan communities.

How are LEP populations being identified?
DCRA's OCD and local knowledge of analysts

Handling of Complaints

It is the policy of the DOT&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, religion, color, gender, age, marital status, ability, or national origin, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration 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

List any discrimination complaints filed for FY 15. *N/A*

What is the process used when a discrimination complaint is received?
We have not received any such complaint.

What types of complaints are being received? *No complaints received.*

What is the process for resolving complaints?
If we were to receive such a complaint we would consult with the Title VI office to assist us.

Is this process being followed consistently? *Yes*

Contracting

The Contracting division of the ADOT&PF administers all construction and maintenance-related contracts for the department. For FY15, Contracting submitted a report about their activities statewide.

Observations

The Contracting division works closely with the CRO to ensure compliance with certain civil rights mandates. Contracting has incorporated many elements of the Title VI Program into their process which translates into action fairly consistently. The Title VI / Nondiscrimination Assurance requirement is included in FHWA-1273 which is included in all federal aid solicitations and nondiscrimination clauses are included in all solicitations for professional services. Of four Invitations to Bid posted in FY15, three included required information regarding reasonable accommodation. The Contracting division has also taken advantage of trainings available on the ADOT&PF Civil Rights Office, FHWA, and DOJ websites though no staff took the Title VI Nondiscrimination Training in FY 2015.

Recommendations

- 1) Review Nondiscrimination Clause included as part of Request for Proposals to ensure it meets current regulatory requirements.
- 2) Provide Title VI Program training for Contracting staff emphasizing the importance of including reasonable accommodation language as part of notices sent to the public.

In-Depth Reviews

Contract Administration

Observations

It is the policy of the ADOT&PF Contracting division to administer all contracts uniformly throughout the department utilizing standard forms and statewide standards. The nondiscrimination language used in contract administration by the contracting office is included in all contracts. The Preconstruction Conference and Post-Award Conference administered by Construction generally includes Civil Rights Staff who

help to ensure that these provisions are communicated effectively to contractors and subcontractors.

Recommendations

- 1) Review Nondiscrimination Clause included as part of Request for Proposals to ensure it meets current regulatory requirements.
- 2) Continue to have CRO staff at Preconstruction and Post-Award conferences if available.

Incorporation of Title VI Elements

Observations

To ensure the initial stages of the contracting process are provided in an equitable manner, the CRO audited a random sampling of opportunities posted by Contracting on the Alaska Public Notices website during FY15. Of the sample (50 posting in total) 3% included both Title VI and ADA language; 65% included language regarding reasonable accommodations under Title VI; 14% included a TTY number but no other form of accommodation and 17% provided no non-discrimination language at all.

Recommendations

- 1) Provide Title VI Program training for Contracting staff emphasizing the importance of including reasonable accommodation language as part of notices sent to the public.

Title VI Questionnaire Response

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT

CONTRACTING

The Title VI Nondiscrimination Program Annual Report is due on September 30th.
Please submit to the Alaska DOT&PF Civil Rights Office by August 31st
Thank You.

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ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title IV elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information – *Region Questions (non-contracting)*

Title VI Nondiscrimination Program Liaison
Official Title
Region
Email
Mailing Address
Phone
Fax

Contract Administration

Preamble: It is the policy of the ADOT&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.

How does Contracting ensure that the Title VI/Nondiscrimination Assurance paragraph is included in all solicitations for bids?

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).

How does Contracting ensure that the bidding and award process for consultant agreements and construction contracts is conducted in a non-discriminatory manner?

All Alaska DOT&PF solicitations are advertised online at State of Alaska's Online Public Notice web site, in accordance with State of Alaska Statute 36.30.130, and on Alaska DOT&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.

Training

How is training provided?

Training is available online from Civil Rights web site.

Title VI Basic Training

FHWA's "How to Engage Low-Literacy and Limited-English-Proficiency Populations in Transportation Decision making

US DOJ video on Title VI of the Civil Rights Act of 1964 – "Understanding and Abiding by Title VI of the Civil Rights Act of 1964"

Who determines which personnel receive training?

Regional Contracting Officers (?)

How are training opportunities advertised?

Training opportunities are advertised online (Civil Rights web site).

Alaska DOT&PF T2 Training website

List the personnel that have taken the Title VI Nondiscrimination training in the past Federal Fiscal Year. *None*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future? *Any*

Program Directives and Manuals

List all Civil Right directives and or manuals that govern your program area.

Title VI Nondiscrimination Annual Update & Approval 2014

Title VI Nondiscrimination Program Plan

Variety of information is available on Civil Rights web site

Did your division adopt any new materials in FY15?

No (related to Title VI)

Are any directives and or manuals currently under review?

Not that I am aware of (related to Title VI)

Handling of Complaints

List any discrimination complaints filed for FY 15. *None*

What is the process used when a discrimination complaint is received?

Provide complainant(s) with the instructions (External Complaint Process) document. Complaints are filed with the ADOT&PF, Civil Rights Office.

What types of complaints are being received?

Not applicable (none received)

What is the process for resolving complaints?

The initial step is to direct complainant(s) to the Civil Rights Office.

Is this process being followed consistently? *Yes*

Maintenance and Operations

Maintenance and operation responsibilities include all the activities to keep Alaska's highways, bridges, airports, buildings and harbors in good condition and safe for the traveling public. These include pavement maintenance and preservation, highway and airport anti-icing and deicing, snowplowing, snow hauling, avalanche control and mitigation, vegetation management, guardrail repair, sign maintenance, street/traffic light repair, drainage structures, fence maintenance, airport light repair, airport rescue and firefighting, airport security, and facility repairs. It also includes responding to all emergency/weather related situations such as snow and ice removal, fallen trees, mud and landslides, and roadway/airport flooding.

Observations

Maintaining Alaska's infrastructure is a varied and challenging task and the M&O division works diligently to ensure that ADOT&PF's facilities are maintained in a reliable, safe and equitable manner. M&O has a reputation for being very responsive to residents' concerns, all of which are addressed as quickly as possible. Currently these concerns are handled in the order in which they are received and there is currently no method for measuring the equity of how M&O administers services. The greatest threat to transportation accessibility for many Alaskans is snowfall and the ADOT&PF should continue their efforts to provide accessible pathways year-round so that non-motorized users have equal access to Alaska's infrastructure. Additionally, there was a generally lack of awareness of how Title VI applied to M&O and the complaint process for Title VI complaints.

Recommendations

- 1) Provide increased training opportunities about how Title VI affects M&O's programs and services
- 2) Perform an environmental justice analysis for maintenance activities in FY16

In-Depth Reviews

Addressing Public Concerns

Observations

Maintenance and Operations works in a de-centralized model due to its need to provide efficient maintenance services across Alaska. Alaskans are encouraged to email the department with road maintenance concerns which are sent to the local supervisor and addressed as quickly as possible. Comments are received by email and phone, and the contact information for the department is fairly easily to find on ADOT&PF's website. M&O's response is limited by personnel, equipment and funding.

Recommendations

- 1) Ensure the TTY/Alaska Relay number is included on the M&O website
- 2) Perform an environmental justice analysis for maintenance activities in FY16

Equitable Provision of Services and Facilities

Observations

Each region of the M&O department uses a 1-5 prioritization system to determine which roads are maintained first. This system is most visible after a heavy snowfall when high-traffic streets are cleared before minor arterials. At this point pedestrian facilities are prioritized with the roads they are connected to and therefore by vehicle traffic rather than pedestrian traffic. Central region indicated that snow removal has a specific plan based on time and need. When responding to public requests for maintenance, concerns are addressed by issue, not individual.

Recommendations

- 1) Explore how the prioritization requirements are affecting the ADOT&PF's commitment to providing accessible programs and services
- 2) Provide training opportunities to M&O staff who communicate with the public on cultural communication

Title VI Questionnaire Responses

Northern Region Response

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT

MAINTENANCE

The Title VI Nondiscrimination Program Annual Report is due on September 30th.

Please submit to the Alaska DOT&PF Civil Rights Office by August 30th.
Thank You.

“It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds.”
ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Steven Potter*
Official Title: *Northern Region Maintenance & Operations Chief*
Region: *Northern*
Email: *steve.potter@alaska.gov*
Mailing Address: *2301 Peger Road Fairbanks, AK 99709*
Phone: *(907) 451-2295*
Fax

Equitable Provision of Services and Facilities

List 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".

Training

How is training provided?

Training is department wide and provided through the State wide training coordinator position based in Anchorage and by assistant training coordinators in each district.

Who determines which personnel receive training?

Superintendents and Foremen in each region work to have all available training provided for the all operators according to each ones job class.

How are training opportunities advertised?

Though mass emails and also each district training coordinator keeps training logs of each employee and what training they have received & date of training and expiration date if applicable. The training coordinator is assigned to coordinate training as needed.

List the personnel that have taken the Title VI Nondiscrimination training in the past Federal Fiscal Year. *None.*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future?

Any and all that pertains to our operators that are maintaining the roads & facilities in Northern region. As I am just starting in this assignment I do not have a list of those training opportunities.

Addressing Public Concerns

List the process for when a comment or concern is received.

When they are received they are directed to the superintendent or to the foremen over that particular department or activity. Validated and then depending on the severity of the issue an operator or crew is assigned to fix the problem. Limiting factors of time lines of fixing road problems is available personnel, equipment and funding.

Is there a priority level used when addressing comments or concerns?

All are treated as important and dealt with as quickly as possible. Public safety takes priority over inconvenience. Example: Stop sign down takes priority over brush cutting along the road.

What methods does the public have for voicing their concerns?

Emails, phone or in person.

How does M&O ensure concerns are addressed in a non-discriminatory manner?

All concerns are checked and validated. By addressing the issue and level of priority the problem is and not by who they are contacted by or location.

Program Directives and Manuals

List all Civil Right directives and or manuals that govern your program area.

Did your division adopt any new materials in FY15? *No.*

Are any directives and or manuals currently under review? *No.*

Handling of Complaints

List any discrimination complaints filed for FY 15. *N/A*

What is the process used when a discrimination complaint is received? *It is sent to the DOT&PF HR office.*

What types of complaints are being received? *N/A*

What is the process for resolving complaints? *HR conducts the investigation.*

Is this process being followed consistently? *Yes.*

Central Region Response

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT

MAINTENANCE

The Title VI Nondiscrimination Program Annual Report is due on September 30th.

Please submit to the Alaska DOT&PF Civil Rights Office by August 30th. Thank You.

"It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."

ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Todd Vanhove*

Official Title: *M&O Manager*

Region: *CR*

Email: *todd_vanhove@alaska.gov*

Mailing Address: *4111 Aviation Ave, Anchorage, Ak, 99519*

Phone: *907-269-0763*

Fax: *907-248-1573*

Equitable Provision of Services and Facilities

List the process used to prioritize maintenance activities (for example – brush clearing, road maintenance, snow removal, etc.).

Snow removal has a specific snow removal plan followed by each maintenance camp. The routes are identified by priority 1-5 and are worked according to the assigned priority.

All other work priority is determined by time permitted and need

Training

How is training provided?

Not provided

Who determines which personnel receive training?

See answer to A above

How are training opportunities advertised?

See answer to A above

List the personnel that have taken the Title VI Nondiscrimination training in the past Federal Fiscal Year.

No one has taken the training

What Title VI, Environmental Justice or ADA trainings would you like to see in the future?

Training is not required for our work activities

Addressing Public Concerns

List the process for when a comment or concern is received.

An investigation of the allegation is conducted by contacting the area superintendent and the local foreman. If it is, a maintenance item and we can remedy it we will. If the complaint is not a maintenance issue, we send the complaint to the appropriate department for assistance.

Is there a priority level used when addressing comments or concerns? *No*

What methods does the public have for voicing their concerns?

The area superintendent and local foreman often communicate with the residents in their AOR and they often receive phone calls or emails from residents that have issues or concerns

How does M&O ensure concerns are addressed in a non-discriminatory manner?

Area superintendent and local foreman remain in contact with HR.

Program Directives and Manuals

List all Civil Right directives and or manuals that govern your program area.

V.A. Federal EEO Conditions, DBE and Required Contract Provisions for Federal-Aid (FHWA) Construction Contracts

For FAA, we have Federal EEO Conditions, DBE and Required Contract Provisions for Federal-Aid (FAA) Construction Contracts

Did your division adopt any new materials in FY15? *No*

Are any directives and or manuals currently under review? *No*

Handling of Complaints

List any discrimination complaints filed for FY 15. *None*

What is the process used when a discrimination complaint is received?

What types of complaints are being received?

What is the process for resolving complaints?

Is this process being followed consistently?

Southcoast Region Response

Alaska Department of Transportation & Public Facilities

TITLE VI NONDISCRIMINATION PROGRAM

ANNUAL REPORT

MAINTENANCE

The Title VI Nondiscrimination Program Annual Report is due on September 30th.

Please submit to the Alaska DOT&PF Civil Rights Office by August 30th. Thank You.

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ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Greg Patz*

Official Title: *Maintenance Manager*

Region: *Southcoast*

Email: *greg.patz@alaska.gov*

Mailing Address: *6860 Glacier Highway Juneau, AK 99811-2506*

Phone: *907 465 1784*

Fax: *907 465 2021*

Equitable Provision of Services and Facilities

List the process used to prioritize maintenance activities (for example – brush clearing, road maintenance, snow removal, etc.).

Priority is based on traffic volume – the highest volume roads receive priority.

Training

How is training provided?

Most training is on –the-job. Some special training is provided by scheduled classes with experts, such as avalanche control training and grader operator training.

Who determines which personnel receive training?

Maintenance superintendent works with the station foremen to determine training needs.

How are training opportunities advertised?

Foremen are notified by e-mail of upcoming training opportunities.

List the personnel that have taken the Title VI Nondiscrimination training in the past Federal Fiscal Year. *None*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future? *None*

Addressing Public Concerns

List the process for when a comment or concern is received. *The concern is reviewed by the manager, then sent to the maintenance superintendent for resolution.*

Is there a priority level used when addressing comments or concerns? *We try to handle each concern expediently. There is no backlog.*

What methods does the public have for voicing their concerns? *We publish our contact information – phone numbers and e-mail addresses. The department has an e-mail address as well.*

How does M&O ensure concerns are addressed in a non-discriminatory manner? *Each concern is investigated and reviewed by at least three levels – maintenance superintendent, maintenance manager, regional director.*

Program Directives and Manuals

List all Civil Right directives and or manuals that govern your program area. *Title VI, Policy & Procedure 01.02.010 and 01.02.020*

Did your division adopt any new materials in FY15? *No.*

Are any directives and or manuals currently under review? *No.*

Handling of Complaints

List any discrimination complaints filed for FY 15. *None.*

What is the process used when a discrimination complaint is received? *If a complaint is received, the maintenance manager or superintendent notifies the Human Resource office and requests assistance in resolving the complaint.*

What types of complaints are being received? *None.*

What is the process for resolving complaints? *See VI. B.*

Is this process being followed consistently? *We have not received any complaints.*

Preliminary Design and Environmental

The Preliminary Design and Environmental Program (PD&E) is responsible for the development and implementation of environmental policy and procedures as they relate to ADOT&PF's projects. They work closely with staff in each region to ensure the Department's activities are implemented in a manner consistent with state and federal environmental laws and regulations. The Statewide Environmental Program Manager is the primary point-of-contact for statewide environmental issues involving transportation.

Observations

The National Environmental Policy Act (NEPA) was established to "foster and promote the general welfare, to create and maintain conditions under which man and nature can exist in productive harmony, and fulfill the social, economic, and other requirements of present and future generations of Americans." [4] Under NEPA and related statutes, the PD&E program is tasked with evaluating the social and economic impacts of projects and Title VI and EO 12898 require the inclusion of effects on minority, low-income and LEP populations in that assessment. The PD&E program does well at reaching out to, and collaborating with, local tribal officials in both small and large communities across the State. At this juncture, PD&E does not have a targeted outreach program for minority, low-income and LEP populations. PD&E is gathering their demographic data from the Alaska Community Database which has not been updated with the most current data from the American Community Survey or the US Census. This dataset also does not include neighborhood-specific information which can be helpful when evaluating the impacts to traditionally underserved populations in some of Alaska's larger communities. The Civil Rights Office provided comment on the Sterling Highway Project Environmental Analysis but due to timing restrictions was not able to contribute to any more comment periods.

Recommendations

- 1) Continue to coordinate with tribal officials on all projects
- 2) Explore a more targeted outreach program for minority, low-income and LEP populations
- 3) Provide PD&E with an updated, integrative demographic tool using ArcGIS
- 4) Evaluate the social and economic impacts of all EAs created in FY16 and discuss any potential Title VI Program impacts with the project manager

In-Depth Reviews

Addressing Public Concerns

Observations

PD&E welcomes public comments on the impacts of all projects and this input must be taken into account to determine which course of action (Route A, Route B, No Change) best meets the needs of the community. Historically, these comments have been collected by mail or email and or verbally at public meetings. They are responded to individually, in the method in which they are received, and are discussed by department staff in the decision-making process. Given the societal trend toward social media there has been an increase in interest from the public in having alternative methods to voice their opinion on both local projects and long-range planning initiatives; PD&E has been using these strategies on some projects but there is not consistent use department-wide. Utilizing non-traditional outreach methods could help ADOT&PF reach new audiences and provide a greater range of diversity in public comments. Comments that are received and considered are bundled into the Environmental Analysis or Environmental Impact Statement which can be lengthy and are not necessarily geared towards public interest. Creating Responsiveness Summaries like those used by FMATS would allow the public to see a more direct impact of their input and foster engagement with the planning process.

1) Recommendations

- 2) Explore consistently expanding the scope of public involvement through virtual open houses, social media, surveys and other innovative methods
- 3) Assist PD&E in preparing and disseminating Responsiveness Summaries as appropriate

Training

Observations

PD&E staff received Environmental Justice training from FHWA in FY15. All regions indicated they would like to receive annual Title VI training and periodic American with Disabilities Act training.

Recommendations

- 1) Provide Title VI & ADA training for PD&E staff statewide in FY16

Title VI Questionnaire Responses

Statewide

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT
PROJECT DESIGN AND ENVIRONMENTAL (PD&E)

The Title VI Nondiscrimination Program Annual Report is due on September 30th.

Please submit to the Alaska DOT&PF Civil Rights Office by the deadline.
Thank You.

Division Information

Title VI Nondiscrimination Program Liaison:

Official Title:

Region:

Mailing Address:

Phone #:

Fax:

Public Meetings *(Not applicable to Statewide Environmental Office.)*

List the public meetings held in the in the last reporting period.

