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**Goals for FY 2022**

- Division of Administration
- Division of Aviation, Fiscal & Asset Management, and Policy
- Division of Communications & Public Affairs
- Division of Innovative Technologies
- Division of Planning and Development
- Division of Program & Project Management
- Division of Safety
- Bureau of Construction and Materials
- Bureau of Local Projects
- Bureau of Maintenance
- Bureau of Research
- Bureau of Right of Way
- Bureau of Road Design
- Bureau of Structures & Geotechnical Services
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- Office of Civil Rights Compliance

**ADA/Section 504**

- Program Update

**LEP Activity Report**
Kansas Department of Transportation

August 24, 2021

MEMORANDUM TO: STATE TRANSPORTATION ENGINEER
                CHIEF COUNSEL
                INSPECTOR GENERAL
                DIVISION DIRECTORS
                BUREAU CHIEFS
                OFFICE HEADS
                DISTRICT ENGINEERS
                TITLE VI COORDINATORS

REGARDING TITLE VI/NONDISCRIMINATION POLICY

It is the policy of the Kansas Department of Transportation to assure full compliance with Title VI/Nondiscrimination of the Civil Rights Acts of 1964. This policy has been incorporated into the Title VI/Nondiscrimination assurances, executed by the Department of Transportation in connection with all Federal-Aid Programs including Federal Highway Administration, Federal Transit Administration and Federal Aviation Administration.

Title VI ensures that no person 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 administered by the Kansas Department of Transportation.

Subsequent nondiscrimination authorities and directives also ensure that no person or group of persons shall, on the grounds of age, disability, sex, low income, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by the Kansas Department of Transportation.

To ensure that all Title VI/Nondiscrimination requirements are met, all management personnel shall make every effort to identify and eliminate discrimination which may occur in any program or activity of the department; and implement policies and procedures to ensure compliance with Title VI/Nondiscrimination requirements.

Julie L. Lorenz
Secretary of Transportation
Director of Kansas Turnpike Authority
## KDOT Title VI Coordinators

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>KDOT Title VI Specialist Office of Civil Rights</td>
<td>Deb Dillner</td>
<td>(785) 296-6677</td>
<td><a href="mailto:deb.dillner@ks.gov">deb.dillner@ks.gov</a></td>
</tr>
<tr>
<td>Division of Administration</td>
<td>Jessica Mills</td>
<td>(785) 296-1841</td>
<td><a href="mailto:jessica.mills@ks.gov">jessica.mills@ks.gov</a></td>
</tr>
<tr>
<td>Division of Aviation/Fiscal &amp; Asset Management/Policy</td>
<td>Leah Hubbard</td>
<td>(785) 296-2669</td>
<td><a href="mailto:leah.g.hubbard@ks.gov">leah.g.hubbard@ks.gov</a></td>
</tr>
<tr>
<td>Division of Communications &amp; Public Relations</td>
<td>Ann Melton</td>
<td>(785) 409-2190</td>
<td><a href="mailto:ann.melton@ks.gov">ann.melton@ks.gov</a></td>
</tr>
<tr>
<td>Division of Innovative Technologies</td>
<td>Matt Stormer</td>
<td>(785) 296-0937</td>
<td><a href="mailto:matt.stormer@ks.gov">matt.stormer@ks.gov</a></td>
</tr>
<tr>
<td>Division of Planning &amp; Development</td>
<td>Allison Smith</td>
<td>(785) 296-0341</td>
<td><a href="mailto:allison.smith@ks.gov">allison.smith@ks.gov</a></td>
</tr>
<tr>
<td>Division of Program &amp; Project Management</td>
<td>Kris Norton</td>
<td>(785) 368-6429</td>
<td><a href="mailto:kris.norton@ks.gov">kris.norton@ks.gov</a></td>
</tr>
<tr>
<td>Division of Safety</td>
<td>Tammi Clark</td>
<td>(785) 296-8164</td>
<td><a href="mailto:tammi.clark@ks.gov">tammi.clark@ks.gov</a></td>
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<tr>
<td>Bureau of Construction &amp; Materials</td>
<td>Blair Heptig</td>
<td>(785) 296-1196</td>
<td><a href="mailto:blair.heptig@ks.gov">blair.heptig@ks.gov</a></td>
</tr>
<tr>
<td>Bureau of Local Projects</td>
<td>Mike Stringer</td>
<td>(785) 296-3784</td>
<td><a href="mailto:michael.stringer@ks.gov">michael.stringer@ks.gov</a></td>
</tr>
<tr>
<td>Bureau of Maintenance</td>
<td>Clay Adams</td>
<td>(785) 296-3233</td>
<td><a href="mailto:clay.adams@ks.gov">clay.adams@ks.gov</a></td>
</tr>
<tr>
<td>Bureau of Research</td>
<td>Sally Mayer</td>
<td>(785) 291-3843</td>
<td><a href="mailto:sally.mayer@ks.gov">sally.mayer@ks.gov</a></td>
</tr>
<tr>
<td>Bureau of Right of Way</td>
<td>Polly Jones</td>
<td>(785) 296-6941</td>
<td><a href="mailto:polly.jones@ks.gov">polly.jones@ks.gov</a></td>
</tr>
<tr>
<td>Bureau of Road Design</td>
<td>Steve Rockers</td>
<td>(785) 296-1004</td>
<td><a href="mailto:steve.rockers@ks.gov">steve.rockers@ks.gov</a></td>
</tr>
<tr>
<td>Bureau of Structures &amp; Geotechnical Services</td>
<td>Dominique Shannon</td>
<td>(785) 296-3347</td>
<td><a href="mailto:dominique.shannon@ks.gov">dominique.shannon@ks.gov</a></td>
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<tr>
<td>District 1</td>
<td>Michelle Anschutz</td>
<td>(785) 296-0311</td>
<td><a href="mailto:michelle.anschutz@ks.gov">michelle.anschutz@ks.gov</a></td>
</tr>
<tr>
<td>District 2</td>
<td>Jaci Novak</td>
<td>(785) 823-3754</td>
<td><a href="mailto:jaci.novak@ks.gov">jaci.novak@ks.gov</a></td>
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<tr>
<td>District 3</td>
<td>Rob Percival</td>
<td>(785) 877-3315</td>
<td><a href="mailto:rob.percival@ks.gov">rob.percival@ks.gov</a></td>
</tr>
<tr>
<td>District 4</td>
<td>Kristy Kelley</td>
<td>(620) 431-1000</td>
<td><a href="mailto:kristy.kelley@ks.gov">kristy.kelley@ks.gov</a></td>
</tr>
<tr>
<td>District 5</td>
<td>Susan Turner</td>
<td>(316) 744-1271</td>
<td><a href="mailto:susan.turner@ks.gov">susan.turner@ks.gov</a></td>
</tr>
<tr>
<td>District 6</td>
<td>Lisa Knoll</td>
<td>(620) 276-3241</td>
<td><a href="mailto:lisa.knoll@ks.gov">lisa.knoll@ks.gov</a></td>
</tr>
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Revised January 7, 2021
TITLE VI/NONDISCRIMINATION
ACCOMPLISHMENT REPORTS
FOR FY 2021
Fiscal 2021 Title VI/Nondiscrimination Accomplishments  
Division of Administration

Goal Statement 1:

Jessica Mills, Employment Officer/Diversity Recruiter will continue in the capacity of Title VI Coordinator. She will continue to become more versed in Title VI by attending Title VI Coordinator meetings, attending webinars relating to topics covering Title VI issues and reviewing articles and publications on Title VI matters.

2021 Achievement:

Jessica Mills reviewed the Title VI requirements and learned more about the program through training, meetings, and materials available online. Jessica Mills attends quarterly Title VI Coordinators meetings with information and discussion to enhance coordinator’s knowledge of Title VI.

Goal Statement 2:

During FY 2021 the KDOT Office of Information Technology (OITS) will continue to audit KDOT websites to identify content not in compliance with 508 accessibility standards.

OITS will continue to follow 508 accessibility standards in our new additions to content to the KDOT web site. OITS will continue to run all KDOT websites through monthly accessibility management audits. Those sites that are not in compliance with 508 accessibility standards will be asked to correct the issues.

2021 Achievement:

The activities of OITS are ongoing. We continue to meet our goals for FY 2021 with 97% compliance with accessibility standards. We will continue to audit the sites previously reported while working towards 100% compliance. OITS will continue to work on increasing web presence while coordinating our activities with State of Kansas Accessibility Coordinator, Cole Robison.

Goal Statement 3:

The Bureau of Personnel Services (BPS) Organizational Development Unit (ODU) will continue to train employees with courses focusing on the Mission,
Vision, and Values of the agency as well as increasing cultural sensitivity and awareness and the importance of diversity in the workplace.

The goal for the Organization Development Unit is to continue to provide excellent customer service to all they serve in all aspects of training.

2021 Achievement:

The Bureau of Human Resources, Organizational Development Unit (ODU), has offered 71 courses focusing on the Mission, Vision and Values of the agency as well as increasing cultural sensitivity, awareness, and the importance of diversity in the workplace and the entire agency. There were 34 Instructor Led Courses and 37 Online Courses. Of the total courses, 6505 employees attended these trainings in FY 2020. The ODU has developed 1 new Instructor Led Courses and 7 online trainings this fiscal year that relate to diversity in the workplace to start offering more sessions in FY 2022.

The Organizational Development Unit is to continue to provide excellent customer service in all we serve in all aspects of training.

Goal Statement 4:

Facilities Management: Ergonomic recommendations and ADA requests involving structural modifications and/or cubicle reconfigurations will continue to be addressed on an as-needed basis. It is paramount that valid requests are addressed in a timely fashion.

Multi-Media: Updates can and will be made to the online Spanish vocabulary training module for the Bureau of Personnel Services as needed.

Additionally, the Office of Support Services will continue to make its service available to those in need of printing, graphics, and replacement and/or amendments to all Limited English Proficiency (LEP) compliant materials as needed.

2021 Achievement:

No ADA requests were received during FY 2021 as most employees were working from home.

Goal Statement 5:

Jessica Mills, as Diversity Recruiter, will attend job fairs targeting diverse populations. In addition, she will continue outreach efforts with high school
students to educate students about future careers with KDOT, including the Multicultural Youth Internship Program and JAG.

The Employment Officer/Diversity Recruiter will partner with the Office of Support Services to update handouts, marketing & recruitment materials, and tabletop displays.

2021 Achievement:

Jessica Mills attended virtual job fairs while State of Kansas business was remote. In addition, several high school students were recruited to work within the Bureau of Human Resources and other bureaus throughout KDOT providing them an opportunity to work and receive hands on job experience.

