CITY OF RICHMOND HILL

2018 Title VI Program Plan

RICHMOND HILL
GEORGIA

Harold Fowler, Mayor

Jan Bass, Council Member

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TITLE VI POLICY STATEMENT

The City of Richmond Hill is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. The City of Richmond Hill assures that no person shall on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Richmond Hill further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded. In addition, The City of Richmond Hill will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

The City of Richmond Hill's Equal Employment Opportunity Division (EEO) is responsible for initiating and monitoring Title VI activities, preparing required reports and other The City of Richmond Hill responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

Harold Fowler
Mayor

7-6-17
Date

I. INTRODUCTION

The provisions presented under this Title VI Plan shall apply to all recipients of federal assistance with and through the City of Richmond Hill.

As a recipient of federal financial assistance, THE CITY OF RICHMOND HILL shall comply with nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964 which provides that:

> "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried out under this title."

The Federal-Aid Highway Transportation Act of 1973 added sex discrimination to the list of prohibitions and disability was added through Section 504 of the Rehabilitation Act in 1973. Under the Age Discrimination Act of 1975, age was subsequently added.

Clarification of the original congressional intent of Title VI was subsequently provided under the Civil Rights Restoration Act of 1987. Section 606 of the aforementioned act expanded the scope, applicability and coverage of Title VI and the nondiscrimination statutes by redefining the terms "programs or activities" to include all programs or activities of federal-aid recipients, sub-recipients, and contractors, whether or not such programs and activities are federally-assisted.

In pursuance of the nondiscriminatory tenets identified under Title VI, Executive Order 12898 was signed into law in 1994. Federal agencies are required to identify and address Environmental Justice precepts meaning the effects of its programs, policies, and activities on "minority and low-income populations." In 2000, Executive Order 13166 which addresses Limited English Proficiency (LEP) was signed into law requiring federal agencies to assess and address the needs of otherwise eligible limited English proficient persons seeking access to the programs and activities of recipients of federal financial assistance.

In compliance with Title VI, THE CITY OF RICHMOND HILL shall consistently endeavor to prevent discriminatory practices in its programs, policies and activities. Proactive measures shall be undertaken on a continuum to achieve meaningful public participation and to ensure that treatment, services, contracting opportunities, training opportunities, investigation of complaints, fund allocations and project prioritization are accorded without regard to race, color, national origin, sex, age or disability. The program areas of Construction, Transportation Services Procurement, Training and Development, Environmental Services, Planning, Roadway Design & Design Policy and Support, Bridge Design and Right of Way engage in significant public contact activities and the department has mandated that each office shall observe Title VI requirements routinely while executing business on behalf of THE CITY OF RICHMOND HILL.

Thus, the Department shall ensure that its activities or programs will not treat any part of the community any differently than another. The Department expects every manager, supervisor, employee, and sub-recipient of Federal-aid funds administered by the Department to be aware of and routinely apply Title VI of the Civil Rights Act of 1964 in performing assigned duties.

The Federal Highway Administration (FHWA) requires recipients of Federal-Aid Highway funds to prepare a plan clarifying roles, responsibilities, and procedures established to ensure compliance with Title VI of the Civil Rights Act of 1964.
The Equal Employment Opportunity Civil Rights Director has free and open access to the Mayor on civil rights matters and remains responsible for ensuring that all matters relating to nondiscrimination are administered effectively. Such matters include events occurring within THE CITY OF RICHMOND HILL and those pertaining to THE CITY OF RICHMOND HILL's relationship with sub-recipients, contractors, and consultant firms. The EEO Director communicates with the Division of Administration/General Counsel, the Mayor and other officials as appropriate to ensure compliance.

THE CITY OF RICHMOND HILL's policy shall ensure compliance with Title VI of the Civil Rights Act of 1964 and all related statutes or regulations in its programs and activities. The Equal Employment Opportunity (EEO) Office shall develop, oversees and enforce THE CITY OF RICHMOND HILL's Title VI plan and program compliance which shall become effective upon review and approval by the Federal Highway Administration (FHWA).

II. AUTHORITIES

- **Title VI of the 1964 Civil Rights Act,** 42 U.S.C. 2000 provides in section 601 that: "No person in the United States shall, on the grounds of race, color, national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (implementation through 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability. The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100- 259 [S. 557] March 22, 1988).

- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, 42 U.S.C. 4601, provides for the fair and equitable treatment of persons displaced as a direct result of programs or projects undertaken by a Federal agency or with Federal financial assistance.