What was the total participation in each meeting?

What was the total participation by women at each meeting?

What was the total participation by minorities at each meeting?

How was each meeting location determined?

What times was each meeting held?

Were the meetings held at ADA accessible locations? Was the meeting held on or near a public transportation route?

Was the meeting held in a facility central to the community?

List the efforts taken to inform the public of the meetings.

List efforts taken to ensure participation in women and minorities in the public meetings. If no efforts were taken, why?

Were women and minorities, both individually and through various organizations, represented at the public meetings?

List the methods used to ensure that issues or concerns raised at the public meetings are considered in the decision making-process.

How did the issues or concerns that were raised get responded to?

Public Participation *(Not applicable to SEO.)*

How was the information for the project disseminated to the public?

List the number of requests for alternative formats or languages made.

Was an alternative formats or languages provided?

Was an alternative format or languages available?

Provide the Public Participation Plan for each project commenced in the last Federal Fiscal Year.

Is the project information posted on the Alaska DOT&PF website 508 compliant?

What forms of advertising was used to inform the public of the project and any public meetings?

Please provide a copy of all advertising materials used.

Training

How is training provided? *On site classroom training, online training courses and presentations, and DOT&PF webinars.*

Who determines what personnel get training? *Supervisors (for SEO, the Statewide Environmental Program Manager.)*

How are training opportunities advertised? *The Research, Development, & Technology Transfer website (<http://www.dot.state.ak.us/stwddes/research/index.shtml>) provides links to the training calendar and NHI web-based training, as well as an opportunity to sign up for training notifications via email. The "Technology for Alaskan Transportation" Newsletter found on the website also includes a training calendar. The SEO training webpage (<http://www.dot.state.ak.us/stwddes/desenviron/resources/training.shtml>) provides links to DOT&PF webinars, online training opportunities, presentations, and the DOT&PF training calendar. Training opportunities are also sometimes distributed to staff via email by the Statewide Environmental Program Manager.*

List the personnel that have taken the Title VI Nondiscrimination training in the past Federal Fiscal Year. *None.*

Addressing Public Concerns *(Not applicable to SEO.)*

List the process used when considering project alternatives.

List the process used when identifying social, economic, and environmental impacts.

List the process used when determining the appropriate mitigation.

List the ways that comments are received by the public.

What is done with the comments that are received?

How are comments responded to?

Program Directives and Manuals

List all directives and or manuals govern your program area?

1. **6004 Program (NEPA Categorical Exclusion Delegation) – Applicable to SEO and Regions**
2. *Sept. 20, 2012 MOU between FHWA and DOT&PF State Assumption of Responsibility for Categorical Exclusions*
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ak_mou_326final_092012.pdf
3. *Alaska 6004 Program Environmental Procedures Manual, <http://dot.alaska.gov/stwddes/desenviron/resources/enviromanual.shtml>*
4. *Chief Engineer's Directives, <http://www.dot.state.ak.us/stwddes/dcspubs/directives.shtml>*
5. *Specifically (Note: those CE Directives that have been superseded are not listed):*
6. *June 2, 2014 Alaska 6004 Program Section 4(f) Forms*
7. *Sept. 5, 2013 Alaska 6004 Program Environmental Procedures Manual Chapt. 9*
8. *March 20, 2013 Alaska 6004 Program Environmental Procedures Manual Chapt. 6*
9. *Dec. 10, 2012 CE Documentation, Class of Action and Expedited CE Forms*
10. *Dec. 4 2012 6004 Program Environmental Procedures Manual Chpts. 1 – 3*
11. *Nov. 6, 2012 Delegation of Approval Authority for Certain CEs under 6004 MOU*
12. *Oct. 31, 2012 Section 106 Procedures*
13. *April 11, 2011 Cultural Resources Team*
14. *April 6, 2011 Section 106 Process Review and Signature Authority*
15. *July 7, 2010 Program Undertakings with No Potential to Cause Effects to Historic Properties*
16. *March 12, 2010 Bridge Rehabilitation & Maintenance Projects, No Potential to Affect Historic Properties (Note: not on Chief Engineer's*

- Directives Page,
use: http://www.dot.state.ak.us/stwddes/desenviron/assets/docs/Bridge_maint_rehab_106_03-12-10.pdf)
17. **Non-6004 Environmental Procedures – Applicable to Regions**
 18. Alaska FHWA Environmental Procedures Manual, <http://www.dot.state.ak.us/stwddes/desenviron/resources/enviromanual.shtml>
 19. Chief Engineer's Directives, <http://www.dot.state.ak.us/stwddes/dcspubs/directives.shtml>
 20. Specifically (Note: those CE Directives that have been superseded are not listed):
 21. April 7, 2014 Alaska FHWA Environmental Manual Chapter 6
 22. Dec. 11, 2013 Alaska FHWA Environmental Manual Chapters 1 and 3
 23. March 20, 2013 Environmental Procedures Manual Chapt. 2
 24. Dec. 10, 2012 CE Documentation, Class of Action and Expedited CE Forms
 25. Oct. 31, 2012 Section 106 Procedures
 26. April 11, 2011 Cultural Resources Team
 27. April 6, 2011 Section 106 Process Review and Signature Authority
 28. April 2012 – FHWA Programmatic Categorical Exclusions, http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_roads.pdf
 29. April 2012 – FHWA Programmatic Agreement for Certain “c” List Categorical Exclusions, http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_clist.pdf
 30. April 2012 – FHWA Programmatic Categorical Exclusions for Ferry Vessel Improvement Projects, http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_ferries.pdf
 31. April 2012 – FHWA Programmatic Categorical Exclusions for Right of Way Actions Approved under 23 CFR 771.117(d)(6), http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_row.pdf
 32. May 2, 2006 – FHWA Memo RE: Issuance of Limited Delegated Authority under Section 106 of the National Historic Preservation Act, http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/resources/section_106_nopotential.pdf
 33. **Other Governing Documents Applicable to Both 6004 and Non-6004 Programs**
 34. Alaska Highway System Roads Programmatic Agreement, <http://www.dot.state.ak.us/stwddes/desenviron/resources/historicproperties.shtml>
 35. FHWA Program Comment for Common Post-1945 Concrete and Steel

Bridges, http://www.environment.fhwa.dot.gov/histpres/program_comment.asp

36. **Stormwater Compliance Program – Applicable to SEO and Regions**

37. Chief Engineer's

Directives, <http://www.dot.state.ak.us/stwddes/dcspubs/directives.shtml>

38. Specifically (Note: those CE Directives that have been superseded are not listed)

39. April 18, 2012 CGP Dredge/Fill Final Guidance

40. Dec. 5, 2011 CGP Requirement for Water Quality Analysis on projects in Parks and Refuges

41. Dec. 12, 2011 Issuing New SWPPP Specifications and Forms

42. May 19, 2011 Liquidated Damages for Violating Terms of CGP

43. Aug. 18 2010 Consent Decree Requirements

44. **Other Manuals Applicable to Environmental Staf**

45. Alaska Highway Preconstruction

Manual, <http://www.dot.state.ak.us/stwddes/dcsprecon/preconmanual.shtml>

46. Alaska Highway Standard Specifications, specifically the 641

Specification <http://www.dot.state.ak.us/stwddes/dcsspecs/index.shtml>

Are any directives and or manuals under review? *The Statewide Environmental Office (SEO) is in the process of updating the Alaska 6004 Program Environmental Procedures Manual and the Alaska FHWA Environmental Procedures Manual Alaska Highway. The Alaska Highway Preconstruction Manual, Alaska Highway Standard Specifications, undergo periodic reviews/updates, but the SEO does not facilitate this process. Please contact Lars Gregovich, Statewide Preconstruction Standards Engineer and Gary Eddy, Statewide Standard Specifications Engineer for information on updates on their respective manuals. The SEO does not have pending Directives under review.*

Are the directives and or manuals compliant with the Title VI Nondiscrimination Program?

Data Collection SEO 6004 CEs

List the Environmental Documents (EAs and EISs) created this Federal Fiscal Year. *Not applicable to SEO.*

List the Categorical Exclusions executed this Federal Fiscal Year. *See Attached.*

Northern Region

Alaska Department of Transportation & Public Facilities TITLE VI NONDISCRIMINATION PROGRAM ANNUAL REPORT **PRELIMINARY DESIGN AND ENVIRONMENTAL (PD&E)**

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank You.

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ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as if feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison:

Official Title:

Region:

Email:

Mailing Address:

Phone #:

Fax:

Public Meetings

Please attach a list providing:

1. The meetings held in FY15
2. The total participation in each meeting
3. The total participation of minorities in each meeting
4. The total participation of women in each meeting

What is your process for determining meetings times and locations?

Meetings are typically held in a public building close to the project area with enough room to accommodate the anticipated audience. Many meetings are held in villages or rural locations where meeting facility options may be limited.

Meetings are usually held on weekday evenings in order to provide the best opportunity for most people to attend. If there is a request for an additional or afternoon meeting, efforts are made to accommodate the request.

Were meetings held at ADA accessible locations when available?

Yes, given that meeting sites are usually held at public buildings that should be ADA accessible.

When ADA facilities were not available were any reasonable accommodations requested? *N/A*

Were you able to honor these requests? *N/A*

Was the meeting held on or near a public transportation route?

Many meetings are in villages or rural areas that lack a public transportation system. Meetings in the more urban areas (i.e., Fairbanks) would typically be on or near a public transportation route.

If fixed-route transit was not available, did you hold meetings during time when individualized transit providers were available?

Public meetings are always planned in the evening time when normal work hours are done so carpool is available. Here in Fairbanks all meetings were held after business hours, but when public transportation was still available. In Villages, we will sometimes have meetings for several days to make sure to meet everyone's needs due to no public transportation.

Was the meeting held in a facility central to the community? *Yes*

List the efforts taken to inform the public of the meetings.

Public meetings are posted in the local paper, and sometimes a more regional paper (e.g., Fairbanks or Anchorage), on the on-line public notice website, and often direct contact with the community when meeting arrangements are coordinated.

List the efforts taken to ensure participation by women and minorities in the public meetings.

Efforts are made to encourage good overall public participation. The Section 106 process involves coordination with Tribes as well as consulting parties, which should help to ensure participation by minorities.

If no efforts were taken, please explain why.

List the methods used to ensure that issues or concerns raised at the public meetings are considered in the decision making-process.

Methods may depend on the specific nature of the question, issue, or concern – and can vary with the project. Sometimes additional information needs to be supplied or clarified in order to rectify a question or concern. These can

often be handled through additional communication. Issues or concerns may cause a need to modify the project, depending on specific variables. Project staff has an awareness that the projects are for public use, so effort is made to provide what is wanted/needed within the constraints of safety, budget, maintenance, and environmental impacts.

How are the issues or concerns that were raised being addressed?

Issues or concerns raised during public meetings are discussed with those concerned during the public meeting. Comments logged-in are considered in the project development process. If the meeting is during the environmental phase, the comments are included in the environmental document. Comments are often summarized and addressed in the environmental document under the public meeting/coordination section, and become part of the project file.

Public Participation

How was the information for the project disseminated to the public?

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.

List the number of requests for the alternative formats or languages made.

1 – Point Hope meetings held in February.

Was an alternative format or language provided? *Yes*

Was an alternative format or language available?* *N/A*

*If you need assistance providing alternative languages and format please contact the DOT Civil Rights Office

Please attach the Public Participation Plan for each project commenced in FY15.

Attached a PMP for three of the projects that had public meetings (60455, 61299, and 63784). All other projects did not have need for a PMP.

Is the project information posted on the Alaska DOT&PF website 508 compliant?

(For more information see www.section508.gov)

Yes, we believe it is ADA compliant.

What forms of advertising were used to inform the public of the project and any public meetings? *See III. A. above.*

Please provide a copy of all advertising materials used.

Training

How is training provided?

On-site classroom training, online training courses and presentations, and DOT&PF webinars.

Who determines what personnel receive training?

Supervisors are responsible for employee training plans.

How are training opportunities advertised?

The Research, Development, & Technology Transfer website (<http://www.dot.state.ak.us/stwddes/research/index.shtml>) provides links to the training calendar and NHI web-based training, as well as an opportunity to sign up for training notifications via email. The "Technology for Alaskan Transportation" Newsletter found on the website also includes a training calendar. The SEO training webpage(<http://www.dot.state.ak.us/stwddes/desenviron/resources/training.shtml>) provides links to DOT&PF webinars, online training opportunities, presentations, and the DOT&PF training calendar. Training opportunities are also sometimes distributed to staff via email by the Regional Environmental Manager.

List the personnel that have taken the Title VI Nondiscrimination training FY14.

No formal Title VI trainings. The following courses have been taken:

- 1) Context Sensitive Solutions 12/3/14-12/4/14: Sarah Schacher, Ryan Anderson, Colleen Ackiss, Owen Coskey, Barry Hooper, Robert Effinger, Bill Kulash, RJ Stumpf, Tim Woster, Brett Nelson, David Jensen, Duane Davis, Kerri Martin and Thomas Gamza.*
- 2) FWWA NHI 142042 Fundamentals & Environmental Justice 11/19/2014-11/20/2014: Brett Nelson and Kerri Martin*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future? *Title VI Training*

Addressing Public Concerns

List your process for considering project alternatives.

Project alternatives are part of the process for projects with an EA or EIS. These alternatives are analyzed and documented during the NEPA process. Projects with a CE often don't typically have an alternative other than 'no build,' however "alternatives" may arise in the form of modifications based on environmental impacts (including public comments) or budget.

List your process for identifying social, economic, and environmental impacts.
All projects are evaluated for potential impacts as part of the normal environmental process, as part of NEPA, depending on the scope of the project and the setting – so the process can vary.

List your process for determining the appropriate mitigation.

Efforts are made to minimize impacts from projects to the greatest extent possible. Mitigation for unavoidable impacts may be needed depending on project specifics. Mitigation for impacts may be a permit requirement or come at the request of an agency or by the public.

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.

What is done with the comments that are received?

Comments are discussed/evaluated by the project team, and become part of the project file.

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. Comments 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.

Program Directives and Manuals

List all Civil Rights directives and or manuals that govern your program area.

Program (NEPA Categorical Exclusion Delegation) – Applicable to SEO and Regions

- 1) *Sept. 20, 2012 MOU between FHWA and DOT&PF State Assumption of Responsibility for Categorical Exclusions,*

http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ak_mou_326final_092012.pdf

- 2) *Alaska 6004 Program Environmental Procedures Manual,*
<http://dot.alaska.gov/stwddes/desenviron/resources/enviromanual.shtml>

- 3) *Chief Engineer's Directives,* *<http://www.dot.state.ak.us/stwddes/dcspubs/directives.shtml>*

Specifically (Note: those CE Directives that have been superseded are not listed):

- a. *June 2, 2014 Alaska 6004 Program Section 4(f) Forms*
- b. *Sept. 5, 2013 Alaska 6004 Program Environmental Procedures Manual Chapt. 9*

- c. March 20, 2013 Alaska 6004 Program Environmental Procedures Manual Chapt. 6
- d. Dec. 10, 2012 CE Documentation, Class of Action and Expedited CE Forms
- e. Dec. 4 2012 6004 Program Environmental Procedures Manual Chpts. 1 – 3
- f. Nov. 6, 2012 Delegation of Approval Authority for Certain CEs under 6004 MOU
- g. Oct. 31, 2012 Section 106 Procedures
- h. April 11, 2011 Cultural Resources Team
- i. April 6, 2011 Section 106 Process Review and Signature Authority
- j. July 7, 2010 Program Undertakings with No Potential to Cause Effects to Historic Properties
- k. March 12, 2010 Bridge Rehabilitation & Maintenance Projects, No Potential to Affect Historic Properties (Note: not on Chief Engineer's Directives Page, use:
http://www.dot.state.ak.us/stwddes/desenviron/assets/docs/Bridge_maint_rehab_106_03-12-10.pdf)

Non-6004 Environmental Procedures – Applicable to Regions

1) Alaska FHWA Environmental Procedures Manual,
<http://www.dot.state.ak.us/stwddes/desenviron/resources/enviromanual.shtml>

2) Chief Engineer's

Directives, <http://www.dot.state.ak.us/stwddes/dcspubs/directives.shtml>

Specifically (Note: those CE Directives that have been superseded are not listed):

- a) April 7, 2014 Alaska FHWA Environmental Manual Chapter 6
- b) Dec. 11, 2013 Alaska FHWA Environmental Manual Chapters 1 and 3
- c) March 20, 2013 Environmental Procedures Manual Chapt. 2
- d) Dec. 10, 2012 CE Documentation, Class of Action and Expedited CE Forms
- e) Oct. 31, 2012 Section 106 Procedures
- f) April 11, 2011 Cultural Resources Team
- g) April 6, 2011 Section 106 Process Review and Signature Authority
- h) April 2012 – FHWA Programmatic Categorical Exclusions,
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_roads.pdf
- i) April 2012 – FHWA Programmatic Agreement for Certain "c" List Categorical Exclusions,
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_clist.pdf
- j) April 2012 – FHWA Programmatic Categorical Exclusions for Ferry Vessel Improvement Projects,
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_ferries.pdf

- k) April 2012 – FHWA Programmatic Categorical Exclusions for Right of Way Actions Approved under 23 CFR 771.117(d)(6),
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_row.pdf
- l) May 2, 2006 – FHWA Memo RE: Issuance of Limited Delegated Authority under Section 106 of the National Historic Preservation Act, http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/resources/section_106_nopotential.pdf

Other Governing Documents Applicable to Both 6004 and Non-6004 Programs

- 1) Alaska Highway System Roads Programmatic Agreement, <http://www.dot.state.ak.us/stwddes/desenviron/resources/historicproperties.shtml>
- 2) FHWA Program Comment for Common Post-1945 Concrete and Steel Bridges, http://www.environment.fhwa.dot.gov/histpres/program_comment.asp

Stormwater Compliance Program – Applicable to SEO and Regions

Chief Engineer's

Directives, <http://www.dot.state.ak.us/stwddes/dcspubs/directives.shtml> Specifically (Note: those CE Directives that have been superseded are not listed):

- a. April 18, 2012 CGP Dredge/Fill Final Guidance
- b. Dec. 5, 2011 CGP Requirement for Water Quality Analysis on projects in Parks and Refuges
- c. Dec. 12, 2011 Issuing New SWPPP Specifications and Forms
- d. May 19, 2011 Liquidated Damages for Violating Terms of CGP
- e. Aug. 18 2010 Consent Decree Requirements

Other Manuals Applicable to Environmental Staff

- 1) Alaska Highway Preconstruction Manual, <http://www.dot.state.ak.us/stwddes/dcsprecon/preconmanual.shtml>
- 2) Alaska Highway Standard Specifications, specifically the 641 Specification <http://www.dot.state.ak.us/stwddes/dcsspecs/index.shtml>

Did your division adopt any new materials in FY15? *No*

Are any directives and or manuals currently under review?