The Office of Support Services was available for requests to update handouts and recruitment materials and tabletop displays for events or meetings.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Division of Aviation, Fiscal & Asset Management, and Policy

Goal Statement 1:

Leah Hubbard, Executive Office Administrator will be assigned to the capacity of Title VI Coordinator. She will become versed in Title VI by attending Title VI Coordinator meetings, attending webinars relating to topics covering Title VI issues and reviewing articles and publications on Title VI matters.

2021 Achievement:

Leah Hubbard was assigned the as the Title VI Coordinator and reviewed the Title VI requirements and learned more about the program through meetings and materials available online.

Aviation

The Division of Aviation complies with Title VI requirements in programs overseen by the Division. Some examples are listed below.

- Information about planned projects and opportunities are made accessible to all parties and stakeholders across the state
- Compliance with the Americans with Disabilities Act (ADA) is ensured for digital online products to assure maximum access to all potential participants
- All Division acquisition, procurement and DBE activities are executed through other offices that maintain accountability to meet Title VI requirements

KDOT requires the following Title VI-related courses to be completed annually:

- Respecting Others in the Workplace
- OUCH, That Stereotype Hurts
- Anti-Harassment

Goal Statement 1:

Demonstrate inclusiveness in daily operational interaction.

2021 Achievement:

Utilized staff meeting time to review KDOT policy prohibiting discrimination; and conducted all division group activities in a manner that include every age, race, sex, and national origin represented by Division personnel.
Goal Statement 2:

Division of Aviation will partner with the Office of Support Services to update recruiting materials that elevate the quality of the team through diversity.

2021 Achievement:

Hiring process and task assignments aligned to individual skills and strengths.

Fiscal & Asset Management

Goal Statement 1:

The Division of Fiscal & Asset Management will continue to train employees with courses focusing on the Mission, Vision, and Values of the agency as well as increasing cultural sensitivity and awareness and the importance of diversity in the workplace. Employees will be encouraged to attend either an Instructor Led Course or an online course available to employees in the KDOT Learning Center.

2021 Achievement:

As with so many things, the COVID-19 pandemic prevented in person trainings and meetings. Employees participated in virtual trainings as possible.

Goal Statement 2:

All of the Divisions/Offices that report to Lindsey Douglas could attend an agency provided learning opportunity about the basics of Title VI. This could be materials or online opportunities.

2021 Achievement:

This was postponed due to COVID-19.

Goal Statement 3:

Make sure that the Division’s Title VI contact is able to attend relevant trainings, so they are “up-to-date” on the topic.

2021 Achievement:

Leah Hubbard attended the quarterly Title VI Coordinator meetings and trainings as possible.
Office of Policy

Goal Statement 1:

Discuss Title VI topics and Title VI goals at Division staff meetings.

2021 Achievement:

Title VI topics were discussed at Division staff meetings.

Goal Statement 2:

Continue to educate Division personnel on the requirements of Title VI and pursue available training opportunities.

2021 Achievement:

Title VI training opportunities were shared with Division personnel and attended as possible.
Goal Statement 1:

Avoid, minimize, or mitigate disproportionately high and adverse effects on minority and low-income populations.

2021 Achievement:

Make sure all public involvement plans address affected communities, protected populations, and Limited English Proficiency (LEP) populations.

Goal Statement 2:

Ensure full and fair participation by all potentially affected communities in the transportation decision-making process.

2021 Achievement:

Make sure all public involvement materials are available in alternate formats and translated to appropriate languages that require special accommodations.

Goal Statement 3:

Continue using public involvement efforts to support Title VI efforts while trying to balance public impacts, safety, design, costs, and the overall benefit on a regional or state level.

2021 Achievement:

Provide oversight on public involvement process and monitor KDOT staff, contractors, and consultants to determine if appropriate Title VI procedures are followed and adequately documented on all federally funded transportation projects.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Division of Innovative Technologies

Goal Statement 1:

The Division Title VI Coordinator will attend training courses to learn and understand Title VI requirements and effective enforcement techniques for compliance.

2021 Achievement:

The Division Title VI Coordinator attended quarterly Title VI meetings in FY 2021.

Goal Statement 2:

The Division Title VI Coordinator will review existing procedures and ensure administrative, project, and contractual processes comply with Title VI requirements.

2021 Achievement:

The Division Title VI Coordinator reviewed existing procedures to ensure current compliance.
The work of the Division of Planning and Development encompasses a wide range of activities and programs. The range of work includes traffic data collection and reporting, traffic safety and outreach activities, geographic information services (mapping), bicycle/pedestrian activities, traffic engineering, public transit, and metropolitan transportation planning. Title VI considerations are integrated into these activities as appropriate and in accordance with KDOT’s Title VI Program. Additional involvement with the metropolitan planning organizations (MPOs) in the state, as it relates to Title VI compliance, is coordinated through the Comprehensive Transportation Planning Unit (CTPU).

Overall, the Division has made progress in meeting the goals set forth for state fiscal year (SFY) 2021. Much of the Title VI related work, however, is ongoing in nature and details of the Division’s progress towards meeting our established goals are detailed below. During the year, the ongoing COVID-19 pandemic played a role in slowing the progress towards meeting these goals.

**Staff Development and Training**

Staff development and training is at the core of our Division’s goals on an annual basis. This allows staff to gain knowledge that will assist in implementing the principles of Title VI into our internal planning processes as well as enhancing our ability to serve as valuable partners in statewide and regional planning processes. A list can be found directly below outlining Title VI related training opportunities that Division staff members have participated in over the course of the last state fiscal year:

- The Division Title VI Coordinator from the CTPU participated in Title VI Coordinator meetings held by the Office of Civil Rights Compliance.
- Several Division staff members participated in two agency required trainings: Respecting Others in the Workplace (new employee course and refresher course) and OUCH! That Stereotype Hurts.
- The Division Title VI Coordinator and Comprehensive Transportation Planning Staff participated in online trainings as they became available. Among the trainings: Disability Rights are Civil Rights, Best Practices for Incorporating Equity into Performance Based Processes, Transportation and Equity Webinar Series (with 2 other CPTU Staff), and Environmental Justice During Covid 19, Identifying and Addressing Barriers to Physical Activity in the Black Community.
- Throughout the year, the Public Transit Manager participated in meetings of the Kansas Commission on Disability Concerns (KCDC). This staff member serves as the Secretary’s representative on the Commission.
LEP Activity Report– September 2021

Within the Bureau of Transportation Safety, KDOT worked through the Kansas Traffic Safety Resource Office (KTSRO) to promote outreach programs to Spanish speaking audiences. Outreach this year was through brochures in English/Spanish, participation in various health and safety fairs and events across the state, and ads on Spanish TV and radio during safety media campaigns in Wichita. KTSRO provides a Spanish speaking employee to answer any calls or emails from the community.

Within the Division there have not been any direct requests for translations of written materials or interpretative services required.

Goal Statement 1:

To obtain training for Division Title VI Coordinator and additional staff members in the Division of Planning and Development as appropriate. This will include Division staff continuing to utilize the KDOT Learning Center to complete required trainings such as Respecting Others in the Workplace and OUCH! That Stereotype Hurts as well as online webinars and training opportunities.

2021 Achievement:

The Division Title VI Coordinator and additional Division staff members took advantage of Title VI related training opportunities that were available internal to the agency and via online. Please see the list of activities above in the Staff Development and Training section.

Goal Statement 2:

To ensure that KDOT’s Title VI brochure is made available at public meetings such as Local Consult, Transit Asset Management Plan meetings, and corridor planning meetings which are conducted by the Division of Planning and Development or in conjunction with other areas of the agency.

2021 Achievement:

Affected by the ongoing pandemic conditions and need to maintain safety protocols for the public and staff, most public meetings were conducted this year via virtual format and as such, KDOT’s Title VI brochures were available online for public access.
Goal Statement 3:

To continue to encourage Division staff, particularly within the Bureau of Transportation Safety and Technology (BTST), to attend internal and external courses that pertain to ADA and implementation of ADA requirements.

2021 Achievement:

Additional training for staff in BTST did not occur in 2021. This goal will not carry forward into 2022 as the new Bureau of Transportation Safety would not attend these types of trainings as they are related to ADA compliance in the built environment. The staff involved in the design of the built environment are now housed within the Division of Engineering and Design.

Goal Statement 4:

To assist new 5310/5311 demand response transit providers, as subrecipients of federal funds, in developing compliant Title VI programs and to assist all FTA funding recipients with the implementation of their approved Title VI Programs as appropriate.

2021 Achievement:

As part of our 5310/5311 application process, new providers who applied for operating and/or capital funds submitted their Title VI plans to KDOT staff who then analyzed each plan and confirmed the contents included all required elements.

Goal Statement 5:

To provide a Division wide learning opportunity about the basics of Title VI. This could include the development of an educational handout, brief training at a Division event, or other to be determined form of outreach.

2021 Achievement:

Due to limited opportunities for outreach to the Division that resulted from COVID-19 changes, this goal will be carried over to 2022 for continued work.

Goal Statement 6:

To continue assessing the need for any Title VI/DBE related changes during regularly scheduled updates of the Public Transit Policy Manual. This update is conducted by the Office of Public Transportation in the Bureau of Transportation Planning.
2021 Achievement:

KDOT Public Transit Staff continued to revise the Policy Manual based on the latest guidance shared with KDOT by the FTA. Staff also keeps public transit agencies aware of changes through updates during Coordinated Transit District (CTD) quarterly meetings and other statewide communication throughout the year.

Goal Statement 7:

To perform outreach to the Spanish speaking residents/communities across the state by working through the staff of Traffic Safety Section in the Bureau of Traffic Safety and Technology and the Kansas Traffic Safety Resource Office (KTSRO).

2021 Achievement:

The KTSRO has a Spanish-speaking staff member to meet any Spanish communication needs that are presented. Additionally, KTSRO provides Spanish-language versions of the education materials (i.e., pamphlets, brochures).
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Division of Program & Project Management

Included in the Divisions responsibilities is to manage the KDOT IKE Program PMC; (Program Manager Consultant). The PMC manages a portion of highway design projects and consultants to assist KDOT with the successful delivery of the IKE Program. The 2021 Title VI Accomplishments for the Division of Program and Project Management are listed herein.

Goal Statement 1:
The Division of Program & Project Management will appoint a Title VI Coordinator.

2021 Achievement:
Kris Norton, PMC Coordinating Engineer with the Division of Program & Project Management was appointed as the Division’s Title VI Coordinator.

Goal Statement 2:
Eliminate, reduce, and/or mitigate adverse impacts on protected group communities, businesses, and individuals through open disclosure at public meetings and in studies prior to design.