- **Section 162(a) of the Federal-aid Highway Act of 1973,** (Section 324, Title 23 U.S.C.) No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

- **Section 504 of the Rehabilitation Act of 1973** No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

- **The Age Discrimination Act of 1975,** as amended 42 U.S.C. 6101, provides that no person in the United Stat3es shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

- **The Civil Rights Restoration Act of 1987,** P.L. 100-209–clarifies the original Congressional intent of Congress in implementing the Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. (Restores the broad, institution-wide scope and coverage of the non-discrimination statutes to include all programs and activities of federal-aid recipients, sub-recipients and contractors, whether such programs and activities are federally assisted or not)

- **The Americans with Disabilities Act of 1990**, P.L. 101-336, provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government." The legislative intent is to provide enforceable standards to address discrimination against people with disabilities.

- **USDOT ORDER 1050.2** – Standard Title VI Assurances

- **Executive Order 12898** (issued February 11, 1994) – Addresses Environmental Justice in Minority Populations and Low Income Populations.

- **Executive Order 13166** (August 16, 2000) – requires Federal agencies and their recipients to improve access to federally sponsored programs for persons with limited English proficiency.

- **28 CFR Part 50.3** – DOJ's Guidelines for the enforcement of Title VI, Civil Rights Act of 1964

- **23 CFR Part 200** – FHWA's Title VI Program Implementation and Review Procedures

III. DEFINITIONS

[As used in Title 23 of the Code of Federal Regulations, Highways, Part 200.5]

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

- Bodily impairment, infirmity, illness or death
- Air, noise, and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or a community's economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of persons, businesses, farms, or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of THE CITY OF RICHMOND HILL programs, policies, or activities

Affirmative Action - A good faith effort to eliminate past and present discrimination in all federally assisted programs, and to ensure future nondiscriminatory practices.

Beneficiary - Any person or group of persons (other than States) entitled to receive benefits directly or indirectly, from any federally assisted program, i.e., relocates, impacted citizens, communities, etc.

Citizen Participation - An open process in which the rights of the community to be informed, to provide comments to the government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals.

Compliance - A satisfactory condition existing when a recipient has effectively implemented all of the Title VI requirements or can demonstrate that every good faith effort toward achieving this end has been made.

Deficiency Status - the interim period during which the recipient state has been notified of deficiencies, has not voluntarily complied with Title VI Program guidelines, but has not been declared in noncompliance by the Secretary of Transportation.

Discrimination - that act or action whether intentional or unintentional, through which a person in the United States, solely because of race, color, religion, sex, or national origin, has been otherwise subjected to unequal treatment under any program or activity receiving financial assistance from the Federal Highway Administration under title 23 U.S.C.

Facility - includes all, or any part of, structures, equipment or other real or personal property, or interests therein, and the provision of facilities includes the construction.

Federal Assistance includes: Grants and loans of Federal funds; the grant or donation of Federal property and interests in property, the detail of Federal personnel, the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient and Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency – Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by THE CITY OF RICHMOND HILL.

Low-Income – Refers to a person whose median household income is at, or below the Department of Health and Human Services poverty guidelines. (http://aspe.os.dhhs.gov/pverty/poverty.htm)

Low-Income Population - Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed THE CITY OF RICHMOND HILL program, policy, or activity.

Minority – A person who is:

- Black – a person having origins in any of the black racial groups of Africa;
- Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- Asian American – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or
- American Indian and Alaskan Native – a person having origins in any of the original people of North American and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population - Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed THE CITY OF RICHMOND HILL program, policy or activity.

Noncompliance - A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort implementing all of the Title VI requirements.

Persons - Where designation of persons by race, color, or national origin is required, the following designations ordinarily may be used: "White not of Hispanic origin", "Black not of Hispanic origin", "Hispanic", "Asian or Pacific Islander", "American Indian or Alaskan Native." Additional subcategories based on national origin or primary language spoken may be used where appropriate, on either a national or a regional basis.

Program - Includes any highway, project, or activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, housing, or other services, whether provided directly by the recipient of Federal financial assistance or provided by others through contracts or other arrangements with the recipients.

Program Area Officials - Are the officials in FHWA who are responsible for carrying out technical program responsibilities.

Recipient - Means any State, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any State, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient (sub-recipient), for any program. Recipient includes any successor, assignee, or transferee thereof.

State Highway Agency - That department, commission, board, or official of any State charged by its laws with the responsibility for highway construction. The term State would be considered equivalent to State highway agency if the context so implies.