The Statewide Environmental Office (SEO) is in the process of updating the Alaska 6004 Program Environmental Procedures Manual and the Alaska

FHWA Environmental Procedures Manual Alaska Highway. The Alaska Highway Preconstruction Manual, Alaska Highway Standard Specifications, undergo periodic reviews/updates, but the SEO does not facilitate this process. Please contact Lars Gregovich, Statewide Preconstruction Standards Engineer and Gary Eddy, Statewide Standard Specifications Engineer for information on updates on their respective manuals.

The SEO does not have pending Directives under review that we are aware.

Are your directives and/or manuals not directly related to civil rights compliant with the Title VI Nondiscrimination Program?

Yes, may have more to add once we receive Title VI training.

Data Collection

List the Environmental Documents (EAs and EISs) created this Federal Fiscal Year.

Please attach 3 EAs created in FY15 as a representative sample.

Northern Region did not have any EAs or EISs to report for this period.

List the Categorical Exclusions executed this Federal Fiscal Year.

Please attach 3 Categorical Exclusions for FY15 as a representative sample.

1) 61299 Parks Highway Milepost 231 Enhancements

2) 60455 Old Nenana Ester Hill Rehabilitation

3) 62838 McGrath Road Upgrades

What source is used for any demographic data (ethnicity, ADA etc.)? <https://www.commerce.alaska.gov/dcra/DCRAExternal/community> **D**.

How are LEP populations being identified?

When coordinating the meetings the project manager asks if needed. We have found it is an inexpensive option to bring a translator to a meeting and better to do so than not if we are not sure.

Handling of Complaints

List any discrimination complaints filed for FY 15.

No complaints received for FY 15

What is the process used when a discrimination complaint is received?

The DOT&PF Civil Rights Office would be contacted to help handle any complaints.

What types of complaints are being received? *N/A*

What is the process for resolving complaints? *N/A*

Is this process being followed consistently? *N/A*

Central Region

Alaska Department of Transportation & Public Facilities TITLE VI
NONDISCRIMINATION PROGRAM FY2015
ANNUAL REPORT
**CENTRAL REGION PRELIMINARY DESIGN AND ENVIRONMENTAL
(PD&E)**

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank you.

"It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."
ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Brian Elliott*
Official Title: *Environmental Manager*
Region: *Central*
Email: *brian.elliott@alaska.gov*
Mailing Address: *P.O. Box 196900*
Phone #: *269-0539*
Fax: *243-6927*

Public Meetings

Please attach a list providing:

- 1) The meetings held in FY15
- 2) The total participation in each meeting
- 3) The total participation of minorities in each meeting
- 4) The total participation of women in each meeting.

See attached CR Title VI Report 7-01-2014 to 6-30-2015.xlsx

What is your process for determining meetings times and locations?

Meetings are typically held in a public building close to the project area with room sufficient to accommodate the anticipated audience. Many meetings are held in villages or rural locations where meeting facility options may be limited. Central Region coordinates with village representatives to determine meeting location.

Meetings are usually held on weekday evenings in order to provide the best opportunity for most people to attend. Meeting times in villages depend on location availability and flight times. If there is a request for an additional or afternoon meeting, efforts are made to accommodate the request.

Were meetings held at ADA accessible locations when available?

Yes, given that meeting sites are usually held at public buildings that should be ADA accessible.

When ADA facilities were not available were any reasonable accommodations requested?

CR did not receive any accommodation requests for FY2015. If we had, we would have likely been able to provide them.

Were you able to honor these requests? *N/A*

Was the meeting held on or near a public transportation route?

Many meetings are in remote villages or rural areas that lack a public transportation system. Meetings in the more urban areas (i.e. Anchorage, Wasilla, Soldotna) would typically be on or near a public transportation route.

If fixed-route transit was not available, did you hold meetings during time when individualized transit providers were available?

Central Region (CR) schedules public meetings in coordination with the public often including community councils. Often meetings scheduled for early evening hours (e.g. 5-7 pm) work best for those involved but occasionally participants request midday meetings. Individualized transit providers are available during these times. In villages, CR coordinates meeting dates with village representatives so as many people as possible can attend the meeting. In the hub villages, individualized transit providers are available during meeting times. In the outlying villages, participants either walk, use ATVs or snowmachines to attend public meetings since most remote villages are located in one, geographically small location.

Was the meeting held in a facility central to the community? *Yes*

List the efforts taken to inform the public of the meetings.

Public meetings are posted in local papers or regional papers (e.g. Anchorage), on the State of Alaska on-line public notice website, public service announcements on local radio stations (e.g. Dillingham), postcard

mailer or flyer to post office box holders in villages or small communities, email notices, on-line calendars in local newspapers, and project websites.

List the efforts taken to ensure participation by women and minorities in the public meetings.

Everyone attending is encouraged by the CR meeting coordinator to ask questions or comment. A CR meeting note taker records the questions and comments and answers and meeting participants are assured their questions and comments will be addressed by CR if not addressed in the meeting itself. Sufficient time is provided for the question/comment period and everyone with a question or comment is given the opportunity to ask their question or comment. CR staff listens to and respond to all questions and comments in a fair and equitable manner.

If no efforts were taken, please explain why. *N/A*

List the methods used to ensure that issues or concerns raised at the public meetings are considered in the decision making-process.

Methods may depend on the specific nature of the question, issue, or concern – and can vary with the project. Sometimes additional information needs to be supplied or clarified in order to rectify a question or concern. These can often be handled through additional communication. Issues or concerns may cause a need to modify the project, depending on specific variables. Project staff has an awareness that the projects are for public use, so effort is made to provide what is wanted/needed within the constraints of safety, budget, maintenance, and environmental impacts.

How are the issues or concerns that were raised being addressed?

Issues or concerns raised during public meetings are discussed with those concerned during the public meeting. If additional information and or communication is needed to address a particular comment or question, CR staff will note this and encourage the participant to write down their questions or comments. Comments and questions, both verbal and written, are recorded and are considered in the project development process. CR replies to each written comment or question in writing and transmits the reply to the participant, often by email. CR will sometimes modify project design in response to issues or concerns.

Public Participation

How was the information for the project disseminated to the public?

Public meetings are posted in local papers or regional papers (e.g. Anchorage), on the State of Alaska on-line public notice website, public service announcements on local radio stations (e.g. Dillingham), postcard mailer or flyer to post office box holders in villages, email notices, on-line calendars in local newspapers, and project websites.

List the number of requests for the alternative formats or languages made.

CR received no requests for alternative formats or languages in FY2015.

Was an alternative format or language provided? *N/A*

Was an alternative format or language available?* *N/A*

*If you need assistance providing alternative languages and format please contact the DOT Civil Rights Office

Please attach the Public Participation Plan for each project commenced in FY15.

See attached Appendix A - Public Involvement Plans, for the following three of projects with public meetings:

- 1) 57180 Dillingham Downtown Streets Rehabilitation*
- 2) 60077 Wasilla Main Street Rehabilitation*
- 3) 51829 HSIP: Palmer Wasilla Highway, Center Left-Turn Widening*

Is the project information posted on the Alaska DOT&PF website 508 compliant? (For more information see [ww.section508.gov](http://www.section508.gov))

Yes, we believe it is ADA compliant.

What forms of advertising were used to inform the public of the project and any public meetings?

See III. A. above.

Please provide a copy of all advertising materials used.

See attached Appendix B – Outreach Materials for Public Meetings

Training

How is training provided?

On-site classroom training, online training courses and presentations, and DOT&PF webinars.

Who determines what personnel receive training?

Supervisors are responsible for employee training plans. C. How are training opportunities advertised?

The Research, Development, & Technology Transfer website (<http://www.dot.state.ak.us/stwddes/research/index.shtml>) provides links to the training calendar and NHI web-based training, as well as an opportunity to sign up for training notifications via email. The "Technology for Alaskan Transportation" Newsletter found on the website also includes a training calendar.

The SEO training webpage

(<http://www.dot.state.ak.us/stwddes/desenviron/resources/training.shtml>) provides links to DOT&PF webinars, online training opportunities, presentations, and the DOT&PF training calendar. Training opportunities are

also sometimes distributed to staff via email by the Regional Environmental Manager.

List the personnel that have taken the Title VI Nondiscrimination training FY14.

*FWWA NHI 142042 Fundamentals & Environmental Justice
11/19/2014-11/20/2014: Kathy Shea, Mark Boydston, Joy McLaurin, Kim Campo-Allen, Drew Vonlindern, Matt Dietrick, Breanna Mahoney, Ryan Riddle, Brian Elliott*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future? *Title VI Training*

Addressing Public Concerns

List your process for considering project alternatives.

Project alternatives are part of the process for projects with an EA or EIS. These alternatives are analyzed and documented during the NEPA process. Projects with a CE often don't typically have an alternative other than 'no build,' however "alternatives" may arise in the form of modifications based on environmental impacts (including public comments) or budget.

List your process for identifying social, economic, and environmental impacts.

For identifying social impacts, public involvement is used a part of the process. Comments and questions/answers from public meetings and other outreach (e.g. project website). Also, design study information on economic and social impacts would be used. The EJ website <http://www2.epa.gov/ejscreen> and <https://www.commerce.alaska.gov/dcra/DCRAExternal/community> are used for identifying potential low-income, minority and ethnic groups that may be affected by a proposed project. Various websites, agency scoping, department studies and other methods are used for assessing

List your process for determining the appropriate mitigation.

Efforts are made to minimize impacts from projects to the greatest extent possible. Mitigation for unavoidable impacts may be needed depending on project specifics. Mitigation for impacts may be a permit requirement or come at the request of an agency or by the public.

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.

What is done with the comments that are received?

Comments are discussed/evaluated by the project team, and become part of the project file.

How are comments responded to?

The method for responding to comments varies 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. Comments 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.

Program Directives and Manuals

List all Civil Rights directives and or manuals that govern your program area.

- 1) 6004 Program (NEPA Categorical Exclusion Delegation) – Applicable to SEO and Regions
- 2) Sept. 20, 2012 MOU between FHWA and DOT&PF State Assumption of Responsibility for Categorical Exclusions,
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ak_mou_326final_092012.pdf
- 3) Alaska 6004 Program Environmental Procedures Manual,
<http://dot.alaska.gov/stwddes/desenviron/resources/enviromanual.shtml>
- 4) Chief Engineer's Directives, <http://www.dot.state.ak.us/stwddes/dcspubs/directives.shtml> Specifically (Note: those CE Directives that have been superseded are not listed):
 - a. June 2, 2014 Alaska 6004 Program Section 4(f) Forms
 - b. Sept. 5, 2013 Alaska 6004 Program Environmental Procedures Manual Chapt. 9
 - c. March 20, 2013 Alaska 6004 Program Environmental Procedures Manual Chapt.6
 - d. Dec. 10, 2012 CE Documentation, Class of Action and Expedited CE Forms
 - e. Dec. 4 2012 6004 Program Environmental Procedures Manual Chpts. 1 – 3
 - f. Nov. 6, 2012 Delegation of Approval Authority for Certain CEs under 6004 MOU
 - g. Oct. 31, 2012 Section 106 Procedures
 - h. April 11, 2011 Cultural Resources Team
 - i. April 6, 2011 Section 106 Process Review and Signature Authority
 - j. July 7, 2010 Program Undertakings with No Potential to Cause Effects to Historic Properties
 - k. March 12, 2010 Bridge Rehabilitation & Maintenance Projects, No Potential to Affect Historic Properties (Note: not on Chief Engineer's Directives Page,

use: http://www.dot.state.ak.us/stwddes/desenviron/assets/docs/Bridge_maint_rehab_106_0312-10.pdf)

Non-6004 Environmental Procedures – Applicable to Regions

1) *Alaska FHWA Environmental Procedures Manual*,
<http://www.dot.state.ak.us/stwddes/desenviron/resources/enviromanual.shtml>

2) *Chief Engineer's*

Directives, <http://www.dot.state.ak.us/stwddes/dcspubs/directives.shtml> Specifically (Note: those CE Directives that have been superseded are not listed):

- a. *April 7, 2014 Alaska FHWA Environmental Manual Chapter 6*
- b. *Dec. 11, 2013 Alaska FHWA Environmental Manual Chapters 1 and 3*
- c. *March 20, 2013 Environmental Procedures Manual Chapt. 2*
- d. *Dec. 10, 2012 CE Documentation, Class of Action and Expedited CE Forms*
- e. *Oct. 31, 2012 Section 106 Procedures*
- f. *April 11, 2011 Cultural Resources Team*
- g. *April 6, 2011 Section 106 Process Review and Signature Authority*

3) *April 2012 – FHWA Programmatic Categorical Exclusions*,
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_roads.pdf

4) *April 2012 – FHWA Programmatic Agreement for Certain "c" List Categorical Exclusions*,
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_clist.pdf

5) *April 2012 – FHWA Programmatic Categorical Exclusions for Ferry Vessel Improvement Projects*,
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_ferries.pdf

6) *April 2012 – FHWA Programmatic Categorical Exclusions for Right of Way Actions Approved under 23 CFR 771.117(d)(6)*,
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/ce_programmatic_row.pdf

7) *May 2, 2006 – FHWA Memo RE: Issuance of Limited Delegated Authority under Section 106 of the National Historic Preservation Act*,
http://www.dot.state.ak.us/stwddes/desenviron/assets/pdf/resources/section_106_nopotential.pdf

Other Governing Documents Applicable to Both 6004 and Non-6004 Programs

1) *Alaska Highway System Roads Programmatic Agreement*,

<http://www.dot.state.ak.us/stwddes/desenviron/resources/historicproperties.shtml>

- 2) FHWA Program Comment for Common Post-1945 Concrete and Steel Bridges, http://www.environment.fhwa.dot.gov/histpres/program_comment.asp

Stormwater Compliance Program – Applicable to SEO and Regions

Chief Engineer's

Directives, <http://www.dot.state.ak.us/stwddes/dcspubs/directives.shtml>

Specifically (Note: those CE Directives that have been superseded are not listed):

- 1) April 18, 2012 CGP Dredge/Fill Final Guidance
- 2) Dec. 5, 2011 CGP Requirement for Water Quality Analysis on projects in Parks and Refuges
- 3) Dec. 12, 2011 Issuing New SWPPP Specifications and Forms
- 4) May 19, 2011 Liquidated Damages for Violating Terms of CGP
- 5) Aug. 18 2010 Consent Decree Requirements

Other Manuals Applicable to Environmental Staff

- 1) Alaska Highway Preconstruction Manual

<http://www.dot.state.ak.us/stwddes/dcsprecon/preconmanual.shtml>

- 2) Alaska Highway Standard Specifications, specifically the 641

[Specification <http://www.dot.state.ak.us/stwddes/dcsspecs/index.shtml>](http://www.dot.state.ak.us/stwddes/dcsspecs/index.shtml)

Did your division adopt any new materials in FY15? *No*

Are any directives and or manuals currently under review?

The Statewide Environmental Office (SEO) is in the process of updating the Alaska 6004 Program Environmental Procedures Manual and the Alaska FHWA

Environmental Procedures Manual Alaska Highway. The Alaska Highway Preconstruction Manual, Alaska Highway Standard Specifications, undergo periodic reviews/updates, but the SEO does not facilitate this process. Please contact Lars Gregovich, Statewide Preconstruction Standards Engineer and Gary Eddy, Statewide Standard Specifications Engineer for information on updates on their respective manuals.

The SEO does not have pending Directives under review that we are aware.

Are your directives and/or manuals not directly related to civil rights compliant with the Title VI Nondiscrimination Program?

Yes, may have more to add once we receive Title VI training.

Data Collection

List the Environmental Documents (EAs and EISs) created this Federal Fiscal Year.

Please attach 3 EAs created in FY15 as a representative sample.
Central Region had only one EA in FY2015: See attached Appendix C: Knik-Goose Bay Road Reconstruction: MP 0.3 to 6.8 [FONSI signed 8/31/2015]

Centaur Avenue to Vine Road

List the Categorical Exclusions executed this Federal Fiscal Year.
See Sheet CE FFY2015 in CR Title VI Report 7-01-2014 to 6-30-2015.xlsx

Please attach 3 Categorical Exclusions for FY15 as a representative sample.
See attached Appendix D for the following CEs:
1) *59278 AMATS Bicycle Plan Implementation Project on DOT&PF Roadways*
2) *57528 Schrock Pavement Preservation*
3) *58651 Willow-Fishhook Road Preventative Maintenance*

What source is used for any demographic data (ethnicity, ADA etc.)?
<https://www.commerce.alaska.gov/dcra/DCRAExternal/community>
EJ website: <http://www2.epa.gov/ejscreen>

How are LEP populations being identified?
When coordinating the meetings the project manager asks if needed. Also advertising for the public meetings includes a contact for special needs including LEP populations.

Handling of Complaints

List any discrimination complaints filed for FY 15.
CR received no complaints for FY 15

What is the process used when a discrimination complaint is received?
The DOT&PF Civil Rights Office would be contacted to help handle any complaints.

What types of complaints are being received? *N/A*

What is the process for resolving complaints? *N/A*

Is this process being followed consistently?
N/A

Southcoast Region

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM

ANNUAL REPORT
PRELIMINARY DESIGN AND ENVIRONMENTAL (PD&E)

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank You.

“It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds.”
ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Jane Gendron*
Official Title: *Regional Environmental Manager*
Region: *Southcoast*
Email: *jdgendron@alaska.gov*
Mailing Address: *P.O. Box 112506, Juneau, AK, 99811-2506*
Phone #: *(907) 465-4499*
Fax: *(907) 465-3506*

Public Meetings

Please attach a list providing: *(see Table 1)*

- 1) The meetings held in FY15
- 2) The total participation in each meeting
- 3) The total participation of minorities in each meeting
- 4) The total participation of women in each meeting

What is your process for determining meetings times and locations?
Locations are selected based on affected community location and available meeting locations. Time is typically mid-week and begins at the end of the typical work day. If focused on businesses, a special meeting would be held at a convenient time for business owners.