2021 Achievement:
PMC managed public meetings were conducted. See table 1 below:

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Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Division of Safety

Goal Statement 1:

The Division of Safety will appoint a Title VI Coordinator.

2021 Achievement:

Tammi Clark, Industrial Hygienist with the Division of Safety was appointed as the Division’s Title VI Coordinator.

Goal Statement 2:

To attend the KDOT Title VI Coordinators quarterly meetings to learn and become more familiar with Title VI.

2021 Achievement:

Tammi Clark attended several training classes and teams’ meetings. Some of the involvement was limited due to COVID-19.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Bureau of Construction & Materials

The Bureau of Construction & Materials complies with Title VI requirements in programs overseen by the bureau. Some examples are listed below.

- Information about planned projects is made accessible to all parties.
- Title VI provisions are incorporated into construction contracts.
- Bureau personnel work closely with the Office of Civil Rights Compliance to administer Disadvantaged Business Enterprise (DBE) program.
- Compliance with the Americans with Disabilities Act (ADA) is ensured on 1R projects.

The 2021 Title VI goals and accomplishments for the Bureau of Construction & Materials are shown below.

**Goal Statement 1:**

Discuss Title VI topics and Title VI goals at all bureau staff meetings.

**2021 Achievement:**

Blair Heptig participated in most of the Title VI coordinator meetings. Even though bureau staff meetings were not held the past year due to COVID-19, discussion topics from the Title VI coordinator meetings and 2021 Title VI/nondiscrimination goals were discussed with management personnel in the bureau.

**Goal Statement 2:**

Continue to educate bureau personnel on the requirements of Title VI and pursue available training opportunities.

**2021 Achievement:**

Blair Heptig participated in the "Breaking Racial Barriers in the Hair Industry" diversity training for KDOT. Information from this training was discussed with bureau personnel.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Bureau of Local Projects

On most projects administered by our office the Title VI compliance is managed by the appropriate KDOT construction office. Seven cities have been approved to administer their own projects, including letting and contract administration. Our office provides a quality assurance level oversight of these projects that includes confirmation of compliance with Title VI programs.

Goal Statement 1:

Continue providing oversight on locally administered projects that includes monitoring of contractor and local agency activities to determine if appropriate Title VI procedures are followed and adequately documented.

2021 Achievement:

A. Review bid documents to confirm that appropriate specifications are included to comply with Title VI prior to providing approval to the LPA to advertise the project.

B. Reconfirm that the appropriate specifications are included in the contract documents and all applicable certifications by the contractor have been made prior to giving the LPA authority to award the contract.

C. Bureau of Local Projects staff coordinate with the KDOT Office of Civil Rights Compliance staff to confirm that appropriate work has been provided to approved Disadvantaged Business Enterprise (DBE) contractors prior to giving the LPA authority to award the contract.

D. Track receipt of prompt-pay documentation from the LPAs for all LPA-administered projects to document each DBE payment. Verify that information is correct. This is required prior to reimbursing local agency.

E. Verify through “end of project” affidavit from the LPAs and payment confirmation documentation from the DBEs to certify complete and final payments.

Staff Development and Training:

Ongoing training/learning has taken place as a result of coordination and discussion with FHWA Division staff and participation in their reviews of our programs.
Goal Statement 1:

To ensure that as new buildings are constructed and existing buildings remodeled or modernized, that the requirements of the ADA and ADA Amendments Act are taken into consideration during the design and construction phases of the project.

2021 Achievement:

In FY 2021, KDOT replaced three Sub-Area Shops located in Topeka/Gage, Lakin, and Smith Center. The District Shop in Salina underwent a remodeling project this year and the Homewood Safety Rest Area modernization project was completed. Work is in process on three Sub-Area Shops located in Manhattan, Clay Center and Erie. All work was designed and constructed with the requirements of the ADA taken into consideration.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Bureau of Research

Research, development, technology transfer, and implementation activities administered by the Bureau of Research, including Local Technical Assistance Program (LTAP), Kansas Transportation Research, New-Developments (K-TRAN), Ad Hoc, and other in-house research projects comply with Title VI requirements.

Goal Statement 1:

Ensure all K-TRAN projects and other research contracts have required language to encourage minority and female participation.

2021 Achievement:

The Bureau of Research continues to include language requiring compliance with applicable provisions of the KDOT Title VI / Nondiscrimination Program in all contracts administered by the Bureau.

Goal Statement 2:

Continue to pursue available training opportunities to educate Title VI Coordinator and bureau personnel on Title VI requirements as appropriate. Provide training in Section 508 compliant accessible publishing practices to new bureau personnel as appropriate.

2021 Achievement:

Sally Mayer (Bureau of Research Title VI Coordinator) attended Changing the TIDE in Transportation, hosted by the Council of University Transportation Centers as part of the CUTC 2021 Webinar Series.

A training course in accessible publishing practices for compliance with Section 508 accessibility standards was presented by Research Library and Technical Writing staff to all Bureau of Research personnel involved in report writing on September 30, 2020.

Goal Statement 3:

Coordinate with other bureaus under the Division of Operations to select a provider for translation and interpretation services that meets the needs of the division and execute a contract for those services.
2021 Achievement:

A procedure was established for procuring translation services on an as-needed basis for all areas across the Division of Field Operations and the Division of Project Delivery (formerly the Division of Operations).

Limited English Proficiency (LEP) Activity

KDOT Equal Opportunity and Civil Rights Information (Including Title VI) brochures in both English and Spanish languages were made available near public entrances to the building.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Bureau of Right of Way

The policies and procedures within the Bureau of Right of Way accommodate Title VI of the Civil Rights Act in all phases of the Bureau’s core functions including the surveys, environmental services, right of way engineering, inventory and disposal, appraisal, acquisition, relocation, property management, highway beautification program and when utilizing contract services for these project development activities.

The Bureau of Right of Way is comprised of a staff of approximately 60 people that perform these various activities. The Bureau’s staff total increased by 4 over the period to 64. Three of these staff members are Temporary or Part Time.

Goal Statement 1:

The Title VI Coordinator will continue to pursue executive staff approval for and development of a training program to be used agency wide. To work with the organizational Development Unit and the Office of Civil Rights along with staff in other departments to develop the training. (This program will be based on the training provided to the entire Bureau at the March 14, 2018 Bureau meeting as well as other newly developed updates to the program based on changes at the Federal and State levels).

2021 Achievement:

The approval of executive staff was not pursued or received. Through the Title VI coordinator meeting discussions, it appears that other departments are also interested in and planning for an overall agency wide training. The coordinator will support the efforts of other units and continue to monitor this via the coordinator meetings.

Goal Statement 2:

The Coordinator will participate in the Multicultural Youth Program, if the opportunity is available, in the upcoming fiscal year. The coordinator will mentor a youth intern, while supporting the mission of the program and potentially increase diversity and inclusiveness in the Bureau and the Agency as a whole.

2021 Achievement:

This participation was not offered for this period due to COVID-19. However, one of the temporary staff members in the Bureau is the very first youth intern that the coordinator mentored in 2018 via the program.
Goal Statement 3:

Provide information relative to available training to Bureau staff. Request that section leaders provide data on external training for their staff that relates to Title VI. This training data will be included on the annual reports.

2021 Achievement:

Due to COVID-19 very little training was attended. Several members of the Bureau participated in the Online NEPA for Project managers workshop, which was a total of 8 hours of training provided by FHWA divided into 5 sessions beginning on 9/1/2020 and ending on 5/11/2021. The coordinator also participated in the State of Kansas Workplace Diversity, Equity and Inclusion listening session on March 24, 2021.

Goal Statement 4:

Monitor and report on all Bureau program aspects for compliance with Title VI requirements. This includes procuring translation services for the Bureau.

2021 Achievement:

Bureau activities were limited due to the COVID-19 pandemic but were monitored. Translation services were not procured, and this goal will continue into the next period. No new programs were added and there was no LEP activity to report.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Bureau of Road Design

The 2021 Title VI Accomplishments for the Bureau of Road Design are listed herein.

Goal Statement 1:

Eliminate, reduce, and/or mitigate adverse impacts on protected group communities, businesses, and individuals through open disclosure at public meetings and in studies prior to design.

2021 Achievement:

Public meetings and/or local public official’s meetings concerning projects were conducted as shown in the attached Table 1 and the Title VI informational handouts were made available.

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Activity Type</th>
<th>Group Type</th>
<th>Route</th>
<th>County</th>
<th>K/KA Number</th>
<th>Est. No. of Public Attendees</th>
<th>What Minority Groups Were Represented?</th>
<th>Were Disabled Persons Present?</th>
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</thead>
<tbody>
<tr>
<td>5/4/2021</td>
<td>Meeting with Public</td>
<td>Public Officials</td>
<td>54</td>
<td>8</td>
<td>KA-5767-01</td>
<td>2</td>
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<td>X</td>
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<td>General Public</td>
<td>70</td>
<td>9</td>
<td>KA-1266-02</td>
<td>73</td>
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<tr>
<td>1/20/2021</td>
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<td>General Public</td>
<td>69</td>
<td>46</td>
<td>KA-5700-02</td>
<td>209</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4/20/2021</td>
<td>Virtual Public</td>
<td>General Public</td>
<td>69</td>
<td>46</td>
<td>KA-5700-02</td>
<td>230</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Goal Statement 2:

Provide equal opportunity for Disadvantaged Business Enterprise (DBE) consultants with minority and women staff.

2021 Achievement:

We continue to advertise projects in the Kansas Register to allow an opportunity for DBE firms to apply for Kansas projects.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Bureau of Structures & Geotechnical Services

Goal Statement 1:
Mentor youth through intern programs

2021 Achievement:
Unfortunately, due to the COVID-19 pandemic requiring employees to work from home for most of the fiscal year, BSGS was not able to hire any high school youth to work in the bureau.

Goal Statement 2:
Participate in the NTSI STEM Camp in July 2021

2021 Achievement:
The STEM Camp was able to resume in July 2021 with the appropriate safety precautions for COVID-19. One of our professional engineers presents at both one-week camps to discuss the work that she does and the importance of the work to KDOT, Kansas, and the companies working in Kansas. All is tied into the importance of learning the STEM disciplines.

Goal Statement 3:
Participate in the MAGIC Camp Summer 2021

2021 Achievement:
Unfortunately, due to the COVID-19 pandemic requiring employees to work from home for most of the fiscal year, BSGS was not able to participate in the roundtable to discuss the work completed for the agency and answer questions from the camp attendees.