Secretary - The secretary of Transportation as set forth in 49 CFR 21.17(g)(3) or the Federal Highway Administrator to whom the Secretary has delegated authority in specific cases.

Significant Adverse Effects on Minority and Low-Income Populations - An adverse effect which:

- Is predominately borne by a minority population and/or a low-income population, or;
- Will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the nonminority population and/or non-low-income population.

Sub-recipient - An agency such as a council of governments, regional planning agency, educational institution, for example, that receives Federal Highway Administration (FHWA) funds through the State DOTs and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

Title VI Program - The system of requirements developed to implement Title VI of the Civil Rights Act of 1964. References in this part to Title VI requirements and regulations shall not be limited to only Title VI of the Civil Rights Act of 1964. Where appropriate, this term also refers to the civil rights provisions of other Federal related statutes to the extent that they prohibit discrimination on the grounds of race, color, national origin, sex, disability or age in programs receiving Federal financial assistance.

IV. ORGANIZATION, STAFFING & RESPONSIBILITIES

A. TITLE VI ORGANIZATION AND STAFFING

The Mayor of City of Richmond Hill shall be responsible for ensuring the implementation of the department's Title VI programs. The Director of the EEO, on behalf of the Mayor, shall be responsible for the overall management of the Title VI programs. The day-to-day administration of the program lies with the Title VI Coordinator under the direct supervision of the Assistant EEO Administrator.

B. TITLE VI COORDINATOR RESPONSIBILITIES

As authorized by the Division Director, Title VI Coordinator responsibilities shall fall within one of two categories: specific or general and the following lists capture key responsibilities that shall be executed by the Title VI Coordinator/Specialist:

General areas of responsibility shall include:

- Coordinate Title VI program development with the major program area;
- Provide technical assistance, guidance, and advice on THE CITY OF RICHMOND HILL's Title VI Program;
- Conduct Title VI review of THE CITY OF RICHMOND HILL's and its sub-recipients major program areas and activities;
- Review findings of program area reviews to ensure determinations of discrimination or nondiscrimination are sufficiently supported;
- Participate in the development and dissemination of Title VI information to the public (in languages other than English where necessary);
- Develop and implement procedures for the prompt processing of Title VI discrimination complaints;
- Conduct/coordinate Title VI training;
- Establish procedures to resolve determinations of noncompliance;
- Update Title VI Implementation Plan; and
- Establish procedures for processing Title VI reviews.

Specific Activities:

- Participate in all transportation decision making;
- Take part in identifying Title VI impacts with major program area officials/personnel;
- Participate in identifying mitigation measures for minorities and low income persons, and when possible determine the effectiveness of such measures;
- Participate in obtaining public involvement, especially in minority and low income areas;
- Attend statewide/regional planning and project meetings/hearings involving Title VI issues or where Title VI impacts have been identified;
- Accompany program area officials/personnel on selected right-of-way activities to compare treatment received by minorities and non-minorities;
- Review all contracting procedures to ensure nondiscrimination;
- Review prequalification/bonding requirements and contractor selection procedures to determine uniformity in their application to minority and non-minority contractors;
- Assist major program area officials/personnel and sub-recipients in communicating contract opportunities to minority/women-owned contractors and subcontractors; and

- Review selection procedures for principal researchers and staff to determine minority participation; assist in identifying minority institutions of higher education interested in conducting research

In executing general responsibilities and specific activities, the Title VI Coordinator shall implement the following procedures to proactively preclude any practices in violation of FHWA's and THE CITY OF RICHMOND HILL's Title VI Program, its regulations and directives from occurring:

I. **Program Administration.** Administer the Title VI program and coordinate implementation of the plan with Title VI liaisons and key THE CITY OF RICHMOND HILL personnel. Ensure compliance with the assurances, policy, and program objectives. Perform Title VI program reviews to assess administrative procedures, staffing, and resources; provide recommendations as required to the Division Director.

II. **Complaints.** Review and process the disposition Title VI complaints that are received by THE CITY OF RICHMOND HILL following the procedural guidelines (see Appendix 2 – Complaint Procedures). Ensure every effort is made to resolve complaints informally; identifying, investigating and eliminating discrimination when found to exist.

III. **Data Collection.** Statistical data on race, color, national origin and sex of participants in, and beneficiaries of THE CITY OF RICHMOND HILL programs, e.g., relocates, impacted citizens, and affected communities, will be gathered and maintained for the department. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration.