Were meetings held at ADA accessible locations when available? *YES*

When ADA facilities were not available were any reasonable accommodations requested? *Did not happen in 2015*

Were you able to honor these requests? *N/A*

Was the meeting held on or near a public transportation route? *YES*

If fixed-route transit was not available, did you hold meetings during time when individualized transit providers were available?

Was the meeting held in a facility central to the community? *YES*

List the efforts taken to inform the public of the meetings.

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

List the efforts taken to ensure participation by women and minorities in the public meetings. If no efforts were taken, please explain why.

No additional efforts were taken because none of the project areas had identified issues related to minorities or women. Minorities and women typically attend our project public meetings and are equally able to obtain project information from our outreach efforts.

List the methods used to ensure that issues or concerns raised at the public meetings are considered in the decision making-process.

Issues and concerns raised at public meetings are discussed by the project manager, environmental analyst and other project team members.

How are the issues or concerns that were raised being addressed?

If the project manager, environmental analyst or other project team members determine there is an impact that had not been previously identified, the involved staff then consider whether that impact should be avoided, or if there is no way to avoid, would that impact require some sort of mitigation. This is then taken up to the Design Chief and/or Director for discussion and decisions.

Public Participation

FOR ALL FEDERAL PROJECTS IN SR DURING FFY15 (excel summary provided in package)

How was the information for the project disseminated to the public?

Online public notices – both on the State’s website and on a community’s website, if 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

Project-specific websites

At meetings: Plans available, and design staff attend and give PowerPoint presentations; Q&A sessions; workshop format

List the number of requests for the alternative formats or languages made.
We have never had a request for alternate formats or languages in our public notices.

Was an alternative format or language provided? *N/A*

Was an alternative format or language available?*

If requested, we would provide an alternative format or language. We have had Tlingit people speak Tlingit in meetings (outside the FFY15) of their own accord but also spoke in English.

*If you need assistance providing alternative languages and format please contact the DOT Civil Rights Office

Please attach the Public Participation Plan for each project commenced in FY15.

Projects generally do not have PPPs prepared.

Is the project information posted on the Alaska DOT&PF website 508 compliant? (For more information see ww.section508.gov)

Yes, as far as I know.

What forms of advertising were used to inform the public of the project and any public meetings?

- 1) Online public notices – both on the State’s website and on a community’s website, when no other format is available (ie., local newspaper)
- 2) Newspaper ads – local and regional papers if applicable
- 3) Flyers mailed to potentially affected or interested residents
- 4) E-mails to project-specific developed list of residents/stakeholders
- 5) Posters on public notice boards around community
- 6) Project-specific websites
- 7) Public radio announcements

Please provide a copy of all advertising materials used.

Provided with this package.

Training

How is training provided?

As available, on site classroom training, online training courses and presentations, and DOT&PF webinars.

Who determines what personnel receive training? *Supervisors*

How are training opportunities advertised?

The Research, Development, & Technology Transfer website (<http://www.dot.state.ak.us/stwddes/research/index.shtml>) provides links to the training calendar and NHI web-based training, as well as an opportunity to sign up for training notifications via email. The "Technology for Alaskan Transportation" Newsletter found on the website also includes a training calendar. The SEO training webpage (<http://www.dot.state.ak.us/stwddes/desenviron/resources/training.shtml>) provides links to DOT&PF webinars, online training opportunities, presentations, and the DOT&PF training calendar. Training opportunities are also sometimes distributed to staff via email by the Regional Environmental Manager.

List the personnel that have taken the Title VI Nondiscrimination training FY15.

*John Barnett
Hilary Lindh
Jim Scholl
Cheryl Benson
Chris Schelb
Jill Taylor*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future? Title VI/EJ NHI training should be offered every ~3 years; ADA training has not been offered recently to analysts and would be good to include.

Addressing Public Concerns

List your process for considering project alternatives.

Most of the projects in SR are evaluated as Categorical Exclusions. These projects are identified at the community level and work through the STIP for funding. They are generally identified to address a specific problem with a specific transportation location and most often there are no alternatives considered other than to replace the existing infrastructure. In instances where there is controversy or multiple ways to resolve a transportation problem, public meetings are held in the affected area to discuss the project. Workshops are a common way to solicit the public's ideas on alternatives to solving an issue.

List your process for identifying social, economic, and environmental impacts.

Environmental Impact Analysts work with the project manager to understand the possible scope of the project and then begin their analysis. The topics are listed in our CE templates and are the same if the project is being analyzed

as an EA or EIS. For CEs, the analyst can informally contact resource agencies depending on the preliminary evaluation of possible impact areas and they also send out scoping letters to resource agencies, local community government contacts, tribes and tribal corporations, and other special interest groups, again depending on the location of the project and possible effects. Newspaper ads are published and Alaska on-line website has posted notices. For larger project, a project website is developed and identified in the outreach documents. These websites often have a comment page and lists contacts and their phone numbers and emails. Each impact category is evaluated for possible impacts. For some impact categories such as noise, right-of-way relocations, or cultural resources, the analyst relies on specialists to conduct the analysis or survey needed. If questions arise, the analyst talks with the REM and, if needed the REM contacts the Statewide NEPA manager or FHWA to talk through issues.

List your process for determining the appropriate mitigation.

Federally funded projects that result in an unacceptable impact often result in some sort of mitigation, if allowed by law. The impact does not need to be significant to warrant mitigation. Most of the mitigation we pay is related to habitat, fish, or wildlife impacts and it can come in the form of an in-lieu fee (wetlands), or mitigation projects that improve habitat to offset the impact.

List the ways that comments are received by the public.

We receive comments via email, phone calls, letters and some of these are sent to the Director or Project Management or administrators and then filtered down to the environmental analyst for consideration as a possible impact that hadn't been considered.

What is done with the comments that are received?

These comments are considered by the project manager, environmental analyst or other project team members to determine if there is an impact that had not been previously identified, if that impact should be avoided, or if there is no way to avoid, would that impact require some sort of mitigation. This is then taken up to the Design Chief and/or Director for discussion and decisions.

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.

Program Directives and Manuals

See the Statewide Environmental Office's response to this section

List all Civil Rights directives and or manuals that govern your program area.

Did your division adopt any new materials in FY15?

Are any directives and or manuals currently under review?

Are your directives and/or manuals not directly related to civil rights compliant with the Title VI Nondiscrimination Program?

Data Collection

List the Environmental Documents (EAs and EISs) created this Federal Fiscal Year. *No new EAs or EISs were created in SR during FFY15.*

Please attach 3 EAs created in FY15 as a representative sample.
List the Categorical Exclusions executed this Federal Fiscal Year. *See attached.*

Please attach 3 Categorical Exclusions for FY15 as a representative sample. *Attached.*

What source is used for any demographic data (ethnicity, ADA etc.)?
Environmental Analysts use the Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs (DCRA) online community database (OCD) available at <https://www.commerce.alaska.gov/dcra/DCRAExternal/community> . The OCD is a compilation of published data from a variety of sources and includes community location, population, taxes, climate, history, culture, demographics, utilities, schools, health care, economy, transportation, and major contacts for Alaska communities.

How are LEP populations being identified?
DCRA's OCD and local knowledge of analysts

Handling of Complaints

It is the policy of the DOT&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, religion, color, gender, age, marital status, ability, or national origin, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration 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

List any discrimination complaints filed for FY 15. *N/A*

What is the process used when a discrimination complaint is received?

We have not received any such complaint.

What type of complaints are being received? *N/A*

What is the process for resolving complaints?

If we were to receive such a complaint we would consult with the Title VI office to assist us.

Is this process being followed consistently? *N/A*

Planning

Planning develops capital improvement projects to increase safety, enhance access and mobility, lower transportation costs, facilitate economic development and minimize maintenance costs for state facilities. Planning identifies and evaluates potential projects, obtains local and other agency input, and coordinates with other plans and programs.

Observations

The CRO received responses from Planning in both Northern and Southcoast region for FY15. The transportation planners are tasked with evaluating project needs within communities and translating those needs into transportation infrastructures. Public meetings are held on or near public transportation routes and in accessible buildings. Meeting times vary across the State to promote participation as well and multiple forms of advertising (radio, print, social media) are used to advertise public events.

Planning collects demographic data along with planning needs in order to understand transportation needs across the state. Planning does consider broad brush impacts in development of long range community planning and typically these plans focus on making transportation more accessible to all residents of a community.

Recommendations

- 1) Continue to consider the needs of ADA recipients and LEP individuals in advertising public meetings
- 2) Continue to focus on accessibility as an integral component of transportation planning

In-Depth Reviews

Addressing Public Concerns

Observations

It is unfortunate that Central region was unable to contribute to the Title VI program update given the diverse cultural landscape and broad spectrum of languages spoken in Central region. Planning in both Northern and Central region work closely with the Civil Rights Office and are comfortable with the process for providing documents in other languages. Planners in both regions tend to serve as points of contact for a variety of transportation issues and provide excellent service to the Alaskans who call. All public concerns are documented and shared with relevant staff, divisions, or decision-makers and responded to by staff before being recorded and filed.

Recommendations

- 1) Explore creating and publishing Responsiveness Summaries for projects not done in conjunction with AMATS and FMATS

Training

Observations

No planning staff have received Title VI training since August of 2014. Additionally, planning staff have requested Environmental Justice and Designing to ADA Compliance training. As we move toward the internet age and Virtual Open Houses become more prevalent, Planning would also like to see training in 508 compliance.

Recommendations

- 1) Provide Title VI training to Planning staff
- 2) Provide Environmental Justice training to Planning staff
- 3) Provide ADA Design Standards training to Planning staff
- 4) Assist Planning staff in achieving 508 compliance

Title VI Questionnaire Responses

Northern Region

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT
PLANNING

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank you.

"It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."

ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Lind Mahlen*

Official Title: *Fairbanks Area Planner*

Region: *Northern*

Email: *linda.mahlen@alaska.gov*

Mailing Address: *2301 Peger Road, Fairbanks, AK 99709*

Phone #: *907-451-2385*

Fax: *907-451-2313*

Public Meetings

Please attach a list providing:

- 1) *The meetings held in FY15 Northern Region (NR) Planning held no public meetings facilitated by NR Planning between July 1, 2014 and June 30, 2015. The list attached provides information based on meetings held by FMATS, NR Sub-Recipient. FMATS is to provide this list with their Annual Title VI Review also.
The following demographic information is broken down in the list.*
- 2) *The total participation in each meeting*
- 3) *The total participation of minorities in each meeting*
- 4) *The total participation of women in each meeting*

What is your process for determining meetings times and locations?

Many factors are considered in the process of choosing meeting times and locations. Accessibility / ADA accommodations, availability of facilities at desired meeting locations, closeness to project area / affected individuals and businesses, as well as selecting meeting times to draw the largest sampling

of the local population. Also considered are the available modes of public transportation offered to access the meeting location.

Were meetings held at ADA accessible locations when available? *No meetings*

When ADA facilities were not available were any reasonable accommodations requested? *No meetings*

Were you able to honor these requests? *No meetings*

Was the meeting held on or near a public transportation route? *No meetings*

If fixed-route transit was not available, did you hold meetings during time when individualized transit providers were available?

Was the meeting held in a facility central to the community?

List the efforts taken to inform the public of the meetings.

List the efforts taken to ensure participation by women and minorities in the public meetings. *No meetings*

If no efforts were taken, please explain why.

List the methods used to ensure that issues or concerns raised at the public meetings are considered in the decision making process.

When we do have public meetings, there are public comment periods, comment forms and sometimes websites for adding comments to forms or interactive maps.

How are the issues or concerns that were raised being addressed?

No meetings were held.

Public Participation

No meetings were held. This answer will be the same for the questions below which are not specifically answered.

How was the information for the project disseminated to the public?

List the number of requests for the alternative formats or languages made.

Was an alternative formats or languages provided?

Was an alternative format or languages available*?

*If you need assistance providing alternative languages and format please contact the DOT Civil Rights Office

Please attach the Public Participation Plan for each project commenced in FY15.

Is the project information posted on the Alaska DOT&PF website 508 compliant? (for more information visit www.section508.gov) *Yes*

What forms of advertising were used to inform the public of the project and any public meetings?

When meetings are held, we use multiple methods of disseminating information. Some examples are:

- 1) Email and/or phone conversations with public officials such as City Managers, Borough/City Mayors, Tribal Leaders and Tribal Transportation Directors*
- 2) GovDelivery notification system*
- 3) State of Alaska Online Public Notice system*
- 4) Project websites*
- 5) Newsprint ads*
- 6) Bulletin board notices*
- 7) Announcements at meetings*
- 8) Social media*
- 9) Radio / TV*
- 10) Newsletters*

Please provide a copy of all advertising materials used.

Incorporation of Title VI Nondiscrimination Elements

List the efforts taken to ensure that the 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.

HQ is responsible for advertising the STIP document to the public. We haven't had a "call for projects" in quite some time. When the next one occurs, it will also be HQ area of responsibility to coordinate the public involvement.

Equitable Provision of Services and Facilities

List the process used to prioritize projects being added to the STIP, Long Range Statewide Transportation Plan, and other Planning documents.

The Northern Region compiles the list of projects for the area through nominations and needs assessment and HQ makes the final decision on the year projects will be funded in the STIP. HQ establishes the funding priorities.

Training

How is training provided?

The PowerPoint presentation on the Civil Rights Office Title VI websites is reviewed by all Planning personnel.

Some conferences and webinars attended by staff offer training in the areas of Title VI nondiscrimination, ADA, and EJ. Staff members take advantage of this training whenever it is available.

Who determines what personnel receive training?

All Planning personnel get trained on a continuous basis through conferences, meetings, webinars, circulars, etc. We are committed to continuing training and education of our employees.

How are training opportunities advertised?

They are advertised through SOA training websites, email, newsletters, flyers, conference agendas, etc.

List the personnel that have taken the Title VI Nondiscrimination training FY15.

Lind Mahlen, Duane Hoskins and Randi Motsko all reviewed the training in August 2014.

What Title VI, Environmental Justice or ADA trainings would you like to see in the future?

We would like to see the above mentioned Title VI training from the Civil Rights Office updated and more information on how 508 compliance is to be achieved in our day to day operations. It would be helpful to have an onsite Environmental Justice workshop and ADA project design training.

Addressing Public Concerns

List the ways that comments are received by (from) the public.

Comments are received verbally, in writing, by email, sometimes by interactive website depending on the meeting.

What is done with the comments that are received?

Comments are reviewed and receipt of comments is acknowledged. Responses can be in writing, by email, by phone or in the form of a discussion at a subsequent meeting. Often comments are compiled into a document available for the public to access.

How are comments responded to?

Depending on the subject and how the comment was received, responses are verbal, in writing, by mail or email. Some comments are compiled for project reports and technical memoranda.

Program Directives and Manuals

List all Civil Rights directives and / or manuals that govern your program area.

- 1) *ADOT&PF Title VI Nondiscrimination Program Plan 2014*
- 2) *Civil Rights Act of 1964*
- 3) *Title VI of the Civil Rights Act of 1964 (Civil Rights Restoration Act of 1987 as Amended)*
- 4) *Executive Order 12898 – Environmental Justice*
- 5) *Executive Order 13166 – Limited English Proficiency*

- 6) *Executive Order 13175 – Consultation & Coordination with Indian Tribal Governments*
- 7) *23 CFR 200 Federal Highway Regulations for Title VI Program and Related Procedures*
- 8) *Alaska Human Rights Law AS 18.80.200*
- 9) *ADOT&PF Non-Metropolitan Local Consultation Policy – per 23 CFR 450.210(b)*
- 10) *ADOT&PF Public Involvement – SLRTP – 17 AAC 05.135*
- 11) *ADOT&PF Public Involvement – STIP – 17 AAC 05.160*
- 12) *ADOT&PF External Civil Rights – P&P 01.02.010*
- 13) *ADOT&PF Non Discrimination in Transportation – P&P 01.02.020*
- 14) *Alaska State Law Provides for Public Involvement in the Planning Process 17 AAC 05.120 through 17 AAC 05.150*
- 15) *FHWA requirements for Coordination Federal 23 CFR 450.210*
- 16) *Development of a Public Involvement Plan Federal 23 CFR 450.212*

Did your division adopt any new materials in FY15?

ADOT&PF Title VI Nondiscrimination Program Plan 2014

Are any directives and / or manuals currently under review?

Not that I am aware of at this time.

Data Collection

What type of data did Planning collect in FY15?

If we had facilitated meetings, we would have collected demographic information by way of the meeting sign-in sheets.

List the process used when identifying social, economic, and/or environmental impacts.

How is that information being used?

Is the information collected being shared? If yes, with whom?

Is demographic information being collected?

What source is used for any demographic data collection (ethnicity, ADA etc.)?

How are LEP populations being identified?

Fairbanks North Star Borough census information is available, although minority and LEP populations are not located in well-defined areas in Fairbanks. In other areas, populations may be identified by contacting minority group leaders, focus groups, tribal and local governments.

Handling of Complaints

List any discrimination complaints filed in FY15. *None.*

What is the process used when a discrimination complaint is received?
Immediately contact the Civil Rights Office.

What types of complaints are being received?

What is the process for resolving complaints?

Is this process being followed consistently?

Southcoast Region

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT
PLANNING

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ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Andy Hughes / Marie Heidemann*
Official Title: *Transportation Planning Chief / Transportation Planner I*
Region: *Southcoast*
Email: andy.hughes@alaska.gov, marieheidemann@alaska.gov
Mailing Address: *6860 Glacier Hwy P.O. Box 112506 Juneau, AK 99811-2506*
Phone #: *465-1776, 465 – 1775*
Fax: *465-2016*

Public Meetings

Please attach a list providing:

- 1) The meetings held in FY15
- 2) The total participation in each meeting
- 3) The total participation of minorities in each meeting
- 4) The total participation of women in each meeting

Meeting	Date	Total Participation	Minorities	Women
Ketchikan STIP Public Meeting	7.27.15	7	uncertain	2
Prince of Wales Citizen Advisory Council Meeting, STIP on agenda	7.28.15	uncertain	uncertain	uncertain
Sitka STIP Public Meeting	7.29.15	3	uncertain	1
Juneau STIP Public Meeting	7.30.15	15	uncertain	11
Kodiak STIP Public Meeting	8.3.15	1	uncertain	1
King Salmon/Naknek STIP Public Meeting CANCELLED	Scheduled 8.4.15			

What is your process for determining meetings times and locations?
Centrally located, easily accessible location that is frequently used for community events – community halls, assembly chambers, etc. Times were all evening – 6 or 6:30 pm.