Goal Statement 4:
Participate in the Construction Career Days in 2021

2021 Achievement:
Unfortunately, due to the COVID-19 pandemic requiring employees to work from home for most of the fiscal year, BSGS was not able to participate in the Construction Career Days which were canceled.
The Bureau of Structures and Geotechnical Services typically has employees that attend and support the various outreach programs within the agency. The staff has a wide range of different professional backgrounds.
The District One Office and its five field Construction Offices continue to monitor the Equal Employment Opportunity Contract Compliance of construction contractors through the use of the Federal-Aid Highway Construction Contractors Annual Report, the FHWA Form 1391, the certificate of Affirmative Action Requirement, compliance with EEO contractual requirements, and contractor EEO policies.

The five field Construction Offices: reviewed and monitored the Contractor Payroll Transcripts and labor compliance; monitored and reviewed the Contractor’s Weekly Trainee Reports; discussed required submissions of payrolls and Davis-Bacon requirements during pre-construction conferences and at monthly/weekly contractor meetings; reviewed payroll listings submitted and payrolls weekly; conducted quarterly wage rate interviews with every contractor and sub-contractor and generated a report on those wage rate interviews for the Bureau of Construction and Materials on a quarterly basis.

All pre-construction conferences and public meetings were held at accessible sites and assistance was provided for any requests for assistance.

Every office in District One has available the Title VI pamphlets and are made available at public meetings in District One. Alternative formats are made available in all press releases, which include announcements of public meetings where accessible sites and assistance are also made available upon request.

Training: Training that included topics on discrimination that our employees attended are: Generations course seven (7) employees, Hiring the Best on-line course seven (7) employees, Ouch! That Stereotype Hurts for Employees forty (40) employees, Ouch! That Stereotype Hurts for Supervisors seven (7) employees, Harassment Prevention fifty-seven (57) employees, Preventing Discrimination online course six (6) employees, Respecting Others In The Workplace (NEO) online course forty-seven (47), Respecting Others In The Workplace online course one hundred seventy-nine (179), Sexual Harassment online course six (6) employees, Kansas Governmental Ethics on-line course three hundred eighty-nine (389) employees, Professionalism and Ethics seven (7) employees, Progressive Discipline six (6) employees, Employment in Public Service online course forty-seven (47) employees, Workplace Bullying one (1) employee, Adapting to the Speed of Change seven (7) employees, Behavior and Social Styles seven (7) employees, Harassment and Bullying sixty (60) employees, Overview for New Employee (NEO) online course forty-seven (47) employees, Truckers Against Trafficking online course forty-five (45) employees, Human Resources Legal Issues Update seven (7) employees, Crossing Moral Lines and Ethical Behavior one (1) employee, Spanish 1 Overview two (2) employees, Spanish 2 The Alphabet online course two (2) employees, Spanish 3 Numbers online course two (2) employees, Spanish 4 Telling Time online course
two (2) employees, Spanish 5 Days of the Week and Months of the Year online
course one (1) employee, Spanish 6 Workforce online course one (1) employee,
Spanish 7 Safety Signs online course one (1) employees, Spanish 8 Safety
Equipment online course one (1) employee, Spanish 9 Construction Tools and
Equipment online course one (1) employee, Spanish 10 Materials and Products
online course one (1) employee, Spanish 11 Basic Communication online course
one (1) employee, Spanish 12 & 13 - Administrative/Supervisor online course one
(1) employee, Spanish 14 & 15 - Compliments & Directions online course one (1)
employee, Spanish 16 & 17 - Colors & Emergency Phrases online course one (1)
employee

**Goal Statement 1:**

District One will continue to attempt to work on selecting employees from
protected groups in the hiring process as positions become available.

**2021 Achievement:**

District One has worked to encourage the selection of employees who are the
most qualified individuals for the process and that no protected groups were
prevented from being interviewed and have used TEAMS meeting due to
COVID restrictions to enable candidates to interview.

**Goal Statement 2:**

District One wants to continue to strongly encourage its employees and make
those aware who speak with the public or work in one of the Construction
Offices that they have an opportunity to take the on-line Spanish curriculum
called Basic Spanish in the Workplace and will continue with ongoing training
and practices that accomplish the goals of fostering a diversified employee
environment.

**2021 Achievement:**

The on-line course for Basic Spanish in the Workplace was offered again this
year and attendance was on a voluntary learning experience basis. District
One had participation from two employees taking these courses.

**Goal Statement 3:**

District One will again request that the Office of Civil Rights Compliance offer
more training on Title VI for their employees.

- This includes having yearly training for the District Construction staff
  and Construction Field Offices, by the Office of Civil Rights
  Compliance, to discuss, educate and give refresher on the topics of
Title VI, and instruct in the use of the Title VI pamphlets for use with the public.

- The Area Four Field Engineering Administrator & District One Title VI Coordinator, Michelle Anschutz, will attend training for Title VI as it becomes available. District One also requests that the Office of Civil Rights Compliance attends and speaks at the yearly District Construction and Materials meeting to discuss Title VI requirements and applications.

2021 Achievement:

The Office of Civil Rights Compliance did not hold Contract Compliance Training for District personnel due to COVID meeting restrictions. District One continues to request that its field offices refresh its employees’ knowledge of the Title VI requirements and encourages them to attend courses such as the EEO Compliance training.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
District 2

Goal Statement 1:
Continue to invite Office of Civil Rights Compliance to attend pre-construction meetings.

2021 Achievement:
Representatives from the Office of Civil Rights Compliance were invited to attend all pre-construction meetings with the District.

Goal Statement 2:
Engage in discussions during field check meetings to identify 4(f) lands.

2021 Achievement:
All the field notes included documentation concerning 4(f) land.

Goal Statement 3:
Distribute Title VI pamphlets in Spanish and English during public meetings.

2021 Achievement:
The District Public Affairs Manager continues to distribute the Title VI pamphlets during all public meetings in both English and Spanish. The updated brochure was available at pre-construction meetings in the District.

Training:
All District employees are required to attend OUCH training and update their Respecting Others in the Workplace.
Goal Statement 1:

Continue to educate the public by making Title VI documents available at all public meetings in both Spanish and English formats.

2021 Achievement:

In-person public meetings have been limited due to COVID-19. A virtual public open house will be held in October 2021 for the final segment of the K-383 project in Norton/Phillips counties and information will be made available in alternate format upon request.

Goal Statement 2:

Hold discussion session with Area Construction staff to discuss Title VI goals.

2021 Achievement:

In the absence of routine, in-person meetings due to COVID-19, the District 3 Title VI coordinator discussed Title VI goals with District staff on an individual basis.

Goal Statement 3:

Monitor public meeting facilities to ensure that they are ADA accessible.

2021 Achievement:

In-person public meetings were not held. Information will be made available in an alternate format upon request.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
District 4

The District 4 Offices continue to follow Title VI guideline practices by reviewing and monitoring public meetings to assure that buildings for the meetings are ADA accessible facilities; that Title VI brochures in English and Spanish are available at the meetings and that when public notices are sent out for the meetings, a notation that discusses the availability of alternative formats being available is included.

Goal Statement 1:

The District 4 Title VI Coordinator will continue to monitor public meeting facilities to assure that they are ADA accessible facilities.

2021 Achievement:

Due to COVID-19 no public meetings were held, nor did the District VI Coordinator attend any public meetings.

Goal Statement 2:

The District 4 Title VI Coordinator will continue to make sure that Title VI brochures are available at public meetings and at District 4 Area offices in English and Spanish.

2021 Achievement:

Due to COVID-19 no public meetings were held, nor did the District VI Coordinator attend any meetings to display the Title VI brochures at. Each Area office in District 4 was found compliant with the display of the Title VI Brochures and the Title VI Public Notice for anyone who might visit the office.

Goal Statement 3:

The District 4 Coordinator will continue to monitor public notices for public meetings to see that the offer for alternative accessible formats is included in the notice.

2021 Achievement

Due to COVID-19 no public meetings were held, to be able to observe the offer for alternative accessible formats upon request. The Divisions of Operations will now follow a procedure whereby we hire a vendor on an as needed basis for interpretive services.
Staff Development and Training:

On July 21, 2020, the Title VI Coordinator watched the National Conference of State Legislators (NCSL): Americans with Disabilities Act: Celebrating 30 years, “The Past, Present and Future of the Workplace” webinar.

On July 30, 2020, the Title VI Coordinator watched the US Department of Transportation training: “Breaking Down Barriers” Celebrating the 30th Anniversary of the Americans with Disabilities Act (ADA)” webinar.

On August 20, 2020, the Title VI Coordinator watched a training webinar: Celebrating the 30th Anniversary of the Americans with Disabilities Act: “Disability Rights are Civil Rights.”

On August 26, 2020, the Title VI Coordinator watched a training webinar: “Portals to the Past-Votes for Women” about the 100th anniversary of the Women’s Suffrage Movement in Lawrence, Kansas.


On October 20, 2020, the Title VI Coordinator watched a training webinar: NDEAM National Disability Employment Awareness Conference by the US Department of Labor "Exploring the Crucial Role of Accessible Technology for People with disabilities."

“Adapting to the Speed of Change” training was held at District 4 on September 29, 2020. 9 people attended.

“Behavior and Social Styles” training was held at District 4 September 29, 2020 and was viewed by 9 people.

“Professionalism and Ethics” training was held at District 4 September 30, 2020 and was viewed by 10 people.

“Generations” training was held at District 4 September 29, 2020 and was viewed by 10 people.

“Ouch! That Stereotype Hurts” training was held at District 4 August 13, December 8, December 10, and December 18, 2020. 8, 4, 1, and 4 people respectively viewed the training.

12 employees attended “Ethics 101” training at District 4 September 15, 2020.

1 person attended “Human Resources Legal Issues Update I” September 15, 2020 at District 4.

The following training was viewed by District 4 employees at unknown dates during the reporting time (due to working remotely during COVID-19):
“Governmental Ethics” 251 employees.
“Harassment and Bullying” 47 employees.
Spanish classes 45 employees.
“Sexual Harassment” 8 employees.
“Harassment Prevention” 48 employees.
“Preventing Discrimination” 7 employees.
“Respecting Others” 163 employees.
The District Five Office and eight field construction groups (Pratt, El Dorado, Hutchinson, Winfield, Great Bend, Wichita-North, Wichita-Metro and Wichita-West) monitored the EEO contract compliance of construction contractors through the use of the Federal-Aid Highway Construction contractor’s annual report, the FHWA Form 1391, the certificate of Affirmative Action Requirement, compliance with EEO contractual requirements, and contractor EO policies.