IV. **Environmental Impact Statements.** Review Environmental Impact Statements/Assessments (EIS/EA) for Title VI and Environmental Justice compliance. Ensure that available census data and statistical data (race, color, sex, and national origin) of participants in, and beneficiaries of state highway programs, i.e., relocates, impacted citizens, and affected communities is included as a part of all EIS/EA for projects receiving Federal Highway Administration or other Federal assistance.

V. **Training Programs.** Conduct or facilitate training programs on Title VI issues and regulations for THE CITY OF RICHMOND HILL employees and facilitate Title VI training for appropriate contractors, and sub-recipients. A summary of training conducted will be reported in the annual update.

VI. **Title VI Plan Update.** Review and update THE CITY OF RICHMOND HILL's Title VI Plan reporting on any accomplishments and changes to the program occurring during the preceding year, and goals and objectives for the upcoming year. Present updated plan to the Division Director for approval; submit amended Plan to Federal Highway Administration (FHWA) in November of each year.

VII. **Annual Accomplishment Report.** Prepare an annual report of Title VI accomplishments and changes to the program in the preceding Federal fiscal year; identify goals and objectives for the upcoming year, as required; and submit by June 30 of each year.

Public Dissemination. Work with agency staff to develop and disseminate Title VI program information to staff, recipients, sub-recipients, including contractors, sub-contractors, consultants, and sub-consultants and beneficiaries, as well as the general public. Public dissemination may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual

publication of the agency's Title VI Policy Statement in newspaper(s) having a general circulation, and informational brochures. Ensure public service announcements or notices are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media; and, where appropriate, provide written or verbal information in languages other than English. Title VI information posters shall be prominently and publicly displayed in the City of Richmond Hill facility and on our website. The name of the Title VI Coordinator shall be available on the website, at www.richmondhill-ga.gov. Additional information relating to nondiscrimination obligation can be obtained from the City of Richmond Hill Coordinator.

Title VI information shall be disseminated to City of Richmond Hill employees annually via the Employee Handbook and Intranet webpage. This will remind employees of the City of Richmond Hill policy statement and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the City of Richmond Hill's expectations to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt.

VIII. **Maintain Legislative and Procedural Information.** Federal laws, rules and regulations, THE CITY OF RICHMOND HILL guidelines, the current CITY OF RICHMOND HILL Title VI Plan, Annual Accomplishment Reports, and other resource information pertaining to the implementation and administration of THE CITY OF RICHMOND HILL's Title VI program will be maintained and updated by the Title VI Coordinator. Information will be made available to the public as requested or required. Provide technical assistance to sub-recipients in the development of their Title VI Plan and assurances.

IX. **Reviews.** Conduct annual Title VI reviews of special emphasis program areas Construction, Contracts Administration, Consultant Design and Program Delivery, Strategic Development, Environment/Location, Planning, Urban Design, Bridge Design, Road and Airport Design, and Right of Way) to determine the effectiveness of program activities at all levels. Conduct Title VI reviews of cities, counties, consultant contractors, suppliers, universities, colleges, planning agencies, and other recipients of federal aid highway funds. Perform pre- grant and post-grant approval reviews of state programs and applicants for compliance with Title VI requirements; i.e., highway location, design and relocation, and persons seeking contracts with the state. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 90 days.

1. OFFICE OF PLANNING

The Office of Planning is responsible for developing long-range and short-range transportation plans to provide efficient transportation services for the State of Georgia. A comprehensive transportation planning process is used, which entails the monitoring and collection of varied data pertaining to transportation issues. The Office of Planning coordinates with cities and counties; seeks public involvement; provides technical support when needed; forecasts population and transportation trends that provide the basis for addressing current issues and explores future needs and options that could benefit the region. It also serves as a center for the collection, analysis, and dissemination of information vital to residents and governments in the state. THE CITY OF RICHMOND HILL's statewide and the metropolitan planning process shall encourage a cooperative, continuous framework for making transportation investment decision throughout Georgia and the Metropolitan Area.

The Office of Planning shall:

1. Mitigate for adverse impacts resulting from its project plans and programs by utilizing resources that will encourage effective public involvement/participating in the planning process by transportation stakeholders, ranging from freight community to environmental groups to the general public;

2. Provide opportunity for active involvement of Indian tribal government in statewide and metropolitan transportation planning and programming.

3. Be proactive and seriously consider input from minority groups/persons;

4. Will not implement projects that are inconsistent with nondiscrimination requirements which potentially could occur because the major area of impact by plans and programs is through the decision process which selects one or more planned improvements over other options,

5. During the planning process, collect and analyze data that reflects the metropolitan area and appropriately address:

    - Community boundaries.
    - Racial and ethnic makeup
    - Income levels, property taxes, etc.
    - Community services, schools, hospitals, shopping areas

6. Ensure a balanced view of the Social, Economic and Environmental effects and impacts identified and described by each project, program or activity by utilizing a systematic interdisciplinary approach which increases the likelihood that the overall decision-making process is sensitive to and addresses community impacts.