Were meetings held at ADA accessible locations when available? *Yes*

When ADA facilities were not available were any reasonable accommodations requested? *N/A*

Were you able to honor these requests? *N/A*

Was the meeting held on or near a public transportation route?
In communities with public transportation, yes

If fixed-route transit was not available, did you hold meetings during time when individualized transit providers were available? *Yes*

Was the meeting held in a facility central to the community? *Yes*

List the efforts taken to inform the public of the meetings.

- 1) *Posted flyers*
- 2) *Print media ads*
- 3) *Radio PSA's*
- 4) *Forward of GovDelivery Email to regional contact list*
- 5) *Paper mailing newsletter*
- 6) *Online Public Meeting calendar*

List the efforts taken to ensure participation by women and minorities in the public meetings. If no efforts were taken, please explain why.
Efforts made to reach all residents in each community via methods listed above.

List the methods used to ensure that issues or concerns raised at the public meetings are considered in the decision making process.

Often times concerns and issues are discussed at the meeting to the satisfaction of the attendee. Other times individual follow up is needed. For STIP meetings we asked attendees to send any formal comments to the STIP HQ contacts provided. Currently in the process of responding to all comments that came in via that route.

How are the issues or concerns that were raised being addressed?

All comments are considered individually. For the STIP this is in context of statewide priorities, funding levels, etc. and so we do ask comments to be sent to HQ. Region works with HQ to respond to comments. Consider changes to the STIP are appropriate.

Public Participation

How was the information for the project disseminated to the public?

- 1) Posted flyers*
- 2) Print media ads*
- 3) Radio PSA's*
- 4) Forward of GovDelivery Email to regional contact list*
- 5) Paper mailing newsletter with hard copy STIP Southcoast Region Extract*
- 6) Online Public Meeting calendar*

Handouts provided at meetings. Excel sheet with large print and small print option. Various word documents. Powerpoint used to deliver presentation.

List the number of requests for the alternative formats or languages made.
Zero

Was an alternative formats or languages provided? *No*

Was an alternative formats or languages available? *No*

Was an alternative format or languages available*?
No, but could have been if requested

*If you need assistance providing alternative languages and format please contact the DOT Civil Rights Office

Please attach the Public Participation Plan for each project commenced in FY15. Attached.

Is the project information posted on the Alaska DOT&PF website 508 compliant? (For more information visit www.section508.gov)
All project information posted on website should be 508 compliant through Information Technology and Civil Rights office efforts. See DOTPF website <http://www.dot.state.ak.us/cvlrts/index.shtml>.

What forms of advertising were used to inform the public of the project and any public meetings?

- 1) *Posted flyers*
- 2) *Print media ads*
- 3) *Radio PSA's*
- 4) *Forward of GovDelivery Email to regional contact list*
- 5) *Paper mailing newsletter*
- 6) *Online Public Meeting calendar*

Please provide a copy of all advertising materials used.

A sample media ad is included in the Public Participation Plan and the plan indicates all newspapers that ran a similar ad and the dates the ad was run. All flyers attached. Newsletter and GovDelivery email attached.

Incorporation of Title VI Nondiscrimination 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.

Efforts are made to reach all residents in each community via the methods previously mentioned. We also contact directly the community governments, including tribal governments. A Title VI and nondiscrimination statement was added to all flyers and media ads.

Equitable Provision of Services and Facilities

List the process used to prioritize projects being added to the STIP, Long Range Statewide Transportation Plan, and other Planning documents.

Project Evaluation Board nomination and ranking are usually used for community project prioritization and selection, however for this most recent STIP update project nominations were not solicited because the current backlog of projects from the previous cycle exceeds the forecast future program funding. Regional state maintained NHW and AHS priorities are determined with consideration for infrastructure condition, community need, design standards, etc. Headquarters determines final statewide prioritization of improvements for the state maintained system.

Training

How is training provided?

Various formats – webinars, reading manuals and regs, classes offered through T2 such as upcoming Public Involvement training, etc.

Who determines what personnel receive training?

Typically supervisory directed and dependent on training availability

How are training opportunities advertised?

T2 website, email or other communication

List the personnel that have taken the Title VI Nondiscrimination training in FY14.

All staff completed in previous years. No new staff in FY15.

What Title VI Environmental Justice or ADA trainings would you like to see in the future?

Continued public involvement trainings, ADA (planning and design related), environmental justice

Addressing Public Concerns

List the ways that comments are received by the public

Mail, email, fax, phone, in person

What is done with the comments that are received?

Typically shared with relevant staff, divisions, or decision makers; responded to in same format as received (phone, email, mail, etc.), recorded and filed. Each depends on nature of comment and method of communication.

How are comments responded to?

In the same format as received (phone, email, mail, etc.)

Program Directives and Manuals

List all Civil Right directives and or manuals that govern your program area.

- 1) United States Code and Code of Federal Regulations Title 14 Aviation*
- 2) United States Code and Code of Federal Regulations Title 23 Highways*
- 3) United States Code and Code of Federal Regulations Title 49
Transportation United States Code and Code of Federal Regulations Title 40, Part 6 (NEPA)*
- 4) Moving Ahead for Progress in the 21st Century Act (MAP-21)*
- 5) Other federal laws and regulations including the council on Environmental Quality (CEQ) Implementing Regulations, FAA airport Advisory Circulars, Jones Act and Forest Service Regulations*
- 6) State Statutes and Administrative Codes, particularly Titles 02, 17, 19, and 35*

Did your division adopt any new materials in FY15?

A Public Involvement Guide

Are any directives and or manuals currently under review?

Not that SR Planning is currently aware of.

Data Collection

What type of data did AMHS SR Planning collect in FY15?

Planning uses a wide variety of data, some is collected by Planning and some is collected by other divisions, departments, and agencies and used by Planning (such as traffic or pavement data). In respect to Civil Rights, Planning collects contact information from interested parties, community representatives, tribal representatives, etc. Planning also collects data regarding community transportation needs.

List the process used when identifying social, economic, and/or environmental impacts.

Many of these specifics, especially social and environmental impacts, are addressed at project level through NEPA. Planning does consider broad brush impacts in development of long range planning and typically these plans focus on making transportation more accessible/available to community residents.

How is that information being used?

To understand transportation needs, scope and program transportation projects, and share information about transportation projects.

Is the information collected being shared? If yes, with whom?

Occasionally, depends on data. Often sharing would be through the long range plan written text.

Is demographic information being collected?

At public meetings only. Planning uses demographic information collected by other agencies such as US Census data and Department of Labor and Workforce Development data.

What source is used for any demographic data collection (ethnicity, ADA etc.)?

Self-identification, Department of Labor and Workforce data.

How are LEP populations being identified?

Project specific depending on project area, reaching out to all affected residents in an area, and through assistance from Civil Rights Office

Handling of Complaints

List any discrimination complaints filed in FY 15. *None*

What is the process used when a discrimination complaint is received?

If a complaint were to be received we would work with the complainant, the Department Civil Rights Office, and other key personnel to resolve the issue

What types of complaints are being received? *None*

What is the process for resolving complaints?

If a complaint needed to be resolved we would work with the complainant, the Department Civil Rights Office, and other key personnel to resolve the issue.

Is this process being followed consistently? *Have yet to receive a complaint.*

Research

Through the program, the ADOT&PF maintains contact with the national and international transportation community to obtain findings that may apply to Alaska and share them with DOT&PF staff, local agencies, and the public through publications, training and other means. Research staff also assist in implementing these findings. The goal of the Research program is to support DOT&PF's mission by establishing or improving procedures, techniques, materials, and equipment used by DOT&PF.

Observations

Research provided limited responses to this inquiry and further attempts to make contact were unsuccessful. In the responses it was apparent that Research has not fully incorporated Title VI elements into their program. Though the publications and services put forth by Research are generally geared towards DOT&PF staff they are available on the public website and listings of current research endeavors as well as the DOT&PF library are available for public perusal.

Recommendations

1. Initiate efforts towards making the DOT&PF Library 508 Compliant

In-Depth Reviews

Incorporation of Title VI Elements

Observations

As Research receives federal funding they would be responsible for implementing 49 CFR § 21 within their program scope. Currently, these elements are not incorporated in the program to the extent mandated.

Recommendations

- 1) Provide training in the non-discrimination assurances required under 42 CFR § 105 as it relates to the programs and services administered by Research

Program Manuals and Directives

Observations

In the "Research and Technology Transfer Program Manual"¹⁵ there is no mention of the Title VI program and no non-discrimination clause is included. In the response provided the Research Liaison it was indicated that no Civil Rights directives govern their program area which is inaccurate as the program receives federal funding.

Recommendations

- 1) Incorporate all necessary directives into program manuals and directives

Title VI Questionnaire Responses

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT
RESEARCH

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank You.

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ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information.

I am only for the Research Section not Statewide Design and Engineering Services

Title VI Nondiscrimination Program Liaison: *Carolyn Morehouse*

Official Title: *Research Development and Technology Transfer Chief*

Region: *Statewide*

Email: *Carolyn.morehouse@alaska.gov*

Mailing Address: *3132 Channel Drive, Juneau AK 99801*

Phone: *907 465 8140*

Fax: *none*

Public Participation

How is information disseminated to the public?

Website, InTransit, T2 Newsletter

List the number of requests for alternative formats or languages made. *Zero*

Was an alternative formats or languages provided?

Were alternative formats or languages available?*

*If you need assistance providing alternative formats please contact the ADOT&PF Civil Rights Office

Is information posted on the Alaska DOT&PF website 508 compliant? (For more informative see www.section508.gov)

Don't know and went to the weblink and I still was unable to determine

What forms of advertising was used to inform the public of information available?

Please provide a copy of all advertising materials used. None

Training

How is training provided? *In person and webinar*

Who determines which personnel receive training? *Supervisors*

How are training opportunities advertised? *On website and by staff email.*

List the personnel that have taken the Title VI Nondiscrimination training in FY15. *None*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future? *Title VI*

Program Directives and Manuals

List all Civil Rights directives and or manuals that govern your program area. *None*

Did your division adopt any new materials in FY15? *None*

Are any directives and or manuals currently under review? *None*

Handling of Complaints

List any discrimination complaints filed in FY 15. *Zero*

What is the process used when a discrimination complaint is received? *Sent to Civil Rights Office for consultation.*

What types of complaints are being received? *NA*

What is the process for resolving complaints? *NA*

Is this process being followed consistently? *NA*

Right of Way

The Right of Way (ROW) Section serves the people of Alaska by providing engineering, appraisal, acquisition, relocation assistance, and property management services. DOT&PF is committed to furnishing cost effective, sound, and reliable transportation systems and public facilities for all Alaskans. [6]

Observations

The ROW section liaisons work with the CRO the least out of all the program areas reviewed. Through the review process there was a definite lack of awareness of the program and its requirements with the regional liaisons. Little information was provided on the questionnaires which were completed too closely to the Title VI Annual Updated deadline to be meaningfully augmented by staff.

Recommendations

- 1) Breed familiarity with the Title VI Program in ROW through trainings and increased contact

In-Depth Reviews

Addressing Public Concerns

Observations

Projects that include relocations and/or condemnations are presented to the public through public hearings, mailers, local planning agencies, and personal contact with property owners. There was a misunderstanding with some regions over the proper compliant process for Title VI and ADA-related complaints. It was mentioned in one questionnaire that the procedure for communicating the non-discrimination procedures is to give the relocated individual a brochure, no comment was made whether the brochure is available in other languages.

Recommendations

- 1) Train ROW staff who work with the public on working with LEP individuals, using language cards and the process for providing alternative formats
- 2) Train ROW staff on complaint procedure for discrimination-related complaints

Trainings

Observations

ROW staff attended initial Title VI training in January of 2014. Since then they have not received any training from the CRO. The Title VI presents very differently in ROW than in other program areas; condemnations and relocations require a more individualized approach than the public meeting process.

Recommendations

- 1) Provide specialized training in Title VI, ADA and Environmental Justice for ROW staff in all three regions

Title VI Questionnaire Responses

Northern

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT
RIGHT-OF-WAY

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank You.

"It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."
ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Martin Shurr*
Official Title: *Chief, Right of Way*
Region: *Northern*
Email: *martin.shurr@alaska.gov*
Mailing Address: *2301 Peger Road, Fairbanks, AK 99709*
Phone: *907-451-5426*
Fax: *907-451-5411*

Public Participation

How was the information for the projects disseminated to the public?
Information is disseminated through the Department's website, announcements in local newspapers, local radio announcements, social media, the website alaskanavigator.org, electronic message boards, and the hanging of flyers, as applicable.

List the number of requests for alternative formats or languages made. *None*

Was an alternative format or languages provided? *N/A*

Were alternative formats or languages available?* *N/A*

*If you need assistance providing alternative languages or formats please contact the Civil Rights Office.

Is the project information posted on the Alaska DOT&PF website 508 compliant? (For more information visit www.section508.gov)
Yes, there are links to the Title VI Nondiscrimination Policy, as well as contact information to request special accommodations.

Training

How is training provided?

Training is Department-wide and provided by State and local Department subject matter experts.

Who determines which personnel receive training?

Training requests are approved through the Training Coordinator. Training is based on the employee's individual training plan for their job classification.

How are training opportunities advertised?

Training opportunities are primarily advertised through weekly mass emails and a customized Preconstruction/ROW training calendar that is sent out by the Training Coordinator to all staff members. Training opportunities are also posted to the ROW section bulletin board located in an area that is easily accessible to all employees.

List the personnel that have taken the Title VI Nondiscrimination training in FY15.

Certain ROW personnel sat in on the Civil Rights Title VI orientation given by the Civil Rights Office in January of 2014. No other Title VI nondiscrimination training was provided by the Civil Rights Office during FFY15.

What Title VI, Environmental Justice or ADA trainings would you like to see in the future?

Applicable Title VI refresher training for ROW personnel, as required by the Civil Rights Office.

Condemnations

Provide the demographic information for all condemnations including owner/tenant designation that occurred in the last Federal Fiscal Year.

Two condemnations were settled during the FFY. Both were commercial properties. One was owned by a Caucasian, married couple that was filed in 2014. The other was owned by a single, Hispanic male that was filed in 2007.

What is your process for ensuring the property owner is informed of his/her rights in the condemnation process?

Property owners are provided with the FHWA approved brochure, "Acquiring Real Property for Federal and Federal-Aid Programs and Projects." This brochure explains the entire acquisition process, including condemnation.

Property Valuation

Is the property owner provided the opportunity to accompany the appraisers? *Yes*

Property Acquisition

Are property owners informed of their options in the negotiation process and the right to receive just compensation? *Yes*

Property Relocation

By project, list the demographic information, and the old and new addresses of the people who receive relocation benefits.

No relocations were performed during the past FFY.

Did the property owners receive payment prior to the Alaska DOT&PF taking possession of the property? *Not applicable.*

Handling of Complaints

List any discrimination complaints filed in FY 15. *None filed*

What is the process used when a discrimination complaint is received?

Complaints are forwarded to the Civil Rights Office for investigation and resolution.

What types of complaints are being received? *None received*

What is the process for resolving complaints?

Complaints are forwarded to the Civil Rights Office for investigation and resolution.

Is this process being followed consistently? *Yes, when applicable.*

Central

Alaska Department of Transportation & Public Facilities

TITLE VI NONDISCRIMINATION PROGRAM

ANNUAL REPORT

RIGHT-OF-WAY

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank You.

"It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."
ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison
Official Title: *Supervisor Project Coordination*
Region: *Central Region*
Email: *al.burton@alaska.gov*
Mailing Address: *PO Box 196900, Anchorage AK 99519*
Phone: *(907) 269-0647*
Fax: *(907) 269-0828*

Public Participation

How was the information for the projects disseminated to the public?
The Department uses several methods including but not limited to; public meetings; public notices, websites; informational mailers; letters; and conversations both telephonic and in person.

List the number of requests for alternative formats or languages made.
To my knowledge we had no requests for alternative formats or languages.

Was an alternative format or languages provided? – *No*

Were alternative formats or languages available?* - *Yes*

*If you need assistance providing alternative languages or formats please contact the Civil Rights Office.

Is the project information posted on the Alaska DOT&PF website 508 compliant? (For more information visit www.section508.gov)
To my knowledge yes.

Training

How is training provided? *N/A*

Who determines which personnel receive training? *N/A*

How are training opportunities advertised? *N/A*

List the personnel that have taken the Title VI Nondiscrimination training in FY15. *None*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future? *Unknown at this time*

Condemnations

Provide the demographic information for all condemnations including owner/tenant designation that occurred in the last Federal Fiscal Year.

As I am not involved in condemnations I do not have that information. In addition, we do not ask nor do we collect demographic information.

What is your process for ensuring the property owner are informed of his/her rights in the condemnation process? *We rely on the Department of Law Property Valuation*

Is the property owner provided the opportunity to accompany the appraisers? *Yes*

Property Acquisition

Are property owners informed of their options in the negotiation process and the right to receive just compensation? *Yes*

Property Relocation

By project, list the demographic information, and the old and new addresses of the people who receive relocation benefits.

We do not ask nor do we collect demographic information and we do not maintain a list of old and new addresses for relocates.

Did the property owners receive payment prior to the Alaska DOT&PF taking possession of the property? *Yes*

Handling of Complaints

List any discrimination complaints filed in FY 15. *N/A*

What is the process used when a discrimination complaint is received?

We have not received complaints, so no process has been developed.

What types of complaints are being received?

We have not received any complaints.

What is the process for resolving complaints?

We have not had complaints to resolve.

Is this process being followed consistently?

We have not received complaints, so no process has been developed.

Southcoast

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT
RIGHT-OF-WAY

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank You.

"It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."
ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *Joe Buck, PE*
Official Title: *Right-of- Way Chief*
Region: *Southcoast Region*
Email: joe.buck@alaska.gov
Mailing Address: *P.O. Box 112506 Juneau, AK 99811-2506*
Phone: *(907) 465-4541*
Fax: *(907) 465-8485*

Public Participation

How was the information for the projects disseminated to the public?

Project information is presented to the public during planning, preliminary engineering, environmental phases of a project before the Right of Way phase work begins. Information is provided via public hearings, mailers to property owners, presentation to local planning agencies, and personal contact with property owners. Once the environmental phase of a project is complete, the ROW acquisition phase receives authority to proceed and appraisals, negotiations, and acquisition work can begin. On some projects, appraisal work is done early in the project in support of the environmental work. Once phase 3 work is initiated, project information is provide to the property owners via letters, brochures, telephone conversations, emails, and personal meetings with department ROW agents and/or consultant ROW agents.