All eight construction groups review and monitor the contractor payroll transcripts and labor compliance using AASHTOWare-CRL online. Discussion is held during pre-construction conferences to review the Davis-Bacon Act requirements. During construction, questions/concerns are handled at monthly, bi-weekly, or weekly contractor meetings, and by telephone and e-mail. Wage rate interviews are conducted on each project during construction and checked against the submitted payrolls by the area Construction Engineers and Construction Office Coordinators. The results are compiled and submitted to the District Office Coordinator on a quarterly basis where they are checked and submitted as requested to the Bureau of Construction & Materials.

All pre-bid conferences, pre-construction conferences and public meetings were held at accessible sites and assistance provided to anyone requesting assistance. Due to the COVID-19 pandemic, since March 2020, most pre-bid conferences, pre-construction conferences and monthly, bi-weekly, and weekly contractor meetings have changed from being face-to-face (indoors) to being by telephone conference call or video conferencing. Some project meetings with contractors have been in the field where situations allowed for proper social distancing.

All District Five offices have the Title VI pamphlets available in their offices and at public meetings.

All District Five employees are annually required to individually complete the following on-line training courses: Respecting Others in the Workplace, OUCH, that Stereotype Hurts, and Harassment Prevention Training.

**Goal Statement 1:**

Seek training opportunities from Office of Civil Rights Compliance for District Five Title VI Coordinator and the Construction staff to become more knowledgeable regarding Title VI details and best practices to monitor compliance. Attend a public meeting to learn how contractors and the public work together for Title VI compliance.
2021 Achievement:

The Office of Civil Rights Compliance held quarterly Title VI meetings which were attended (virtually) by Area Five Field Engineering Administrator & District Five Title VI Coordinator, Susan Turner.

Goal Statement 2:

District Five Construction Mentor will continue providing oversight on locally administered projects to monitor and determine if appropriate Title VI procedures have been followed.

2021 Achievement:

District Five Mentor attended pre-construction meetings either in person or via teleconferencing to monitor Title VI procedures.

Goal Statement 3:

District Five Construction groups will continue to use the bulletin board check sheet (7/2017) provided by the Office of Civil Rights Compliance to ensure that all bulletin boards are compliant before construction begins. The checklist documentation will be retained with the project files. The District Mentor will also conduct random on-site follow-up visits to check the conditions and clarity of information on the boards.

2021 Achievement:

District 5 Construction groups conducted bulletin board checks on each construction project in the District prior to the start of construction. Documentation was included with the checklist of any missing information by e-mail to the Office of Civil Rights Compliance and to the contractor.

Goal Statement 4:

Continue to request representative from Office of Civil Rights Compliance to present at District Five Construction/Materials winter meeting to educate staff on any updates and changes regarding Title VI requirements

2021 Achievement:

The Office of Civil Rights Compliance will resume providing updates and training on areas needing attention regarding Title VI requirements once COVID-19 allows District 5 Construction & Materials meetings to resume.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
District 6

District Six is routinely involved in activities with contractors, vendors, and members of the public that qualify for protection under Title VI. The District Six Title VI Coordinator and all other members of District Six leadership are asked to monitor the activities they administer, such that Title VI needs are addressed and satisfied.

Goal Statement 1:

Provide the opportunity for continued training for the District Six Title VI coordinator. If the NHI course on Environmental Justice course is offered this year, we will provide this training for a limited number of staff.

2021 Achievement:

Lisa Knoll, the District Six Title Six coordinator, participated in the KDOT Respecting Others online training that is required every three years for all KDOT employees. In addition, she participated in the Bell sibling video that was provided by Deb Dillner, Program Coordinator in KDOT’s Office of Civil Rights Compliance.

This video was an eye-opening look at how hair has been used to control African Americans in the past and how it still segregates us today.

The NHI course was not offered due to COVID-19, but Lisa Knoll will attend when it becomes available.

Goal Statement 2:

Meet with other Title VI Coordinators on a regular basis to discuss Title VI issues and successes.

2021 Achievement:

KDOT Title VI Coordinators meet on a quarterly basis. Meetings were held on TEAMS this year due to COVID restrictions. Lisa Knoll, the District Six Title VI coordinator participated in the meetings as much as possible in the past year.

Goal Statement 3:

Continue to educate the public by making Title VI documents available in English and Spanish at all public meetings.
2021 Achievement:

The District Six coordinator attends all pre-construction meetings. This allows the coordinator to be aware of all projects and their impact on the individuals and communities affected by KDOT projects in District Six.

District Six began a resurfacing project on K-27/Main Street in Syracuse earlier this year. While none of the business or homes would be displaced, staff knew that homeowners and businesses on the route would experience delays and inconveniences due to the resurfacing. Many of the homes and two of the business on the project’s route were owned by Spanish-speaking individuals. The Title VI coordinator had the project flyer translated to Spanish to aid in visiting with these individuals and businesses. The flyer was hand delivered to the business owners and was posted at the Syracuse City offices and on local bulletin boards so that these community members would have advance notice of the project.
Fiscal 2021 Title VI/Nondiscrimination Accomplishments
Office of Civil Rights Compliance

Goal Statement 1:
Continue monitoring of KDOT informational meetings and hearings for Title VI/Nondiscrimination inclusion. The Program Consultant in each respective District will attend these meetings when possible to spot check meetings to assure nondiscrimination.

2021 Achievement:
Office of Civil Rights Compliance (OCR) staff attended public meetings when possible. These included project specific, local consults and various other meetings. OCR staff also regularly attend pre-construction meetings. With the COVID-19 pandemic, the OCR staff have attended meetings on virtual formats or via conference calls.

Goal Statement 2:
Request continued presence on District Construction Meeting agendas. The focus will be maintaining a Civil Rights presence for District personnel. Presentations by Program Consultants will address one or more of the following topics: DBE Trucking for goal credit, Title VI/Environmental Justice, On the Job trainees, contract compliance reviews, 1391 annual EEO reports, Davis Bacon Act complaints and other relevant topics as necessitated for the 2020 construction season.

2021 Achievement:
Due to the continued COVID-19 pandemic, no annual District meetings were held in early 2021. The OCR staff remained available for questions and clarifications via phone, email, and virtual connections.

Goal Statement 3:
Continue to develop and organize periodic meetings for current and new Title VI Coordinators.

2021 Achievement:
Quarterly Title VI Coordinator meetings were initiated in January 2019 with the Coordinators of all program areas in KDOT attending in person or via virtual formats. Coordinators are notified about training as opportunities become available.
## Staff Development and Training:

OCR staff attended the following training:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Presenter</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/3/20</td>
<td>Motsinger CPA DBE Support Services presented MasterMinds (Business Development)</td>
<td>Virtual</td>
<td>Dillner</td>
</tr>
<tr>
<td>7/8/20</td>
<td>AASHTO Webinar – Environmental Justice</td>
<td>Attendee:</td>
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<tr>
<td>7/10/20</td>
<td>Motsinger CPA DBE Support Services presented MasterMinds (Business Development)</td>
<td>Virtual</td>
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<tr>
<td>7/14/20</td>
<td>Quarterly KDOT Title VI Coordinators Meeting &amp; Training</td>
<td>Topeka</td>
<td>Watson and Dillner</td>
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<td>7/17/20</td>
<td>Motsinger CPA DBE Support Services presented MasterMinds (Business Development)</td>
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<td>8/13/20</td>
<td>COMTO Scholarship Banquet</td>
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<td>8/20/20</td>
<td>COMTO Webinar – Disability Rights are Civil Rights</td>
<td>Attendee:</td>
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<tr>
<td>8/20/20</td>
<td>State of Kansas Webinar – Developing Grit: Strategies for Success in Work &amp; Life</td>
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<td>Darling</td>
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<tr>
<td>8/26/20</td>
<td>FTA Webinar</td>
<td>Attendees:</td>
<td>Watson and Dillner</td>
</tr>
<tr>
<td>9/1/20</td>
<td>FHWA Webinar – NEPA Lesson 1</td>
<td>Attendee:</td>
<td>Dillner</td>
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<tr>
<td>9/11/20</td>
<td>FHWA Connect Webinar</td>
<td>Attendee:</td>
<td>Dillner</td>
</tr>
<tr>
<td>9/16/20</td>
<td>FHWA Webinar – OJT Support Services &amp; NSTI</td>
<td>Attendee:</td>
<td>Dillner (technical issues, FHWA will reschedule)</td>
</tr>
<tr>
<td>9/18/20</td>
<td>Motsinger CPA DBE Support Services presented MasterMinds (Business Development)</td>
<td>Virtual</td>
<td>Dillner</td>
</tr>
<tr>
<td>9/24/20</td>
<td>FHWA Webinar – OJT Support Services &amp; NSTI Re-Do</td>
<td>Attendee:</td>
<td>Watson and Dillner</td>
</tr>
<tr>
<td>9/24/20</td>
<td>COMTO Webinar – Unitied Through Diversity, Equity, &amp; Inclusion</td>
<td>Attendee:</td>
<td>Dillner</td>
</tr>
<tr>
<td>10/1/20</td>
<td>AASHTO Webinar – Systematic Racism &amp; Transportation: Understanding the Past to Make Changes for the Future</td>
<td>Attendees:</td>
<td>Watson and Dillner</td>
</tr>
<tr>
<td>10/1/20</td>
<td>State of Kansas Webinar – 2020 Joint Policy Conference</td>
<td>Virtual</td>
<td>Darling</td>
</tr>
<tr>
<td>10/8/20</td>
<td>COMTO Webinar – Hispanic Heritage Month Celebration</td>
<td>Attendee:</td>
<td>Dillner</td>
</tr>
<tr>
<td>10/13/20</td>
<td>Adobe Webinar – Adobe &amp; Microsoft TEAMs</td>
<td>Attendee:</td>
<td>Dillner</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>10/13/20</td>
<td>Quarterly KDOT Title VI Coordinators Meeting &amp; Training, Virtual, Attendee: Watson, Darling, Giardina, and Dillner</td>
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<tr>
<td>10/16/20</td>
<td>Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner</td>
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<tr>
<td>10/19/20</td>
<td>FHWA Webinar – OJT Support Services &amp; NSTI, Attendee: Dillner</td>
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<tr>
<td>10/20/20</td>
<td>USDOL Webinar – NDEAM: Building a Future that Works, Attendee: Dillner</td>
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<tr>
<td>10/21/20</td>
<td>USDOT Webinar – Capability Statement, Attendee: Dillner</td>
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<tr>
<td>10/22/20</td>
<td>COMTO/TRB Webinar – Balancing the Scales: Equity Analysis in Transportation Planning, Attendee: Dillner</td>
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<tr>
<td>10/27/20</td>
<td>MetroQuest Webinar – Diversity &amp; Equity in Community Engagement, Attendee: Dillner</td>
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<tr>
<td>10/30/20</td>
<td>Motsinger CPA DBE Support Services presented Race &amp; Hair, Breaking Racial Barriers with Isaiah and Breanna Bell, Virtual, Attendee: Watson, Weber, Darling, Thomas, Dilliehunt, Giardina, and Dillner</td>
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<tr>
<td>11/3/20</td>
<td>PTAC Webinar – Capability Statement, Attendee: Dillner</td>
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<tr>
<td>11/6/20</td>
<td>Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner</td>
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<tr>
<td>11/17/20</td>
<td>GEWKC Webinar – DBE Support Services Training, Attendee: Dillner</td>
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<tr>
<td>11/20/20</td>
<td>Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner</td>
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<tr>
<td>11/20/20</td>
<td>GEWKC Webinar – DBE Support Services Training, Attendee: Dillner</td>
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<tr>
<td>12/4/20</td>
<td>Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner</td>
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<tr>
<td>12/8&amp;9/20</td>
<td>Chamber of Commerce Conference – Kansas Minority Business Summit, Virtual, Attendees: Thomas and Dillner</td>
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<tr>
<td>12/10/20</td>
<td>EnoCenter Webinar – Environmental (in) Justice During COVID, Attendee: Dillner</td>
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<td>12/11/20</td>
<td>FTA Conference Call with Morgan Hecht, Regional Civil Rights Officer, presented FTA Civil Rights Announcements, Attendee: Dillner</td>
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<tr>
<td>12/16/20</td>
<td>EnoCenter Webinar – Transit Governance Reform, Attendee: Dillner</td>
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<tr>
<td>12/17/20</td>
<td>FHWA Webinar – NPRM Internal EEO</td>
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<tr>
<td>12/18/20</td>
<td>Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner</td>
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<tr>
<td>1/5/21</td>
<td>FHWA Webinar – NEPA Lesson 2, Attendee: Dillner</td>
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<tr>
<td>1/12/21</td>
<td>Quarterly KDOT Title VI Coordinators Meeting &amp; Training, Virtual, Attendee: Watson and Dillner</td>
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<td></td>
</tr>
</tbody>
</table>
1/15/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
1/28/21  COMTO 50th Anniversary Celebration, Virtual, Attendee: Watson
1/28/21  EnoCenter Webinar – Platforms, Attendee: Dillner
2/5/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
2/11/21  COMTO Webinar – Celebrate Black HER-story, Attendee: Dillner
2/19/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
2/22/21  CUTU Webinar – Changing the Tide in Transportation, Attendee: Dillner
2/24/21  MetroQuest Webinar – Public Engagement, Attendee: Dillner
2/25/21  COMTO Webinar – Celebrating History-Making at the State DOT Level, Attendee: Dillner
3/5/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
3/16/21  FHWA Peer Exchange Webinar – Contract Compliance Reviews, Attendees: Watson and Dillner
3/19/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
3/25/21  EnoCenter Webinar – Form & Function Webinar, Attendee: Dillner
4/2/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
4/6/21  Quarterly KDOT Title VI Coordinators Meeting & Training, Virtual, Attendee: Dillner
4/7/21  FHWA Webinar – NEPA Lesson 3, Attendee: Dillner
4/9/21  FHWA Webinar – Changes to NSTI Budget, Attendee: Dillner
4/13/21  EnoCenter Webinar – Equity in Transportation, Attendee: Dillner
4/14/21  FHWA Webinar – DBE CUF Tool, Attendees: Watson, Dilliehunt, Bakarich, Darling, and Dillner
4/14/21  COMTO Webinar – Balancing, Attendees: Bakarich, Darling and Dillner
4/16/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
4/26/21  KCA Partner Meeting, Virtual, Attendees: Bakarich and Dillner
5/5/21  EnoCenter Webinar – Attendees: Bakarich and Dillner
5/7/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
5/13/21  EnoCenter Webinar – A Budding Model: Los Angeles’ Flower Street Bus Lane, Attendee: Dillner
5/18/21  COMTO Webinar – Mental Wellness During Challenging Times, Attendee: Dillner
5/19/21  COMTO Webinar – STEM Education Series, Part 1, Attendees: Bakarich and Dillner
5/19/21  State of Kansas Webinar – Mental Health Awareness for Leaders, Virtual, Attendee: Darling
5/21/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
6/2/21   State of Kansas Webinar – Civility in the Workplace, Virtual, Attendee: Darling
6/3/21   EnoCenter Webinar – Women at the Helm, Attendee: Dillner
6/4/21   Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
6/16/21  COMTO Webinar – STEM Education Series, Part 5, Attendee: Bakarich
6/18/21  Motsinger CPA DBE Support Services presented MasterMinds (Business Development), Virtual, Attendee: Dillner
6/23/21  FAA DBE/ACDBE Technical Conference Call, Attendees:
6/29/21  EnoCenter Webinar – Data Management & Sharing, Attendee: Dillner

**KDOT required annual Staff Training:**

KDOT requires the following courses to be completed individually on-line annually:

- Respecting Others in the Workplace
- OUCH, That Stereotype Hurts
- Anti-Harassment

**Staff Outreach Activities:**

OCR staff completed the following outreach activities:

7/10/20  COMTO-KC Board Meeting, Virtual, Attendees: Watson and Dilliehunt
7/20-24/20 MAGIC Camp, Kansas City, Attendees: Cancelled due to COVID-19
8/14/20  COMTO-KC Board Meeting, Virtual, Attendees: Watson and Dilliehunt
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
<th>Attendee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/4/20</td>
<td>FTA KCATA DBE Goal Public Meeting, Virtual</td>
<td></td>
<td>Watson</td>
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<tr>
<td>9/9/20</td>
<td>MINK Conference Meet &amp; Greet, Virtual</td>
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<td>Watson</td>
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<tr>
<td>10/2/20</td>
<td>Wichita Eisenhower Airport DBE Goal Methodology Public Meeting, Virtual</td>
<td></td>
<td>Dillner</td>
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<tr>
<td>10/5/20</td>
<td>MAASTO Committee Meeting #1 – Diversity &amp; Inclusion, Virtual</td>
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<td>Watson</td>
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<tr>
<td>10/19/20</td>
<td>MINK Conference Meeting, Virtual</td>
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<td>Watson</td>
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<tr>
<td>11/10/20</td>
<td>AASHTO Annual Meeting – Inclusive DOT’s Incorporating Civil Rights Principles in DOT Programs, Virtual</td>
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<td>Watson</td>
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<tr>
<td>11/20/20</td>
<td>MAASTO Committee Meeting #2 – Diversity &amp; Inclusion, Virtual</td>
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<td>Watson</td>
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<tr>
<td>11/24/20</td>
<td>Construction Career Day, Royal Valley Elementary School, Cancelled due to COVID-19</td>
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<td>Hoyt</td>
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<tr>
<td>12/11/20</td>
<td>COMTO-KC Board Meeting, Virtual</td>
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<td>Watson, Dilliehunt, and Dillner</td>
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<tr>
<td>12/30/20</td>
<td>MAASTO Committee Meeting #3 – Diversity &amp; Inclusion, Virtual</td>
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<td>Watson</td>
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<tr>
<td>1/15/21</td>
<td>COMTO-KC Board Meeting, Virtual</td>
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<td>Watson and Dilliehunt</td>
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<tr>
<td>1/20/21</td>
<td>MAASTO DEI Subcommittee Meeting, Virtual</td>
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<td>Watson</td>
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<tr>
<td>1/27/21</td>
<td>MAASTO Committee Meeting #4 – Diversity &amp; Inclusion, Virtual</td>
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<td>Watson</td>
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<tr>
<td>2/2/21</td>
<td>COMTO Community Outreach, Lowman Hill Elementary Sharing, Attendees: Watson, Dilliehunt, Darling, Weber, Giardina, and Dillner</td>
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<td>Watson</td>
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<tr>
<td>2/22/21</td>
<td>MAASTO Committee Meeting #5 – Diversity &amp; Inclusion, Virtual</td>
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<td>Watson</td>
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<tr>
<td>3/23/21</td>
<td>AASHTO Civil Rights Committee, Virtual</td>
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<td>Watson</td>
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<tr>
<td>3/24/21</td>
<td>MAASTO DEI Subcommittee Meeting, Virtual</td>
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<td>Watson</td>
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<tr>
<td>4/7/21</td>
<td>MAASTO Committee Meeting #6 – Diversity &amp; Inclusion, Virtual</td>
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<td>Watson</td>
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<tr>
<td>4/9/21</td>
<td>MAASTO DEI Subcommittee Listening Session, Virtual</td>
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<td>Watson</td>
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<td>4/14/21</td>
<td>JAG Partnering Meeting, Virtual</td>
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<td>Watson</td>
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<tr>
<td>4/16/21</td>
<td>COMTO-KC Board Meeting, Virtual</td>
<td></td>
<td>Watson and Dilliehunt</td>
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<tr>
<td>4/28/21</td>
<td>City of Wichita, DBE Certification Presentation, Virtual</td>
<td></td>
<td>Bakarich and Dillner</td>
</tr>
<tr>
<td>4/29/21</td>
<td>MAASTO Region – Civil Rights Roundtable Discussions, Virtual, Attendee: Watson</td>
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<td>Watson</td>
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<tr>
<td>5/14/21</td>
<td>COMTO-KC Board Meeting, Virtual</td>
<td></td>
<td>Watson, Bakarich, Darling, and Dillner</td>
</tr>
</tbody>
</table>
6/4/21 MASTO Committee Meeting #7 – Diversity & Inclusion, Virtual, Attendee: Watson
6/11/21 COMTO-KC Board Meeting, Virtual Attendees: Watson, Darling, and Dillner
6/14-25/21 NSTI STEM Camp at Johnson County Community College, Overland Park, Cancelled due to COVID-19

NOTE: Due to the COVID-19 pandemic, all personnel working in the KDOT Head Quarters at the Eisenhower State Office Building started working from home, as possible, on March 23, 2020. Personnel returned to the Eisenhower State Office Building on June 14, 2021. The COVID-19 pandemic caused the cancellation of numerous events and activities. It also caused the creation of innovative means to do business.
TITLE VI COMPLAINTS

During FY 2021, no Title VI complaints were received by KDOT.