7. Make every effort to ensure minority and women-owned businesses have opportunities to bid on and undertake contracting opportunities for planning studies, corridor studies, or other work shall be provided to minorities and women.

Those changes reflected in the implementing rules 23 Code of Federal Regulations (CFR) 450, Subpart B, covering statewide planning and Subpart C, covering metropolitan planning shall be

observed. Additionally, 23 CFR 500 requiring Management and Monitoring Systems and 40 CFR 51 and 93, dealing with air quality conformity will be strictly construed.

Title VI Liaison's Responsibilities

The Planning Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the office's planning process. In addition, the Liaison will:

- Ensure all aspects of the planning and programming process operation comply with Title VI.
- Assist the Title VI Coordinator in gathering and organizing the Planning portion of the Annual Title VI Update Report.
- Review the Planning work program and other directives to ensure compliance with Title VI program requirements.
- Ensure equal opportunities for participation on any Citizens Advisory Committee (CAC) by reviewing information pertaining to their selection criteria for CAC members and obtaining information on membership makeup (race, gender, and position within the organization) for evaluation.
- Assist Title VI Coordinator with visits to CAC meetings as well as public meetings when offered in predominantly ethnic minority communities to verify the level of participation of Title VI protected group members. Collect data on gender, race, limited English proficient persons and national origin of public forum attendees.
- Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data.
- Develop a process for assessing the distributional effects of transportation investments in the region as part of actions on plan and programming documents.
- Continue to ensure participation by staff in roundtable meetings in predominantly minority communities to help guarantee all social, economic, and ethnic interest groups in the region are represented in the planning process.
- Prepare materials for distribution to local organizations/groups announcing the opportunity to provide comments.
- Disseminate information to the public on the processes used and findings of the analysis, in accordance with all agency public involvement procedures. This includes dissemination to groups representing minority media and ethnic/gender related organization, and the use of public comment periods and public hearings, interpreters, and materials in other languages, as needed.

ADDENDUM 1

THE CITY OF RICHMOND HILL Title VI Assurances

The City of Richmond Hill (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d—42 USC 2000d—4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program.

1. That the Recipient agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program and in adapted form in all proposals for negotiated agreements:

   "The City of Richmond Hill in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix 1 of this Assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix 2 of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

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

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

7. That the Recipient shall include the appropriate clauses set forth in Appendix 3 of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.

8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program, as are found by the State Secretary of Transportation or the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

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

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

Harold Fowler

Harold Fowler
Mayor

7-6-17

Date

Attachments: Appendices A, B and C.

APPENDIX A (of ADDENDUM 1)

The text below, in its entirety, is in all contracts entered into by THE CITY OF RICHMOND HILL. All of the text except the final section, entitled "Incorporation of Provisions," should be included in any contract entered into by any THE CITY OF RICHMOND HILL contractor.

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

1. **Compliance with Regulations**
   The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination**
   The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment**
   In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

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

5. **Sanctions for Noncompliance**
   In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the City of Richmond Hill shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

   a. Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
   b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as the City of Richmond Hill or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the City of Richmond Hill enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B (of ADDENDUM 1)

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.

Granting Clause

NOW, THEREFORE, The City of Richmond Hill—as authorized by law, and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon, in accordance with and in compliance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways; the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation; and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d-4)—does hereby remise, release, quitclaim, and convey unto the state of Georgia all the right, title, and interest of THE CITY OF RICHMOND HILL in and to said land described in Exhibit A attached hereto and made a part thereof.

Habendum Clause

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

The state of Georgia , in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree, as a covenant running with the land for itself, its successors and assigns, that (1) no person shall, on the grounds of race, color, sex, disability, national origin, age, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed*, (2) that the state of Georgia shall use the lands, and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the agency shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in, and become the absolute property of, THE CITY OF RICHMOND HILL and its assigns as such interest existed prior to this instruction.[1]

[1] Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

APPENDIX C (of ADDENDUM 1)

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by THE CITY OF RICHMOND HILL pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which a THE CITY OF RICHMOND HILL program or activity is extended, or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by THE CITY OF RICHMOND HILL pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant, and agree as a covenant running with the land, that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation— Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the [license, lease, permit, etc.] and to reenter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

*[Include in deeds subject to a reverter clause]

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the STATE and its assigns.

* Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

ADDENDUM 2

Nondiscrimination Complaint Procedures for Federally Assisted Programs or Activities

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 [including its Disadvantaged Business Enterprises (DBE) and Equal Employment Opportunity (EEO) components], Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by THE CITY OF RICHMOND HILL or its sub-recipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies include punitive damages or compensatory remuneration for the complainant.

However, every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution to the complaint. During initial interviews with the complainant and the respondent information regarding specifically requested relief and settlement opportunities will be discussed and noted.

Procedures

2. Any individual, group of individuals, or entity that believes they have been subjected to Discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with THE CITY OF RICHMOND HILL's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant and must meet the following requirements:

    a. Complaint shall be in writing and signed by the complainant(s) or his representative.
    b. Include complainant's name, address and telephone number, date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct). Should a third party write and sign the complaint on behalf of complainant, include that person's name, address, telephone number and his/her relationship to complainant. If complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the Title VI Coordinator will assist the complainant in converting the verbal allegations to writing.
    c. Provide the name of the alleged discriminatory institution, official, job title and a description of the issues, including names of witnesses or anyone who can clarify the circumstances surrounding your complaint.
    d. Complaints received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been

established. Otherwise, Title VI complaints may be mailed or hand delivered to THE CITY OF RICHMOND HILL's EEO Office for processing.

e. Allegations received by telephone will be reduced to writing and provided to the complainant for additional information and/or revision. A Title VI complaint form will subsequently be forwarded to the complainant for him/her to complete, sign, and return to the Title VI Coordinator for processing.

3. Within five (5) days of receipt of the complaint, the Title VI Coordinator will mail an acknowledgement letter to complainant and forward a copy of the letter and the complaint to FHWA HCR. A determination of THE CITY OF RICHMOND HILL's jurisdiction, need for additional information, as well as the investigative merit of the complaint will be made by the FHWA HCR. Federal Highway Administration's Headquarter Civil Rights Office shall assign a control number and adjudicate the case upon receipt of the completed investigative file. Complaints processed by THE CITY OF RICHMOND HILL are bound by the time frames outlined in 23 CFR 200.9(b)(3).

4. A complaint may be dismissed for the following reasons:

   a. The complainant requests the withdrawal of the complaint.
   b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
   c. The complainant cannot be located after reasonable attempts.

5. The complaint will be logged in and shall identify its basis and alleged harm along with the race, color, national origin, and gender of the complainant.

6. In cases where THE CITY OF RICHMOND HILL assumes the investigation of the complaint, the Title VI Coordinator will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days to submit his/her response to the allegations to the Title VI Coordinator.

7. Within 60 calendar days of the acceptance of the complaint, the Title VI Investigator will prepare an investigative report inclusive of a narrative description of the incident, all evidentiary support documentation from each party, identification of persons interviewed, findings, and recommendations for disposition for review by the EEO Assistant Administrator before submitting the file to FHWA HCR.

8. Once review by the EEO Assistance Administrator is complete, the file will be submitted to FHWA HCR in Washington DC for adjudication. FHWA HCR will apprise all parties involved of its record of decision and appeal rights.

9. If the complainant is not satisfied with the results of the investigation, s/he shall be advised of their rights to appeal THE CITY OF RICHMOND HILL's opinion to the FHWA — Georgia Division Office, USDOT or USDOJ. Appeals must be filed within 180 days after THE CITY OF RICHMOND HILL's final resolution. Unless new facts not previously considered come to light, reconsideration of THE CITY OF RICHMOND HILL's opinion will not be available.

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5. In cases where THE CITY OF RICHMOND HILL assumes the investigation of the complaint, the Title VI Coordinator will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days to submit his/her response to the allegations to the Title VI Coordinator.

6. Within 60 calendar days of the acceptance of the complaint, the Title VI Investigator will prepare an investigative report inclusive of a narrative description of the incident, all evidentiary support documentation from each party, identification of persons interviewed, findings, and recommendations for disposition for review by the EEO Assistant Administrator before submitting the file to FHWA HCR.

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The City of Richmond Hill

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of 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."