List the number of requests for alternative formats or languages made.

No requests received to in FY2015

Was an alternative format or languages provided? *N/A*

Were alternative formats or languages available?*

Yes – DOTPF provides Title VI brochures in multiple languages. See DOTPF Civil Rights Office website - <http://www.dot.state.ak.us/cvlrts/forms.shtml#titleVI>. Should a translator be required for meetings or public hearings one would be provided.

Is the project information posted on the Alaska DOT&PF website 508 compliant?

All project information posted should be 508 compliant. See DOTPF Civil Rights Office website -<http://www.dot.state.ak.us/cvlrts/index.shtml>

Training

How is training provided?

Online training at DOTPF Civil Rights Office Website – see <http://www.dot.state.ak.us/cvlrts/forms.shtml#titleVI>.

Cultural sensitivity training is provided to State employees through the State Department of Administration.

Designing Pedestrian Facilities for Accessibility training is provided to DOTPF employees through FHWA.

Who determines which personnel receive training?

Chief Right of Way Agent assesses the training needs of the section's staff and coordinates staff participation in training based upon available funding and training opportunities.

How are training opportunities advertised?

*Discussion with section staff about annual training needs.
Web based training opportunities offered through State and Federal agencies and professional organizations.
Department of Administration sponsored training for Alaska State employees are advertised online via email.*

List the personnel that have taken the Title VI Nondiscrimination training in FY15. *None.*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future?

New employees should be able to take an initial course on these topics soon after being hired. Short refresher courses should be offered annually on the topic also to allow staff to stay current on the programs.

Condemnations

Provide the demographic information for all condemnations including owner/tenant designation that occurred in the last Federal Fiscal Year.

No condemnations during FY2015 for Southcoast Region DOT&PF

What is your process for ensuring the property owner are informed of his/her rights in the condemnation process?

The property owner is kept informed throughout the appraisal/negotiation/acquisition process in compliance with Public Law 91-646, the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" (Uniform Act).

Property Valuation

Is the property owner provided the opportunity to accompany the appraisers?

Yes – in compliance with the Uniform Act.

Property Acquisition

Are property owners informed of their options in the negotiation process and the right to receive just compensation?

Yes – in compliance with the Uniform Act.

Property Relocation

By project, list the demographic information, and the old and new addresses of the people who receive relocation benefits.

Project: 69534 KTN Replacement of Water Street Trestle #2

*Mr. Thomas C Burrows & Ms. Desiree J. Burrows
Senior Citizens - brother & sister, caucasian*

Old address: 1270 Water Street, Ketchikan Alaska 99901

New address: 1931 First Avenue, Ketchikan Alaska 99901

Summary: Elderly brother and sister were living in a barely habitable, unsafe structure at 1270 Water Street which would not be safe to occupy during construction and would likely be damaged beyond repair as a result of construction related vibrations as part of the project. The Burrows were relocated to a new decent, safe, sanitary dwelling under a Last Resort Housing treatment for the occupants.

Did the property owners receive payment prior to the Alaska DOT&PF taking possession of the property?

Yes – in compliance with the Uniform Act.

Handling of Complaints

List any discrimination complaints filed in FY 15.

No discrimination complaints filed for Southcoast Region ROW Section for FY2015.

What is the process used when a discrimination complaint is received?

- 1) Notify the following for guidance, direction and assistance in responding to a discrimination complaint:*
- 2) Regional Pre-Construction Engineer (supervisor)*
- 3) Regional Director's office*
- 4) DOT&PF Human Resources Division, and*
- 5) Department of Administration, Division of Personnel and Labor Relations.*

What types of complaints are being received?

None related to Title VI, Environmental Justice, or ADA during FY2015.

What is the process for resolving complaints?

Contact the Department's Human Resource staff and the DOA Division of Personnel and Labor Relations immediately with the complaint. Provide support as required by HR staff in responding.

Is this process being followed consistently? *Yes*

State Equipment Fleet

The State Equipment Fleet (SEF) is responsible for procuring, maintaining, and disposing of vehicles and equipment owned and operated by the State of Alaska. The SEF Headquarters office in Anchorage provides procurement, billing, and support services. Regional SEF offices oversee the maintenance of the fleet. SEF's mission is to provide all state agencies with safe, economical vehicles they need to accomplish their mission.

Observations

SEF has limited interaction with the public outside of their procurement process. They have never received a discrimination-related complaint, though they do have a process for managing such a complaint. No SEF staff received Title VI training in FY15 and they requested FY16 training be presented through a self-directed online program.

Recommendations

- 1) Explore whether Title VI training can be effectively administered through a self-directed portal
- 2) Update SEF's complaint procedure to reflect the adopted Discrimination Complaint Procedure

In-Depth Reviews

Contract Administration

Observations

SEF is required to include assurances from 49 CFR § 21 in all federally funded contract and ADA Title II clauses in all public procurement notices. SEF does not currently have a program-specific method for ensuring non-discrimination but all contracts reflect 49 CFR § 21.

Recommendations

- 1) Continue to monitor SEFs contract process and incorporate any further non-discrimination elements as necessary

Incorporation of Title VI Elements

Observations

After a review of public procurement notices posted on Alaska Online Public Notices, all posted during FY15 contained necessary Title II language. The language used by SEF includes a notification requirement for reasonable accommodation of ten days before the event which, in some cases, was less than three days before the auction.

Recommendations

- 1) Update Title II language on the SEF procurement advertisement template to include the number for Alaska Relay
- 2) Examine whether the time restrictions imposed on the bidding process pose a significant barrier for persons with disabilities wanting to be part of the bidding process

Title VI Questionnaire Responses

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
STATE EQUIPMENT FLEET

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 30th. Thank You.

"It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."
ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Division Information

Title VI Nondiscrimination Program Liaison: *this would be at the Commissioner's office level.*

Official Title

Region

Email

Mailing Address

Phone

Fax

Incorporation of Title VI Nondiscrimination Elements

List the efforts taken to ensure that populations protected by the Title VI Nondiscrimination Program are included in your program.

All federally funded bids include the clause "Civil Rights Act of 1964, Title VI – Contractor Contractual Requirements (49 CFR Part 21 AC 150/1500-15). All state funded bids include the standard ADA and Human Trafficking clause.

Training

How is training provided?

Who determines which personnel receive training?

All personnel are equally eligible to receive any training offered.

How are training opportunities advertised?

List the personnel that have taken the Title VI Nondiscrimination training in FY15. *None*

What Title VI, Environmental Justice or ADA trainings would you like to see in the future?

It would be nice to have them on Train Alaska and available through a self-monitored course.

Addressing Public Concerns

List the ways that comments are received by the public.

Comments on bids come to us via email, phone calls and visits.

What is done with the comments that are received?

Any concerns would be followed up on by the senior Contracting Officer or Fleet Manager.

How are comments responded to? *Usually in writing.*

Program Directives and Manuals

List all Civil Rights directives and or manuals that govern your program area.

Federal CFR's and AS 36.30

Did your division adopt any new materials in FY15? *No*

Are any directives and or manuals currently under review? *No*

Contract Administration

How does SEF ensure that the Title VI/Nondiscrimination Assurance paragraph is included in all solicitations for bids?

It is in the standard boilerplate for each type of bid.

How does SEF ensure that the bidding and award process is conducted in a non-discriminatory manner? *Yes*

Handling of Complaints

List any discrimination complaints filed in FY 15. *None*

What is the process used when a discrimination complaint is received?

It would be sent to the Commissioner's office for follow-up.

What types of complaints are being received? *None*

What is the process for resolving complaints?

We have never had one so not sure

Is this process being followed consistently? *We have never had one so not sure.*

Anchorage Metropolitan Area Transportation System (AMATS)

Observations

AMATS is tasked with the challenging task of providing meaningful participation to transportation decision-making in one of the most diverse communities in the United States. However, the staff at AMATS have been proactively working on incorporating and internalizing their Title VI mandates into their public participation process. They are continuing to work on their Title VI outreach strategy in the next update to their Public Participation Plan in the last quarter of 2015.

Recommendations

In-Depth Reviews

Addressing Public Concerns

Observations

Though the Municipality of Anchorage does not require that AMATS ensure diverse participation on advisory boards, AMATS is in the process of replacing the Planning and Zoning Commission with a Citizens Advisory Commission. The qualifications for serving on this board do address diverse representation and AMATS hopes that the composition of the board will reflect the cultural mosaic of Anchorage.

This past year AMATS has taken steps towards providing brochures and website information in Hmong to meet the needs of this LEP population in Anchorage. AMATS has also started developing a Title VI Communications plan; the Title VI Specialist will be involved in this effort as it takes shape.

Recommendations

- 1) Continue to identify and provide necessary services for LEP population in Anchorage
- 2) Continue to emphasize the importance of an oversight board reflective of Anchorage
- 3) Continue to develop the Title VI Communications plan

Public Meetings

Observations

AMATS collected demographic data for all meetings held in FY15. Currently the demographics of meeting participants are not reflective of the cultural landscape of Anchorage though the hope is that the increased efforts towards and emphasis on underrepresented population outreach will increase diversity representation at AMATS events.

No information was provided regarding the accessibility of public meetings or public meeting advertisements.

Recommendations

- 1) Continue efforts towards Title VI outreach
- 2) Evaluate the accessibility of AMATS meeting time, locations, and formats.
- 3) Ensure AMATS is including Title VI and ADA language on all public notices

AMATS TITLE VI NON-DISCRIMINATION ANNUAL REPORT FFY 2015

Introduction

Anchorage Metropolitan Transportation Solutions (AMATS) is the cooperative Municipal- State process for planning and programming surface transportation system improvements using federal funds allocated to the Municipality of Anchorage, the Metropolitan Planning Organization (MPO) designated to receive those funds. The Municipality fulfills its role as the recognized MPO through AMATS. Map 1 on the following page shows the AMATS Planning Area Boundary. Figure 1 on page 4 shows the AMATS organizational chart.

The *AMATS Title VI Non-Discrimination Implementation Plan* was approved August 23, 2013. Upon one full year of operation under the approved Title VI plan, AMATS is required to submit to DOT&PF Civil Rights Office an Annual Report for purposes of demonstrating compliance by AMATS with Title VI of the Civil Rights Act of 1964, and other related non- discrimination statutes and regulations, as well as responses to reviews by the Federal Highway Administration and the Alaska Department of Transportation and Public Facilities (DOT&PF) for Title VI. This report provides documentation of compliance efforts for the federal fiscal year beginning October 1, 2013 to September 30, 2014, follows the AMATS Title VI Implementation Plan outline for content of the Annual Report.

AMATS TITLE VI NON-DISCRIMINATION COMPLIANCE ANNUAL REPORT
FFY 2015 □ September 2015

AMATS Title VI August 2012

Non-discrimination Implementation Plan



MAP 1: AMATS PLANNING AREA BOUNDARY (updated 2014)

AMATS TITLE VI NON-DISCRIMINATION COMPLIANCE
ANNUAL REPORT FFY 2015 □ September 2015

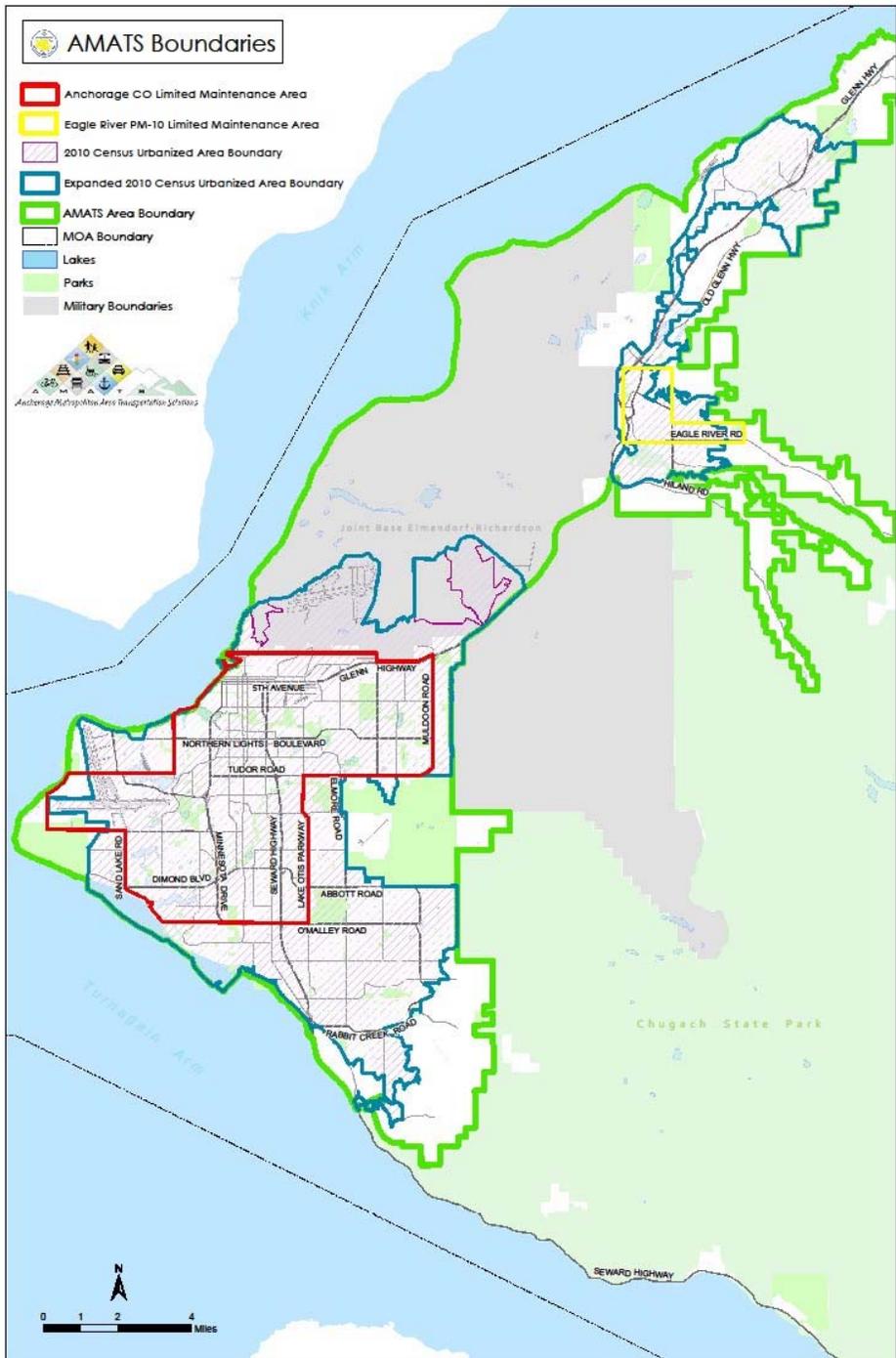
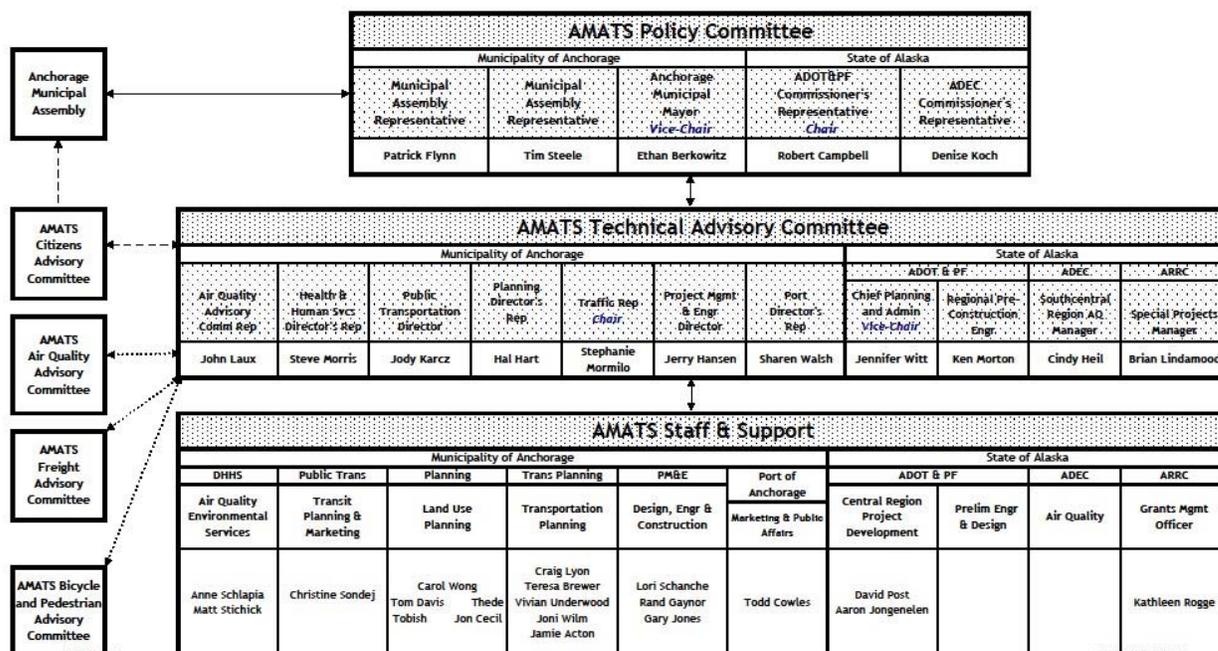


Figure 1 (updated 2015)

Anchorage Metropolitan Area Transportation Solutions AMATS Organizational Chart



Summary of Reviews Conducted

During this reporting period, no on-site reviews by DOT&PF were conducted. □ The FHWA/FTA AMATS Certification Review Team conducted an on-site visit with MPO and State agency staff as well as the general public on March 4 – 5, 2015. The previous FHWA/FTA review completed in January 2012 resulted in four corrective actions, one of which pertained to Title VI. The 2015 review found that the previous corrective actions □ have been implemented or substantial progress has been made and the corrective action activities are continuing. There were no new corrective actions identified in this review. The outcome of this review is: **The Federal Transit Administration and the Federal Highway Administration jointly certify that the planning process conducted by the Anchorage Metropolitan Area Transportation Solutions meets the requirement of 23 CFR 450, Section 334(b)(i).**

AMATS TITLE VI NON-DISCRIMINATION COMPLIANCE ANNUAL REPORT FFY 2015 □ September 2015

Highlights from the FHWA/FTA AMATS Certification Report: 2011 Title VI Corrective Action Resolved:

The 2011 FHWA/FTA Certification Review resulted in the following Title VI related Corrective Action and its resolution to FHWA/FTA satisfaction:

Title VI – AMATS shall develop assurances that the program will be conducted in compliance with all requirements imposed by Title VI and the related laws and

regulations. These assurances, a Title VI implementation plan and complaint procedures, should be developed with guidance from the Alaska Department of Transportation and Public Facilities (DOT&PF) by 06/01/2012. It should include a Limited English Proficiency (LEP) Needs Assessment to develop an AMATS LEP policy. □

AMATS' Resolution - FHWA/FTA 2015 Certification Report: AMATS addressed this corrective action by developing a Title VI Nondiscrimination Implementation Plan that includes a complaint procedure and a LEP Policy.