Complaints can be submitted either verbally or in writing by contacting the appropriate person listed at the following link:


Once received, complaints are investigated by trained Office of Civil Rights Compliance staff.
EVALUATIONS

OF

CITIES, COUNTIES, and SUBRECIPIENTS

FOR FY 2021
TITLE VI REVIEW

City: Arkansas City, Kansas

Review Attendees: Randy Frazer, City Manager; Mike Crandall, Management Assistant; and Eric Deitcher, FHWA – Kansas Division

Investigator: Deb Dillner Date: September 1, 2021

Comments: Per the 2020 Census data, the City of Arkansas City has a total population of 11,974. The minority population is 3,629, with the largest group being Hispanic. There are 14 minority and woman owned businesses in the City. The Cowley County Counsel on Aging provides buses and vans for transportation services for the disabled and senior community with FTA funds.

The City has a written Title VI Plan including a Public Participation Plan (PPP), Limited English Proficiency (LEP) Plan, and a Title VI Complaint Process and Form. A copy of the 2016 document was provided for this review. The City will update with current signatures as soon as possible.

The City has utilized five consulting firms in the last five years. One minority and woman business, Earles Engineering, was recently contracted to complete bridge inspection for the City. Two small local minority owned businesses have been contracted to perform maintenance type projects such as small concrete curb and gutter repairs, tree trimming, and cleaning the water tower. No residences, businesses, farms, or nonprofit organizations were displaced in the last five years due to right of way acquisitions. No civil rights complaints have been received following any right of way function. The City utilizes employees to assist with language barriers. If the translation service is not part of the employee’s regular job duties; they are compensated. A professional translator is hired for court services translation by the City.

The City lets for bid projects containing federal-aid funds through KDOT and Community Development Block Grant (CDBG) programs. They do not prequalify contractors for city let projects. Project bidding opportunities are advertised in the City’s local paper, the Cowley Courier Traveler, and on the City’s website. The City will include Title VI information in all contracts, subcontracts, and agreements.

During the review process, the City was given copies of Title VI Brochures in Spanish and English, a sample Public Notice, and the Title VI Local Government & Consultants (Everything) Handbook.

Follow-up: The City submitted an updated Nondiscrimination Agreement and City Organizational Chart. City staff are working on updating the City’s Title VI information on their website.
TITLE VI REVIEW

City: Leavenworth, Kansas

Review Attendees: Paul Kramer, City Manager and Brain Faust, Director of Public Works

Investigator: Deb Dillner Date: September 3, 2021

Comments: The City of Leavenworth has a total population of 37,241. The City has a diverse minority population of 11,570, just over 31% of the total. No data was available for the number of minority and woman owned businesses in the City.

The City does not have a local bus system. Transportation services for all community members is provided by the Leavenworth County Council on Aging, through the KCATA. This is a call for service program with a fee schedule.

The City encourages public participation in meetings, hearings, programs, and activities with advertisements on the City’s website, public announcements, direct mailings, and emails to effective groups, in the newspaper and brochures.

The City serves a diverse population. None of the minority populations or language groups meets or exceeds the 5% of the population or 1,000 individual threshold. Translation services are provided as needed by City employees, a contracted translation service, and I Speak Cards.

The City has acquired private property for right of way in the past five years. The Uniform Act was followed. No residences, businesses, farms, or nonprofits were displaced. No civil rights complaints have been received following any right of way function.

The City contracts with Consultants through an RFQ process. The City does not let projects for bid containing federal-aid highway funds. They do not prequalify contractors for City let projects. Nondiscrimination language is included in contracts and agreements. It is required to be included in subcontracts.

During the review process, the City was provided with a copy of the Nondiscrimination Agreement for Populations under 100,000, samples of the Public Notice, copies of Title VI Brochures in Spanish and English, and the Title VI Local Government & Consultants (Everything) Handbook.

Follow-up: The City will submit an updated Nondiscrimination Agreement with an updated Public Notice, Public Participation Plan (PPP), Limited English Proficiency Plan (LEP), and Complaint Process as soon as possible.
TITLE VI REVIEW

City: Merriam, Kansas

Review Attendees: Julianna “Juli” Pinnick, City Clerk; Jennifer Jones-Lacy, Assistant City Administrator; and Eric Deitcher, FHWA – Kansas Division

Investigator: Deb Dillner Date: August 30, 2021

Comments: The City of Merriam has a total population of 11,098. The minority population is 1,831. Per US Census data, there are 310 woman and 103 minority owned businesses in the City. Of these businesses, there are 61 woman and 29 minority that have sought occupational licensing with the City.

The City advertises opportunities for employment in the local paper and minority newspapers such as the Kansas City Hispanic News, Kansas Globe, and the Call. All Parks and Recreation programs include nondiscrimination notices, as well as ADA accommodation information. All RFPs, RFQs, and employment notice advertising contain nondiscrimination clauses. The Merriam Police Department has policies in place to prohibit discriminatory practices and provides training annually focused on racial profiling and other forms of discriminatory practices.

The City does not have a local bus system. Services for the disabled and senior community is provided by Johnson County Ride KC through the KCATA, regional transit provider.

The City has utilized 29 consulting firms in the last five years. Consulting firms are selected through a RFQ process. Five of these consultant firms were identified as minority or woman-owned firms.

The City utilizes the Uniform Act for right of way acquisitions. No residences, businesses, farms, or nonprofit organizations were displaced over the last five years. No civil rights complaints have been received following any right of way function.

The City does not let projects for bid containing federal-aid highway funds. They do not prequalify contractors for city let projects. Three minority or woman-owned construction companies have been contracted with the past year by the City. Title VI nondiscrimination language is included in all contracts, subcontracts, and agreements.

The City of Merriam has an on-site interpreter for Tuesday court dockets. City staff are utilized for limited Spanish and Laos translation. The Propio Language Services are available if needed.

During the review process, the City was given copies of Title VI Brochures in Spanish and English, Complaint Form, Public Notice samples, and the Title VI Local Government & Consultants (Everything) Handbook.

Follow-up: The City will submit a signed Nondiscrimination Agreement (Title VI Plan) as soon as possible. Updated Title VI information will be posted on the City’s website.
**TITLE VI REVIEW**

**City:** Newton, Kansas

**Review Attendees:** Debra Perbeck, Director of Human Resources; Lisa McDaniels, Assistant Director of Human Resources; Suzanne Loomis, Director of Public Works & City Engineer; Chris Ciardella, Assistant City Engineer; and Eric Deitcher, FHWA – Kansas Division

**Investigator:** Deb Dillner

**Date:** September 14, 2021

**Comments:** The City of Newton has a total population of 18,602 with 23% minority population, primarily Hispanic, per the US Census 2020 data. No information was provided for the number of woman or minority owned businesses in the City.

The City does not have a local bus system. Services for the disabled and senior community is provided by Harvey Interurban transportation services.

The City has utilized one consulting firm, for Zoning Code and Subdivision requirements, in the last five years. The City does not let highway projects with federal funds. They do not prequalify contractors for city let projects. All consultant and construction contracts contain nondiscrimination language. No residences, businesses, farms, or nonprofit organizations were displaced in the last five years for right of way acquisitions. No civil rights complaints have been received.

To assist with language barriers, the City utilizes interpreter as needed. Their website gives contact information on who to contact if special accommodations are requested.

Notifications for public meetings, bidding opportunities, programs, and activities are published on the City website, social media, direct mailings/emails, and the Newton Kansan, the City’s official newspaper.

During the review, the City was provided a copy of the Title VI Local Government & Consultants (Everything) Handbook, Nondiscrimination Agreement, samples of Public Notices, and Title VI Brochures in English and Spanish.

**Follow-up:** The City of Newton provided copies of their Nondiscrimination Agreement from 2016, including their Public Participation Plan (PPP), Limited English Proficiency (LEP) Plan, Title VI Complaint Process and Form, Title VI Brochure, and Public Notice. The Nondiscrimination Agreement will be updated and signed. A signed copy will be submitted as soon as possible. All other documents will be reviewed and updated as needed.
TITLE VI REVIEW

City: Pittsburg, Kansas

Review Attendees: Larissa Bowman, Director of Finance; Matt Bacon, Director of Public Works & Utilities; and Eric Deitcher, FHWA – Kansas Division

Investigator: Deb Dillner  Date: August 31, 2021

Comments: The City of Pittsburg has a total population of 20,171. The minority population is 13.06%. There are 469 minority and woman owned businesses in the City. Transportation services for the disabled and senior community is provided by SEKCAP Inc. an independent program funded by FTA funds.

The City has utilized four consulting firm in the last five years. One is woman and minority owned (Earles Engineering). In recent years, the City has extended their outreach to consultant firms, expanding from one local firm to three additional on-call contracts plus additional contracts. No residences, businesses, farms, or nonprofit organizations have been displaced in last five years as a result of city improvements. No civil rights complaints have been received following right of way functions.

The City publishes information in the Morning Sun, local newspaper, and on the City’s website. To assist with language barriers, the City has utilized translators.

The City does not let projects for bid containing federal-aid highway funds. They do not prequalify contractors for City let projects. They have utilized a few minority and woman owned businesses in the past. The City has an on-call contract with RFB Construction, a DBE based in Pittsburg, for concrete street repairs.

During the review process, the City Ordinance #G-1318, regulating nondiscrimination in employment, housing, and public accommodations and establishing the Human Relations Commission (HRC) was discussed. The HRC includes the City’s Director of Human Resources, Michelle Ducre. The HRC meets quarterly. The City was given copies of Title VI Brochures in Spanish and English, Complaint Form, Public Notice samples, and the Title VI Local Government & Consultants (Everything) Handbook.

Follow-up: The City will submit a signed Nondiscrimination Agreement (Title VI Plan) as soon as possible after the upcoming election. The draft will be prepared and ready for signature after the newly elected City officials are sworn in. Information about the HRC and nondiscrimination will be posted on the City’s website in a more prominent location.
TITLE VI REVIEW

City: Winfield, Kansas

Review Attendees: Taggart Wall, City Manager; Jamie Chism, Director of Human Resources; and Eric Deitcher, FHWA – Kansas Division

Investigator: Deb Dillner
Date: August 31, 2021

Comments: The City of Winfield has a total population of 11,943 with a minority population of 1,851. The largest minority population in Winfield is Asian Americans. There are 468 minority and women owned businesses in the City.

The City has a written Title VI Plan including a Title VI Complaint Process and Form and an Organizational Chart indicating the Title VI Coordinator. A copy of the 2020 document was provided for this review. The City will update with current designation of the Title VI Coordinator as soon as possible.

Winfield has an active Human Relations Commission. They subscribe to International Services (multilingual translation service) to assist LEP individuals. They have also utilized other city employees to assist with translation needs.

The City has a local bus system funded by Cowley County – South Central Council on Aging.

The City has not utilized any consulting firms or completed any design studies in the last five years. Winfield has not acquired any private property for right of way in the last five years. No civil rights complaints have been received following any right of way function.

The City does not let projects for bid containing federal-aid highway funds. They do not prequalify contractors for City let projects.