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know. Complete and return this form to: Ms. Pam Pendrak, Title VI Coordinator, The City of Richmond Hill, PO Box 250, Richmond Hill, GA 31324

1. Complainant's Name _____

2. Address _____

3. City, State and Zip Code _____

4. Telephone Number (home) _____ (business) _____

5. Person discriminated against (if someone other than the complainant)

   Name _____

   Address _____

   City, State and Zip Code _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:
   a. Race/Color _____
   b. National Origin _____
   c. Other _____

7. What date did the alleged discrimination take place? _____

8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

   _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

9. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? _____ Yes _____ No
   If yes, check all that apply:
   _____Federal agency _____ Federal court _____State agency _____State court
   _____Local agency

10. Please provide information about a contact person at the agency/court where the complaint was filed.
    Name_____
    Address_____
    City, State, and Zip Code _____
    Telephone Number _____

11. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

_____ _____

Complainant's Signature Date

ADDENDUM 3

Notice to Public

Title VI Notice to the Public

U.S. Department of Justice regulations, 28 Code of Federal Regulations, Section 42.405, Public Dissemination of Title VI Information, require recipients of Federal financial assistance to publish or broadcast program information in the news media. Advertisements must state that the program is an equal opportunity program and/or indicate that Federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by the program. Following is the public notice used by the City of Richmond Hill.

City of Richmond Hill hereby gives public notice that it is the policy of the Department to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statues and regulations in all programs and activities. It is our policy that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of or be otherwise subjected to discrimination under any of our programs or activities.

Any person who believes they have been subjected to unlawful discriminatory practice under Title VI has a right to file a formal complaint. The complaint must be filed in writing or in person with the City of Richmond Hill, Title VI Coordinator, within one hundred-eighty (180) days from: the date of the alleged discriminatory act or upon notice of the discriminatory act. Title VI Discrimination Complaint Forms may be obtained from the Equal Opportunity Division by calling (404) 631-1280

CITY OF RICHMOND HILL

Title VI Compliance Questionnaire for Local Agencies

Local Agency: _____
Date: _____
Name/Title: _____

I. Administration

A. Staff Composition and Program Administration

1. Provide breakdown of your administrative staff by race, color, national origin, sex, and their positions.

2. How many federally funded projects have you managed during the last two years? Dollar amount?

3. Have you designated an EEO Officer or Title VI Coordinator? Provide name and time in the position.

4. Do you have a Title VI Policy, Assurances and Plan in place? Provide proof of public dissemination of your Title VI policy.

B. Complaint Procedure

1. Do you have a Title VI complaint procedure for external discrimination complaints? If so, please provide a copy. To what extent is the community aware of it?

2. Have you received any Title VI related complaints during the past two years? If so, how many? What were the outcomes? Where there any Title VI complaint lodged by beneficiaries or participants? If so, explain the issues involved.

3. Do you have a Title VI Notice to Public? If so, please provide copy.

C. Training

1. Has your staff received any training (formal or informal) regarding Title VI?

2. Are you considering scheduling Title VI training sometime soon? If so, when and who will present it?

II. Planning Activities

A. Public Involvement

1. Are minority members of the community invited to participate in public hearings? How do you go about doing that?

2. Were accessible location, adequate time, and translation services considered or provided during the coordination of hearings?

3. Is the Hearing Coordinator keeping records in attendance? Is the information broken down by race, color, national origin, and sex (by visual identification)?

4. Have planning manuals, directives, guidelines, and policies been reviewed for Title VI compliance purposes?

III. Consultant Contracts Activities

1. Are Title VI assurances and provisions included on consultant contracts?

2. Are DBE goals being included and met for consultant contracts? If not, what provisions have been taken to meet them?

3. Have directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes?

IV. Design/Environmental Activities

1. Are minority members of the community invited to participate in public hearings? How do you go about doing that?

2. Are accessibility of locations, adequate time, and translation services considered during the coordination of hearings? Was any other effort made to promote maximum attendance by those affected by the project, including member of minority communities?

3. Is the Hearing Coordinator keeping records in attendance? Is the information broken down by race, color, national origin, sex, (by visual identification)?

4. Have location and design manuals, directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes?

5. Is statistical data being collected on race, color, national origin, and sex on communities affected by a construction project?

V. Right of Way Activities

1. Are DBE goals for real estate appraisers being met? If not, what provisions have been taken to help reach these goals?

2. Is Title VI language being incorporated in all acquisition, negotiation, property management communications, and contracts?

3. Are Title VI language and assurance statements being included in all surveys for property owners and tenants after the conclusion of all business?

4. Are all values and communications associated with appraisals conducted in an equitable fashion?

5. Do deeds, permits, and leases contain Title VI compliance clauses?

6. Is statistical data being gathered on race, color, national origin, and sex for all relocatees?

VI. Construction and Maintenance Activities

1. Are contractor selection procedures been reviewed to determine uniformity in their application to minority and nonminority contractors?