No New Corrective Actions for 2015:

There are no findings that require a corrective action as a result of the 2015 review. In the remainder of this report, the term “findings” do **not** indicate a compliance issue that requires a corrective action. Rather, the term “findings” means statements of fact that define the conditions found during the data-gathering phase of the review. The Review Team provided recommendations for several of the subject areas.

FHWA/FTA Findings and Recommendations related to Title VI:

Finding: □ Currently the MPO does not have a policy or process in place for measuring that Title VI and Environmental Justice (EJ) are being implemented, other than to report on Title VI as part of the federal certification process.

FHWA Recommendations/ Comments:

A schedule should be developed for reviewing the Title VI Nondiscrimination Plan on a regular basis and should include an outline of the process for working with the DOT&PF Civil Rights Office.

AMATS staff provided the following comment in response to this finding: DOT&PF Civil Rights Office is required to review sub-recipients for compliance with Title VI of the Civil Rights Act of 1964. AMATS staff prepares an Annual Title VI Report, submitted to the DOT&PF Title VI Specialist in Central Region at the end of each fiscal year, that is reviewed and incorporated into the State Title VI Annual Report. The State monitors progress by AMATS in implementing the AMATS Title VI Plan. Since the

AMATS TITLE VI NON-DISCRIMINATION COMPLIANCE ANNUAL REPORT
FFY 2015 □ September 2015

Title VI Plan was approved by AMATS, there have been no issues requiring correction identified by the State Title VI Specialist. In conjunction with preparation of the Annual

Report, staff review the Title VI Plan for progress made, and to identify areas that may need to be updated. For example, the Hmong language may now qualify to be added to the 3 languages other than English that AMATS currently uses for translations identified in the LEP Plan. (See also "Title VI Non-Discrimination Issues Identified" and "FY 2016 Work Plan" section of this Annual Report.)

Finding: Although there is no requirement for a standing citizen's advisory committee, AMATS is considering forming a Citizen's Advisory Committee to replace the Planning and Zoning Commission role.

FHWA Recommendations/ Comments:

AMATS should consider the formation of a Citizen's Advisory Committee with a membership that represents a broad cross-section of the AMATS area. (See "Accomplishments" section of this Annual Report.)

Title VI Non-Discrimination Issues Identified

During this reporting period, staff reviewed the U.S Census American Community Survey data for 2014 and found that the number of persons who speak Hmong at home, and who speak English less than very well, meet the Safe Harbor thresholds (5% of the MOA population, or 1,000 persons) for translating documents. Consequently, Hmong will be added to the AMATS LEP Plan for outreach. During the next reporting period, AMATS will translate key documents on the Title VI Web page into Hmong. Staff are also updating the AMATS Environmental Justice Focus Maps, previously reported, to include Hmong. All of the Focus Maps are being updated to identify MOA facilities where meetings might take place. These maps will be used in outreach conversations with Title VI groups to identify and map more meeting places that are preferred by these groups. This information will be used in outreach for the 2040 Metropolitan Transportation Plan (MTP) update, and will be shared with the DOT&PF Title VI Specialist for use by others.

Summary of AMATS Title VI Complaints Filed

There were no AMATS Title VI Complaints filed during this reporting period.

AMATS TITLE VI NON-DISCRIMINATION COMPLIANCE ANNUAL REPORT
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Summary of Meetings Held with Demographic Information

Appendix A of this report provides attendance information, including demographics where available, for regularly scheduled AMATS public meetings, as well as meetings held for specific projects during the reporting period.

Title VI Training Attended by AMATS Staff

During this reporting period, AMATS staff participated in the following training:

Attended by Two AMATS Staff Members:

Introduction to MPO Training (NHI) (Attended by two AMATS staff): □ December 2014 □ Basic EJ Overview of importance of public outreach, outreach methods including social media and public meetings, importance of EJ representation in AMATS TAC and Policy Committees and innovative data gathering and performance measures.

Attended by One (various) AMATS Staff Member:

AASHTO TransCOMM September 26-29 2014

IAP2 North American Conference September 8-9, 2015

Fundamentals of Environmental Justice (NHI) November 19-20, 2014

Outreach Efforts to Protected Populations

AMATS staff obtained a cost estimate for translations of the *2035 Metropolitan Transportation Plan Executive Summary* (2012); however, the cost estimate proved to be prohibitively expensive. Instead, AMATS now plans to develop brochures for both the Public Participation Plan and 2040 MTP Updates, and to offer translations of these brochures on the Web for the next reporting period. Brochures for other planning efforts are planned for the future as well.

In conjunction with the Public Participation Plan (PPP) Update, AMATS is developing a list of contacts and events, as well as preferred meeting venues, to reach traditionally underserved populations, including low income and non-English speaking populations.

AMATS received no requests for interpretation services, either for meetings or for in-person dialogue, during the reporting period.

AMATS TITLE VI NON-DISCRIMINATION COMPLIANCE ANNUAL REPORT
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Accomplishments

The AMATS Public Participation Plan (PPP) update that began during the last quarter of the previous reporting period is identified as the best opportunity to develop the Title VI outreach and communications plan, building on relationships that were formed during the 2035 MTP Update process. The PPP Public Review Draft is anticipated to be released during the last quarter of 2015, and will include outreach to Title VI groups to refine the

PPP.

AMATS staff met with the new DOT&PF Title VI Specialist on August 26, 2015, to discuss expectations for the AMATS Title VI Communications Plan, anticipated to be developed in conjunction with the current AMATS Public Participation Plan update. The DOT&PF Title VI Specialist noted that AMATS is making a good effort with respect to outreach, and acknowledged that the Title VI Communications Plan will likely be a work in progress, to be updated continually over time. The group pledged to work together to share information with each other and with others, including MOA Public Transportation, and for Human Services Coordination planning. A second meeting for FY 2016 is envisioned for February, 2016.

One responsibility of the AMATS Coordinator is to proactively consider the overall need for diverse representation of Title VI protected groups when considering nominations for new members on various committees. Although there is no requirement for a standing citizen's advisory committee, AMATS is in the process of forming a Citizen's Advisory Committee (CAC) to replace the Planning and Zoning Commission's role as the AMATS CAC. The recruitment memo, **Attachment B**, includes a Membership Qualifications section that addresses diversity.

FFY 2016 Work Plan

The Work Plan for FFY 2015 includes the following:

- 1) continue to coordinate closely with the PPP Update to develop an updated Title VI (outreach plan with communications plan, to be developed with input from Title VI groups or their agency representatives, and provide specific guidance to project managers for preferred meeting places and times, and to obtain feedback from Title VI groups or their agency representatives on best ways to measure effectiveness of outreach efforts; updating the Title VI outreach plan will be an on-going process. (
- 2) use the new PPP and Title VI outreach plan in development of the MTP Update. (
- 3) work with the DOT&PF Title VI Specialist to develop a schedule for jointly (reviewing the Title VI Nondiscrimination Plan on a regular basis and develop an outline of the process for working with the DOT&PF Civil Rights Office, to satisfactorily address the FHWA/FTA AMATS Certification recommendations. (AMATS TITLE VI NON-DISCRIMINATION COMPLIANCE ANNUAL REPORT FFY 2015 September 2015

APPENDIX A □ Summary of Meetings Held with Demographic Information

This Appendix provides attendance information, including demographics where

available, for regularly scheduled AMATS public meetings and public hearings, as well as meetings held for specific projects during the reporting period. Unless otherwise indicated, there were no requests for interpreter services.

Freight Advisory Committee

10/29/14

12/17/14

4/24/15

Anchorage Trails Plan

1 female, 5 males – 1 undisclosed, 4 white 2 females, 7 males – 1 undisclosed, 1 African American, 7 white 4 males, 2 females – 4 white, 2 not disclosed.

(No meetings were held during this reporting period)

Bicycle-Pedestrian Advisory Committee

11/17/15 18 Attendees, 4 female, 4 males, 0 Minorities

3/34/15 17 Attendees, 5 females, 11 males, 1 Minority 5/13/15 19 Attendees, 4 females, 14 males, 1 Minority 8/26/15 17 Attendees, 4 females, 12 males, 1 Minority

Human Services Coordinated Transportation Plan

March 11, 2015 4 females, 2 males, 1 Hispanic, 5 White

AMATS PC (Policy Committee) and TAC (Technical Advisory Committee) Meetings

10/9/14 TAC □ 10/23 PC □ 11/6 TAC □ 11/13 TAC Continuation 11.20 PC

5 males, 5 females, 8 white, 1Asian 2 males, 4females, 6 white □ 4 males, 3 females, 5white, 1Asian 3males, 4 females, 6 white, 1Asian 4 males, 7 females, 7white, 1Asian 4 males, 3 females, 4 white

12/4 TAC □ 12/8 TAC/PC Joint Mtg. □ 12/17 PC/TAC Joint Mtg. 8 males, 6 females, 9 white, 1 Asian

1/8/15 TAC 1/27 PC 2/12 TAC 2/26 PC

3/5 TAC

7 males, 12 females, 16 white, 1 Asian, 1 Hispanic 7 males, 7 females, 11 white □ 8 males, 9 females, 14 white, 1 other, 1 Hispanic 3males, 3 females, 4 white, 1 Hispanic

4 males, 5 females, 7 white, 1 Hispanic

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13 males, 9 females, 9 white, 1 Asian

3/26 PC 4/9 TAC 4/23 PC 5/14 TAC 5/28 PC 6/11 TAC 6/25 PC 7/9 TAC 7/23 PC 8/13
TAC 8/27 PC 9/10 TAC

5 males, 5 females, 8 white 5 males, 1 female, 5 white 2 males, 5 females, 7 white

6 males, 4 females, 8 white, 1 Hispanic, 1 Asian 2 males, 4 females, 4 white □ 6 males, 2
females, 5 white, 1 Hispanic, 1 other 8 males, 2 females, 8 white, 1 Hispanic

8 males, 6 females, 9 white, 1 Hispanic, 1 other 10 males, 6 females, 7 white, 1
Hispanic □ 7 males, 8 females, 12 white, 1 Hispanic, 1 Asian 4 males, 2 females, 4 white,
1 other □ 9 males, 8 females, 10 white, 1 Hispanic, 1 other

AMATS PUBLIC HEARING OPEN HOUSE ON INTERIM 2035 MTP July 21, 2015

29M, 34F, 32W, 1AN

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APPENDIX B □ AMATS CITIZEN'S ADVISORY COMMITTEE RECRUITMENT MEMO



MUNICIPALITY OF ANCHORAGE

Community Development Department

Transportation Planning Section

Permit & Development Center, 4700 Elmore Road

P.O. Box 196650, Anchorage, AK 99519-6650

voice (907)343-7996, facsimile (907)343-7998

e-mail: lyonch@muni.org

RECRUITMENT

Applications are being accepted from individuals who are interested in volunteering to serve on the AMATS Citizens Advisory Committee (CAC). All openings on the committee during calendar year 2015 will be filled from qualified applications received during this recruitment.

ABOUT THE COMMITTEE

The CAC consists of 11 members, with 6 of those members being appointed to fill a seat representing each of the Assembly districts within the Municipality of Anchorage. Committee members serve a term of three (3) years beginning on February 15th of the year of appointment and shall expire on February 14th the year their term expires. They may be reappointed one time. The other five (5) members of the committee consist of one member each representing the Federation of Community Councils, the Anchorage Chamber of Commerce, the Chugiak-Eagle River Chamber of Commerce, the Municipal Planning and Zoning Commission and Joint Base Elmendorf Richardson (JBER).

MEMBERSHIP QUALIFICATIONS

The AMATS Policy Committee encourages that membership on the CAC reflect diversity with regard to ethnicity, profession, and geographic location, and shall consider representation from academia, youth groups, and/or senior groups. The members should reflect a broad cross-section of local residents with an interest in developing an efficient, safe and cost-effective transportation system. The CAC should include representation by persons with disabilities, women, minorities, and persons of low income.

DUTIES OF THE COMMITTEE

The CAC was established by AMATS to review, comment, and guide the AMATS Policy Committee, through the AMATS Technical Advisory Committee on matters related to transportation. These efforts include but not limited to the AMATS Unified Planning Work Program, the Metropolitan Transportation Plan, the Transportation Improvement Program, and the AMATS Public Involvement Plan.

SELECTION PROCESS

Members of the public interested in filling one of the 6 Assembly district seats should submit a letter of interest and a completed membership allocation, a copy of which is available online at www.muni.org/transplan. Applications are also available at the AMATS offices and can be requested by telephone at 907-343-7996. Completed applications and letters of interest will be considered by a three (3) member review board consisting of the AMATS Coordinator, the AMATS Area Planner with the Alaska Department of Transportation and Public Facilities and an AMATS Planner. Endorsed applications will be forwarded on to the AMATS Technical Advisory Committee for recommendation to the AMATS Policy Committee for approval.

Notices of vacant positions will be posted on the AMATS website and through various social media outlets.

Fairbanks Metropolitan Area Transportation System (FMATS)

The Fairbanks Metropolitan Area Transportation System (FMATS) plans for local multi-modal transportation system investments that work for the betterment of the community. The planning area encompasses the urbanized portion of the Fairbanks North Star Borough, including the cities of Fairbanks and North Pole.

The Metropolitan Planning Organization (MPO) is an ongoing cooperative effort guided by priorities set forth by the Technical and Policy Committees. Region-wide plans and development patterns help steer short and long-range plans, which aim to safely and efficiently move goods and people, while simultaneously supporting economic progress, environmental protection and an improved quality of life.

FMATS is the local MPO. FMATS is a consensus-based transportation policy making body that was formed in April 2003 when the Fairbanks Area was listed in the Federal Register of Qualifying Urban Areas for Consensus 2000. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) require establishment of an MPO to facilitate increased local control of transportation investments. The Code of Federal Regulations (23 CFR) and the U.S. Codes (Title 23) require FMATS to meet regulations to continue receiving Federal funding.

Observations

FMATS has a history of increased public participation requirements which is reflected in their Public Participation Plan (PPP), adopted in 2013. The PPP outlines FMATS goals for public involvement including *Goal 3: Consider the needs of populations traditionally underserved by existing transportation systems, including, but not limited to, low-income, minority, and households with limited English proficiency (LEP)*. To this end FMATS encourages minority participation in mayor-appointed positions on the FMATS policy committee; to examine the needs of low-income, minority, and LEP populations in planning outcomes; have the Tanana Chiefs Conference represented on their Technical Committee, encourage communication between public transit and planning staff, and to engage with other service providers. FMATS is also a member of the Fairbanks Transportation Partnership Group (FTAG), a group of stakeholders who strive to improve access and mobility for traditionally underserved populations.

FMATS uses an extensive evaluative criteria to prioritize projects to ensure that all elements including environmental justice and accessibility are taken into consideration when drafting their Transportation Improvement Plan. Most funding for these projects is procured in conjunction with DOT&PF through the DOT&PF procurement process, which is governed by 49 CFR § 29.

FMATS collects voluntary demographic data at all public meetings, this data is used to quantify public participation and examine outreach efficacy. This information is only shared with DOT&PF. Like all of the major cities in Alaska, the physical demography of Fairbanks presents challenges for underrepresented population outreach as there are not the same clusters of minority populations one might find in other major urban areas. At this juncture FMATS does not have a separate LEP outreach Plan, there are over 2000 LEP individuals residing the FMATS service area according to the American Community Survey.

One individual at FMATS received Title VI Training in 2015. FMATS uses DOT&PF's training calendar and generally attends training with DOT&PF staff. FMATS staff would like to see more consistent Title VI training with more diverse formats coming from the CRO in FY16.

Recommendations

- 1) Have the CRO work with FMATS to explore the creation and implementation of an LEP Outreach Plan
- 2) Provide training opportunities for FMATS staff on Title VI, Environmental Justice and the Americans with Disabilities Act

In-Depth Reviews

Public Meetings

Observations

FMATS held forty two meetings in FY15 with topics from art selection to policy development. All FMATS meetings were held at accessible locations near stops for multiple public transit routes. Project open house locations are selected due to their proximity to the project site and if a project requires multiple open houses the meeting locations will vary to attract different segments of the population. All FMATS meetings are advertised for three days in the local paper, through the Fairbanks – North Star Borough's website, and through the Alaska

Online Public Notice system. FMATS has integrated with the new millennium and has active Facebook, Twitter and LinkedIn and also frequently advertise on local TV and radio stations as well as on bulletin board around the Borough. FMATS hold meetings in large meeting spaces in an effort to create a welcoming environment for non-traditional audiences, though they don't have specific processes for promoting women and minority attendance at their events.

Recommendations

- 1) Continue to hold meeting at accessible venues
- 2) Continue to advertise opportunities for public engagement through non-traditional and traditional media
- 3) Explore new methods to engage underrepresented populations

Addressing Public Concerns

Observations

FMATS distributes information through various media: Public Service Announcements; Alaska and Fairbanks-North Star Borough Online Public Notice system; the Fairbanks Daily News-Miner; the FMATS website; Facebook; flyers; and quarterly reports to the public. FMATS projects are frequently spotlighted by local news outlets as well. Comments from the public come in many of the same ways: through Facebook; online comment forms; email; and in meetings. FMATS has not received any comments not in English but has a process for addressing those if the need does arise. All public outreach is governed by the FMATS Public Participation Plan though some projects include a project-specific outreach plan. FMATS is continuing to work towards 508 compliance and providing an accessible web space. Additionally, FMATS provides Responsiveness Summaries which directly tie public comments to projects, allowing them to see the direct impacts of their comments. [8]

Recommendations

- 1) Continue efforts towards 508 compliance and providing accessible web services
- 2) Continue to monitor public participation using the criteria found in the Public Participation Plan
- 3) Continue to prepare Responsiveness Summaries, explore further use and dissemination of these reports

Title VI Questionnaire Responses

Alaska Department of Transportation & Public Facilities
TITLE VI NONDISCRIMINATION PROGRAM
ANNUAL REPORT
SUB-RECIPIENT

The Title VI Nondiscrimination Program Annual Report is due on September 30th. Please submit to the Alaska DOT&PF Civil Rights Office by August 31st. Thank You.