2. Are minority contractors and subcontractors being informed about contracting opportunities with your organization?

3. Are construction rules and regulations being applied in an equitable fashion? Have you received any complaints within the last two years?

4. Are Title VI assurances being included in all contracts, subcontracts, and material supply agreements?

CITY OF RICHMOND HILL

Title VI Compliance Questionnaire for Planning Organizations

MPO/RDC: _____
Date: _____
Name/Title: _____

I. Administration

A. Staff Composition and Program Administration

1. Provide breakdown of the administrative staff by position, race, color, gender, and national origin. Include organizational chart.

2. Provide makeup of the planning organization's Board of Directors by race, color, gender or national origin. Identify the voting members.

3. Describe the various programs administered by the planning organization and their funding sources.

4. Does the planning organization have an Affirmative Action Plan with respect to employment?

B. Complaint Procedure

1. Do you have a Title VI complaint procedure? To what extent is the community made aware of it?

2. Have you received any Title VI related complaints during the past two years? How many? Outcome? Any Title VI complaint lodged by beneficiaries or participants? Explain issues involved.
3. Provide copy of your complaint procedure and proof of public dissemination of Title VI policy.

C. Training

1. Has your staff received any training (formal or informal) regarding Title VI of the Civil Rights Act of 1964?

2. Are you considering scheduling Title VI training sometime soon? If so, when and who will present it?

II. Planning Process

A. Public Involvement

1. To what extent citizen participation has been provided in the transportation planning process? Any policy in that regard? Explain.

2. Citizen Advisory Committees: How are the members selected? For how long? What is their make up in terms of race, color, national origin, sex, and position?

3. Are organizations representing minorities/disadvantaged individuals made aware of planning processes and offered the opportunity to provide input? How?

4. How are the needs of the minorities/disadvantaged persons addressed during the planning process?

5. What statistics are kept on beneficiaries of services or programs by race, religion, color, and sex?

B. Hearings

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

2. Are minority group concerns addressed in a timely manner? Explain process.
3. Are public meeting announcements made available in languages other than English, according to the affected minority population(s)?

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

C. Procurement of Contracts

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

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

3. Do you keep record of DBE firms during the RFP process? Provide list.

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

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

6. Provide the number, dollar value(s), and type of contract(s) used by the planning organization during the last two fiscal years. Identify contractors by race, color, national origin, and sex.

7. How many federally funded projects did you manage during the last fiscal year? Provide dollar amount for each one of them. How much of that money went to consultant contracts? DBEs?

D. Environmental Impact

1. Are minority members of the community invited to participate in public hearings pertaining to environmental issues? Are you keeping statistics on public hearing participation by race, color, national origin, and sex? Please present proof.

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

3. Are those environmental issues discussed with the affected community during public hearings? Have special provisions such as language interpreters been provided during public meetings?

4. Are these efforts documented? If so, please provide documentation.

5. Could you list the major transportation projects planned or executed during the last two years where social, environmental, economic, or demographic adverse impacts were identified? To what extent did Title VI issues appear as a consequence of a project? Describe.

RICHMOND HILL
GEORGIA

Title VI Self-Survey: 2017/2018 Year

Survey Date: June 30, 2017

Name of Program/Grant: _____

Summary of Complaints:

Number of complaints for the past year: Ø

Number of complaints voluntarily resolved: Ø

Number of complaints currently unresolved: Ø

Attach a summary of any type of complaint and provide:

- Name of complainant
- Race
- Charge
- Findings
- Corrective Action
- Identify any policy/procedure changes required as a result of the complaint
- Provide the date history (date complaint received through resolution)

Distribution of Title VI information:

Are new employees made aware of Title VI responsibilities pertaining to their specific duties?

Yes X No _____

Do new employees receive this information via employee orientation?

Yes X No _____

Is Title VI information provided to all employees and program applicants?

Yes X No _____

Is Title VI information prominently displayed in the organization and on any program materials distributed?

Yes X No _____

RICHMOND HILL
GEORGIA

Identify any improvements you plan to implement before the next self-survey to better support Title VI communication to employees and program applicants.

N/A

Identify any problems encountered with Title VI compliance.

N/A

Signature: Pamela Pendrall

Title: HR Director

Date: June 30, 2017

Return to: Georgia Department of Transportation
Equal Employment Opportunity Division
No. 2 Capitol Square S.W., Room 142
Atlanta, GA 30334-1002
Phone: 404-631-1280
Fax: 404-631-1943
Attention: Carol Barnett