"It is the policy of the Department of Transportation & Public Facilities (DOT&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, religion, color, gender, age, marital status, ability, or national origin**, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska funds."
ADOT&PF Title VI Nondiscrimination Policy Statement

For each of the questions below, answer to the best of your ability. This review is to determine how the ADOT&PF is doing at incorporating Title VI elements into our programs and services department-wide. In your responses, please touch on as many of the Title VI elements (listed above) as is feasible and sensible. Additionally, you are free to provide your responses in alternative formats. For example, if you have been tracking demographic data in a database feel free to reference that database and attach the relevant report.

Sub-Recipient Information

Sub Recipient: *FMATS*

Title VI Nondiscrimination Program Liaison: *Donna Gardino*

Official Title: *MPO Coordinator*

Region: *Northern*

Email: *donna.gardino@fmats.us*

Mailing Address: *Attn: FMATS, Fairbanks City Hall, 800 Cushman Street, Fairbanks, Alaska, 99701*

Phone: *907-459-6786*

Fax: *907-459-6783*

Public Meetings

Please attach a list providing:

- 1) The meetings held in FY15
- 2) The total participation in each meeting
- 3) The total participation of minorities in each meeting
- 4) The total participation of women in each meeting

Technical Committee Meetings:

2014:

July 2, August 6, September 3, October 1, November 5, and December 3

2015:

January 7, February 4, Special TC Meeting: February 18, March 4, April 1, May 6, and June 3

Policy Committee Meetings:

2014:

July 16, Special PC Meeting: August 6, August 20, September 17, October 15, November 19, and December 17

2015:

January 21, February 18, March 18, April 15, May 20, and June 17

Other Meetings:

2014:

Art Selection Advisory Committee Meeting 8/26/14
Enhancement Policy Subcommittee Meeting 10/1/14, 10/15/14
2040 MTP Interagency Consultation Meeting 10/15/14
MTP & Conformity Analysis Open House 11/19/14, 11/20/14
Policy Subcommittee Meeting 12/12/14

2015:

Policy Development Subcommittee Meeting 2/9/15, 2/12/15, 4/15/15
Interagency Consultation Teleconference Meeting 3/23/15, 5/14/15 o Bike to Work Week Organizational Meeting 4/22/15
FMATS Improvement Program Subcommittee Meeting 4/29/15
2015-2018 TIP & Conformity Analysis Open House 6/23/15, 6/24/15

The total participation in each meeting See attached

The total participation of minorities in each meeting See attached

The total participation of women in each meeting See attached

What is your process for determining meetings times and locations?

Meeting locations are determined by a number of factors, including: ADA accessibility; proximity to transit routes; and the ability to have a speakerphone and other technological aides. Generally, consistent meeting locations are preferred.

Open Houses are determined using similar factors with two additions: project open houses are selected based on their proximity to affected project areas; and if a project requires multiple open houses the meeting location will vary to attract different segments of the population.

Were meetings held at ADA accessible locations when available?

Yes, all FMATS meetings are held in ADA accessible locations such as the Fairbanks City Hall.

When ADA facilities were not available were any reasonable accommodations requested? *Not applicable*

Were you able to honor these requests? *Not applicable*

Was the meeting held on or near a public transportation route?

The Fairbanks North Star Borough MACS Transit bus system offers routes that are within short walking distance of FMATS meeting locations. For the monthly Technical and Policy Committee meetings held in the City of Fairbanks, City Hall Building, the MACS Transit Center is approximately one tenth of a mile away. The MACS Transit Center and nearby stops offer access to the Blue, Orange, Brown, Purple, Black, Gold, Red, and Green lines. The only lines that do not offer service to downtown are the Grey and Yellow lines. All other public meetings are on or near MACS Transit lines.

If fixed-route transit was not available, did you hold meetings during time when individualized transit providers were available? *Not applicable*

Was the meeting held in a facility central to the community?

Yes, all attempts are made to hold FMATS meetings in centrally located facilities with transit access.

List the efforts taken to inform the public of the meetings.

FMATS advertises all community hearings and public meetings through the local newspaper, with three-day ads in the Fairbanks Daily News-Miner, and public notices on the Fairbanks-North Star Borough's online public notice system accessible via their website, the FMATS website, and the Alaska Department of Transportation & Public Facilities' (AKDOT&PF) online public notice system accessible via their website. The advertisements run Saturday and Sunday the week before each meeting, as well as on the actual day of the meeting. All meeting announcements are posted on the FMATS LinkedIn, Twitter, and Facebook pages. Additionally, a public service announcement is made on all local TV and radio stations, as well as a physical display of the paper announcement on the City of Fairbanks, City of North Pole, Borough, and AKDOT&PF bulletin boards. FMATS also issues a quarterly newsletter to inform the public with the happenings and meetings of FMATS. Our current mailing list has 761 contacts. List the efforts taken to ensure participation by women and minorities in the public meetings.

FMATS 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. This is in addition to the previously mentioned efforts to inform the public of meetings.

For example, our open houses for the MTP (November) and the 2015-2018 TIP (June) and associated Conformity Analysis were held in the City of Fairbanks and in the City of North Pole since there were projects in the City of North Pole.

If no efforts were taken, please explain why. *n/a*

List the methods used to ensure that issues or concerns raised at the public meetings are considered in the decision making-process.
All public FMATS meetings have a public comment period at the beginning of the meeting after introductions and a second public comment period after new business. Then through meeting minutes, committee members and FMATS staff review issues and concerns raised by the public. Depending on the subject, issues are solved individually or compiled for further review. Another method is the use of the Responsiveness Summary, a tool FMATS has incorporated in its Public Participation Plan and uses frequently. FMATS receives comments on a planning document such as the Transportation Improvement Program (TIP) and answers the comments and questions and posts the completed Responsiveness Summary on the website. The 2015-2018 TIP received 23 comments from the public and the MTP received 117 comments. All comments were compiled into a Responsiveness Summary for each plan/program.

How are the issues or concerns that were raised being addressed?
FMATS created a Responsiveness Summary to address the concerns raised by the public and discussed the Summary at length at its next Technical and Policy Committee meetings.

Public Participation

How is information disseminated to the public?

Information is distributed through Public Service Announcements, Online Public Notices through the AKDOT&PF and the Borough, the FMATS website, Facebook, twitter, LinkedIn, advertisements in the newspaper, The Fairbanks Daily News Miner, flyers on bulletin boards and Quarterly Newsletters. FMATS also is interviewed frequently on important transportation planning efforts by local media.

List the ways that comments are received by the public.

Comments are received by e-mail, comment forms, comment boxes on the website and during public comment periods during meetings.

List the number of requests for alternative formats or languages made.

In the past fiscal year, no requests were made for alternative formats or languages.

Was an alternative format or language provided?

During the last fiscal year this has not been a necessary accommodation Available.

Was an alternative format or language?*

Should the need for interpretation arise, FMATS will insure any comments are accurately translated and receive response with the greatest sensitivity. This has not been necessary this past fiscal year.

*If you need assistance providing alternative languages and format please contact the DOT Civil Rights Office

Please attach the Public Participation Plan for each project commenced in FY15.

Attached is the Public Participation Plan for FMATS. The PPP outlines the minimum public involvement efforts for such planning efforts such as the TIP and TIP Amendments, Technical and Policy Committee meetings and the UPWP. In addition, specific projects also contain a plan for public involvement. See the attached PPP for the 2015-2018 TIP planning effort.

Is the information posted public, project-related websites 508 compliant?
more information see www.Section508.gov

FMATS is aware of the requirement to be 508 compliant with our website. It is currently not compliant. We are working to correct this but it will require further work that is beyond the capacity of staff.

When building a webpage, FMATS ensures a number of items are present, including: 'alt' tags which give the user a text based description of the imagery shown on the page; clear headings using the 'h1' through 'h4' HTML tags; an adequate (not excessive) number of links to relevant information; and website topics are clearly defined and gathered into a logical order.

What forms of advertising was used to inform the public of the project and any public meetings?

Project post cards are regularly sent to affected landowners near a future project site. FMATS advertises all public project meetings through the local newspaper, with three-day ads in the Fairbanks Daily News-Miner, and public notices on the Fairbanks-North Star Borough website, the FMATS website, and the Alaska Department of Transportation & Public Facilities (AKDOT&PF) website. The advertisements run Saturday and Sunday the week before each meeting, as well as on the actual day of the meeting. All meeting announcements are posted on the FMATS LinkedIn, Twitter, and Facebook pages at least six days in advance of the meeting. Additionally, a public service announcement submitted to all local TV and radio stations, as well as a physical display of the paper announcement on the City of Fairbanks, City of North Pole, Borough, and AKDOT&PF bulletin boards.

Please provide a copy of all advertising materials used.

Attached is an example from the June 17, 2015 Policy Committee Meeting of the advertisements used for FMATS meetings.

Incorporation of Title VI Nondiscrimination Elements

List the efforts taken to ensure that populations protected by the Title VI Nondiscrimination Program are included in your program functions.

The FMATS meetings announcements always includes a TEXT option for the hearing impaired. Outreach for plans, such as the metropolitan transportation plan and the TIP are held at locations on a transit route. For our Metropolitan Transportation Plan, a public meeting was conducted in what is generally known to be a local income area of the city, although Fairbanks is unique in that these type of areas are dispersed. FMATS is also a member of the Fairbanks Transportation Partnership Group (FTPG) which is a group of stakeholders who wish to improve access and mobility for traditionally underserved populations such as the elderly and the disabled. There are more than forty interested parties involved in this group and FMATS includes them in all our of newsletter mailings.

Equitable Provision of Services and Facilities

List the process used to determine the priority of projects being added to your Planning documents.

The FMATS Technical Committee uses a mutually agreed upon scoring criteria to determine the priority of projects that are placed in the Transportation Improvement Program which is a four-year planning document. The seven scoring criteria topics include: Health and Quality of Life, Safety, Public Support & Contribution, Cost/Length/Average Annual Daily Traffic, Functional Class, Maintenance and Condition, and Special Considerations.

Training

How is training provided?

Training is provided through workshops, webinars, reference manuals, and conferences. FMATS always looks for opportunities and will take advantage as they arise.

Who determines what personnel receive training?

The FMATS Coordinator determines what personnel go to training opportunities. All FMATS personnel are eligible and encouraged to participate in training activities. Outside of budget or time limitations, all available training opportunities are seized.

How are training opportunities advertised?

Training opportunities that are for FMATS Coordinator's Office staff only are not advertised. FMATS relies on various sources for training opportunities including the ADOT&PF Training Calendar, listserv memberships with NHI, FHWA, FTA, APBP and others.

Opportunities for FMATS committee members would be advertised as a public meeting which would involve all of the advertisement methods previously mentioned (website, newspaper, social media, etc.)

List the personnel that have taken the Title VI Nondiscrimination training in FY15.

Alicia Giamichael, FMATS Transportation Planner

What Title VI, Environmental Justice or ADA trainings would you like to see in the future?

FMATS would like to see more options for time and dates of Environmental Justice training to better our ability to attend. It would also be appreciated to have a design workshop for ADA compliance.

Contract Administration

List the process used to select consultants.

Consultants are selected through either the City of Fairbanks or the State of Alaska approved procurement processes, depending on the anticipated agreement amount and whether there is a requirement for engineering services. This is usually the case for FMATS related procurements. For the most part, the ADOT&PF manages the contractual and procurement services for FMATS while FMATS manages the projects. These procurements are based on selecting from qualified professional planning and engineering firms using evaluation criteria which is included in the RFP. A team is selected prior to release of the RFP to review the incoming responses. Scores for each member of the team are compiled by the chair and then the team meets to discuss the outcome and make a recommendation. A letter of intent to negotiate is issued and if successful, a professional services agreement is executed. If not successful, the second most qualified consultant may be approached for negotiations.

How do you ensure Appendix A of DOT Order No. 1050.2A is included in all Federal-aid contracts?

The DOT&PF includes an Invitation to Bid that "notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this invitation, Disadvantaged Business Enterprises (DBEs) will be afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for award." The Required Contract Provisions for Federal Aid Construction are in all Federal-aid contracts.

How do you ensure the FHWA-1273 form is included in all Federal-aid contracts?

The DOT&PF uses a Table of Contents specific for each project type that lists all required materials for all Federal-aid contracts. This includes the FHWA-1273 form.

Addressing Public Concerns

List your process for considering project alternatives.

Typically, FMATS utilizes the Open House process, along with a comment period and interactive maps to obtain input from stakeholders. Presentations at the Policy Committee and Technical Committee generally occur multiple times during the plan development process. Typically, deficiencies are first identified through a public process and through data research and a public meeting is held to obtain input. FMATS has utilized an interactive website to obtain information on deficiencies in the transportation network or a corridor

for all their planning documents. After careful review of the comments and analysis of the data, a public meeting is held to discuss alternatives that have been developed based on a review of the information gleaned from the first round of meetings and comments obtained. FMATS also uses an advisory group at times to bounce information off of prior to holding the public meetings and makes adjustments, as necessary. Based on the input from the public and the stakeholders, and considering constraints such as funding and right-of-way needs, recommendations are developed for the Policy Committee's consideration, through the work of the Technical Committee. List your process for identifying social, economic, and environmental impacts. FMATS is very conscious of the population that it serves. FMATS works with the FNSB's demographer and utilizes the information from the U.S. Census Bureau and American Community Surveys in an effort to determine the demographic make-up of the community. From this information, FMATS has determined that it does not need to make any translations of material at this time since it falls within the "safe harbor" guidelines. However, FMATS will continue to be willing to provide interpreters in order to assist individuals with limited English proficiency. Nondiscrimination and accessibility statements are included in all public notices.

FMATS is working with the City of Fairbanks who is developing a project in an older neighborhood which is known for higher crime and lower incomes. The goal of the project is to develop innovative ideas to make the subdivision more livable, safe and vibrant. The City employed a community Steering Committee and conducted several neighborhood meetings and a survey to help identify the issues in the neighborhood with the hopes of improving the right-of-way to make it a "revitalized" community neighborhood.

List your process for determining the appropriate mitigation.

The environmental study of project alternatives and impacts must include the consideration of mitigation measures for unavoidable impacts. All projects and environmental studies, whether a CE, EA, or EIS must include appropriate measures to mitigate for adverse environmental impacts regardless of significances. Environmental commitments should be monitored to assure that these mitigating measures are included in the design plans and through the construction of a project. This work is typically performed by the DOT&PF as part of the NEPA process. Mitigation is also considered at the planning level.

List the ways that comments are received by the public.

General comments are received through: direct email to FMATS staff, the electronic comment form found on the FMATS website, public comment at FMATS' meetings, and comment forms found at FMATS open houses.

What is done with the comments that are received?

Citizens who comment on FMATS related projects are acknowledged. The comments are then addressed individually and compiled and addressed in a Responsiveness Summary and posted on the FMATS website, in accordance with the Public Participation Plan.

How are comments responded to?

Citizens who comment on FMATS related projects are acknowledged. The comments are then addressed individually and compiled and addressed in a Responsiveness Summary and posted on the FMATS website, in accordance with the Public Participation Plan.

Program Directives and Manuals

What type of data is being collected?

FMATS collects name, contact information, gender, and race of each attendee using a sign-in sheet that is available to every participant at the beginning of each public meeting. All demographic information is self-reported. FMATS also collects bicycle and pedestrian count data, on a volunteer basis.

What source is used for the data being collected?

Sign-in sheets are used at all FMATS public meetings.

How is that information being used?

FMATS uses collected information to quantify public participation at events. Large changes in participation are studied to determine public outreach effectiveness. Meeting packets and other materials are produced in quantities equivalent to historical participation trends.

Is the information collected being shared? If yes, with whom?

Meeting participation figures are only shared with the Alaska DOT&PF.

Is demographic information being collected?

Yes, FMATS collects name, contact information, gender, and race of each attendee using a sign-in sheet that is available to every participant at the beginning of each public meeting. FMATS staff works to collect information post-meeting from any late-comers. All demographic information is self-reported.

How are LEP populations being identified?

We work with the Fairbanks North Star Borough's Demographer for much of our information regarding the LEP population within the community. Fairbanks is unlike lower-48 communities in that it is relatively new. Discovered in 1902 with a population of 5,000 up to World War II, the growth in Fairbanks since the war has been diverse. There are a few older neighborhoods with less expensive housing, occupied by the older families in town, not necessarily the disadvantaged. Newer neighborhoods have more expensive homes but older neighborhoods do not necessarily have lower income occupants. The oldest neighborhoods are sandwiched amongst doctors, health providers and a wide variety of home values so minority populations do not show up well in the demographic census count of Fairbanks. Fairbanks is unlike the lower 48 in that there are not "neighborhoods" of minority populations.

According to the 2008-2012 American Community Survey (ACS) there were 2083 people, over the age of 5, in the Fairbanks North Star Borough that

spoke English "less than very well." The total population for this time period was 97,523 with 89,678 over the age of 5 according to the ACS. Approximately 2.3% of the FNSB population spoke English "less than very well."

Handling of Complaints

List any discrimination complaints filed for FY 15. *None*

What is the process used when a discrimination complaint is received?

FMATS has the procedure posted on the following website:

<http://fmats.us/programs/civilrights/>.

A complaint is a written or electronic statement concerning an allegation of discrimination that contains a request for the State of Alaska Department of Transportation & Public Facilities (ADOT&PF), Civil Rights Office (CRO) to take action. Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail.

A complaint should contain at least the following information:

A written explanation of what has happened;

A way to contact the complainant;

The basis of the complaint, e.g., age, sex, race, color, national origin, or disability;

The identification of the respondent, e.g., agency/organization alleged to have discriminated;

Sufficient information to understand the facts that led the complainant to believe that discrimination occurred; and,

The date(s) of the alleged discriminatory act(s).

A complaint can also be filed using ADOT&PF, CRO's Discrimination Complaint Questionnaire. Questionnaires may be obtained by visiting the Department website at <http://www.dot.state.ak.us/cvlrts/forms/DiscrimComplQuest.pdf> or by calling 907-269-0851. While the above indicates a complaint should be in writing and signed, the ADOT&PF, CRO will accept complaints in alternative formats from persons with disabilities, upon request.

What types of complaints are being received? *None*

What is the process for resolving complaints?

Please visit: <http://fmats.us/programs/civilrights/>

Is this process being followed consistently?

We have not had any experiences to date in handling a complaint.