During the review process, the City was given a copy of a sample Public Notice, copies of the Title VI Brochures in Spanish and English, and the Title VI Local Government & Consultants (Everything) Handbook.

Follow-up: The City will update their current Title VI Plan as needed to include the assignment of the Title VI Coordinator and the reference on the Public Notice.
TITLE VI REVIEW

**County:** Douglas County, Kansas

**Review Attendees:** Sarah Plinsky, County Administrator; Jamie Shew, County Clerk; Michelle Speer, Human Resources Manager; Chad Voigt, Director of Public Works; Laura Glass, Administrative Services Manager, Public Works; and Eric Deitcher, FHWA – Kansas Division

**Investigator:** Deb Dillner  
**Date:** September 14, 2021

**Comments:** Douglas County has a total population of 122,259 with a minority population of 20,295. The largest minority groups in the County are Hispanic and Asian. There are 4,437 minority and women owned businesses located in the County.

Douglas County is part of the Lawrence - Douglas County Metropolitan Planning Organization (MPO). The MPO has a transit related Title VI Plan. Douglas County has a non-transit Title VI Plan.

Douglas County has utilized ten different consultants in past five years, one is a Kansas Certified DBE woman-owned firm. Consultants are contracted through a Qualifications Based Selection (QBS). The County has acquired property for right of way in the last five years. No residences, businesses, farms, or nonprofit organizations have been displaced. The Uniform Act is followed for property acquisitions. The County has not received any civil rights complaints. The County does not let any construction projects that contain federal-aid highway funds. Nondiscrimination language is included in contracts and agreements.

The County Commissioners are publicly elected. The three current commissioners are one Hispanic female, one White female, and one White male. The County uses its website, news releases, and direct mailings to inform the community of public meetings or hearings and bidding opportunities.

During the review process, the County was provided copies of Title VI Brochures in Spanish and English, a sample Public Notice, and the Title VI Local Government & Consultants (Everything) Handbook.

**Follow-up:** Douglas County most recent non-transit Title VI Plan was approved by the Board of County Commissioners on June 30, 2021. The Plan includes Title VI information related to the Complaint Process and Form, Public Participation Plan (PPP), Limited English Proficiency (LEP) with the Four Factor Analysis and Language Assistance Plan (LAP), and Public Notice. Michelle Speer, the Human Resources Manager, was appointed as the Title VI Coordinator for Douglas County. No additional information or updates are needed at this time.
TITLE VI REVIEW

County: Finney County, Kansas

Review Attendees: Robert Reece, County Administrator; Kelly Munyan, Human Resources Director; and Dori Munyan, County Clerk

Investigator: Deb Dillner Date: September 2, 2021

Comments: Finney County has a total population of 38,470 included several minority populations. The minority population is 23,078, 60% of the total population. The largest minority group is Hispanic. There are 1,956 minority and women owned businesses in the County.

The Area Agency on Aging, Senior Center, provides public transportation to all citizens. Routes are evaluated annually to determine the best coverage. Fixed and on-demand routes are available on a fee for service schedule.

Finney County issued an RFP for a biennial bridge inspection contract for the 40 bridges within the County. One woman owned firm was among the potential consultant firms for the contract. Contracts are awarded per the County’s Purchasing Policy. Title VI language is included in contracts and agreements.

County residents are encouraged to participate in activities and program through public meetings and hearings, public notices in public places, radio, television, and newspaper advertisements, and postings on the County’s website and social media. Information translation is available, primarily in Spanish.

The County has not acquired any private property for right of way in the last five years. The County has not received any civil rights complaints.

All County Commissioners are publicly elected. The five current commissioners are all white males. Minority and women members are included on committees and boards appointed by the County Commissioners.

The County does not let any construction projects that contain federal-aid highway funds. The County utilizes the KDOT federal funds exchange program.

During the review, a copy of the Nondiscrimination Agreement for Populations under 100,000, a sample Title VI Compliant Form and Public Notice, copies of the KDOT Title VI Brochures in both English and Spanish, and the Title VI Local Government & Consultants (Everything) Handbook were provided to the County.

Follow-up: Finney County will create a Title VI Plan with the Nondiscrimination Agreement including a Complaint Process/Form and Title VI Public Notice. A current County Organizational Chart will be provided noting Kelly Munyan as the Title VI Coordinator. This process will be completed as soon as possible.
TITLE VI REVIEW

County: Ford County, Kansas

Review Attendees: Jonathan “JD” Gilbert, County Administrator; Shawn Fletcher, Assistant County Administrator; Pat Heeke, Human Resources Director; and Eric Deitcher, FHWA – Kansas Division

Investigator: Deb Dillner            Date: September 16, 2021

Comments: The County of Ford has a total population of 32,127 with an estimated minority population of 18,392, primary Hispanic. The County is considered a majority-minority county based on school district statistics with a minority population over 57%. There are 1,244 minority and woman owned businesses in the County.

Ford County does not provide public transportation. The City of Dodge City provides a no-fee demand/ride services – General Public Transportation.

Ford County has not utilized any consultants in past five years. No right of way acquisitions has occurred in the last five years. There were no displacements of any residences, businesses, farms, or nonprofit organizations. The Uniform Act is followed for right of way acquisitions. The County has not received any civil rights complaints. The County does not let any construction projects that contain federal-aid highway funds. Nondiscrimination language is included in contracts and agreements.

All County Commissioners are publicly elected. The three current commissioners are all white males. The County Planning & Zoning Board includes two White females, one Hispanic male, and two White males.

The county uses its website, radio, newspaper, and direct mailings to inform the community of public meetings or hearings and bidding opportunities. The Dodge City Globe is the County’s official newspaper.

The County partners with the City of Dodge City for translation services. County employees are available to assist with translation as needed.

During the review, the County was provided a copy of the Title VI Local Government & Consultants (Everything) Handbook, the Nondiscrimination Agreement, the Title VI Compliant Form, a sample Title VI Public Notice, and the Title VI Brochures in English and Spanish.

Follow-up: The County will submit a signed Nondiscrimination Agreement (Title VI Plan) as soon as possible. Updated Title VI information will be posted on the City’s website.
TITLE VI REVIEW

County: Harvey County, Kansas

Review Attendees: Anthony Swartzendruber, County Administrator; Robert Carlton, Director of Aging; and Jim Meier, Road & Bridge Superintendent

Investigator: Deb Dillner Date: September 1, 2021

Comments: Per the 2019 Census estimates, Harvey County has a total population of 34,429. The minority population is 2,238, with the largest group being Hispanic. There are 1,001 minority and woman owned businesses in the County.

The County has a written Title VI Plan including a Public Participation Plan (PPP), Limited English Proficiency (LEP) Plan, and a Title VI Complaint Process and Form. The LEP Plan outlines the County’s Language Assistance Plan (LAP). The Title VI Plan was last updated in May 2021. A copy of the document was provided for this review.

Harvey Interurban provides demand-response transportation for all Harvey County residents; cost varies with destination and income level. Three consultant firms have been contracted for planning design or research in past five years. The County has not conducted any outside transportation improvement design studies in the past five years. Title VI language is included in contracts, subcontracts, and agreements. The County has not displaced any residences, businesses, farms, or nonprofit organizations for right of way acquisitions in the last five years. The County has not received any civil rights complaints.

All County Commissioners are elected. The current three Commissioners are all white males, retired from previous non-commission careers. The county uses its website, official newspaper (the Newton Kansan), public notices, and direct mailings to inform the community of public meetings or hearings. The County does not let construction projects that contain federal-aid highway funds.

During the review process, the County was given a copy of the Nondiscrimination Agreement, copies of Title VI Brochures in Spanish and English, a sample Public Notice, and the Title VI Local Government & Consultants (Everything) Handbook.

Follow-up: No additional information or updates are needed at this time.
TITLE VI REVIEW

County: Sumner County, Kansas

Review Attendees: Debbie Norris, County Clerk and Eric Deitcher, FHWA – Kansas Division

Investigator: Deb Dillner Date: September 9, 2021

Comments: Sumner County has a total population of 23,114 with a minority population of 2,711 per the US Census 2019 Estimate. The predominate minority group is Hispanic Americans. There are 490 woman-owned and 109 minority-owned businesses in the County.

Sumner County partners with Futures Unlimited to provide the Wellington Area Local Transit (WALT) to provide on-demand transit services to senior and disabled individuals. The service is open to the public. The service is funded with grant and County funds.

The County has not conducted any outside transportation improvement design studies in the past five years. No residences, businesses, farms, or nonprofit organizations have been displaced for right of way acquisitions in the last five years. The County has not received any civil rights complaints. The County follows the Uniform Act in right of way acquisition as necessary.

All County Commissioners are publicly elected. The three commissioners are all white males at the present. The county uses its website, radio, seven newspapers to inform the community of public meetings or hearings. The County’s newspaper of record is currently the Conway Springs Star. The ‘official’ newspaper is put out for bid on a two-year cycle.

The County does not let any construction projects that contain federal-aid highway funds. Federal funds received by the County are exchanged through the KDOT Federal Funds Exchange Program. Nondiscrimination language is included in contracts and agreements.

During the review, the County was provided a copy of the Title VI Local Government & Consultants (Everything) Handbook, the Nondiscrimination Agreement, the Title VI Compliant Form, a sample Title VI Public Notice, and the Title VI Brochures in English and Spanish.

Follow-up: The County will submit a signed Nondiscrimination Agreement (Title VI Plan) as soon as possible. Updated Title VI information will be posted on the City’s website.
TITLE VI REVIEW

Subrecipient: Washburn University, Topeka, Kansas

Review Attendees: Pamela Foster, Equal Opportunity Director & Title VI Coordinator; JuliAnn Mazachek, Vice President of Academic Affairs; Eric Grospitch, Vice President of Student Life; Debra Mikulka, Director of Sponsored Projects; Luther Lee, Director of Finance/Controller; Cherry Steffen, Department of Education Chair; and Eric Deitcher, FHWA – Kansas Division

Investigator: Deb Dillner  Date: September 7, 2021

Comments: Washburn University, inclusive of Washburn Tech, employees 953 faculty and staff and has just under 7,000 students enrolled. The subrecipient maintains a diverse and inclusive campus. The Office of University Diversity & Inclusion collaborates with campus organizations and regional community organizations to develop, promote, and host innovative training programs and conferences that enhance the University climate, promote a culture of inclusion, and demonstrate the University’s commitment to excellence and diversity in all programs. Each unit of the University is charged with conducting its programs and activities in accordance with the University’s commitment to equal opportunity for all.

Accessibility and translation services are provided by the Inclusion Office on campus.

All faculty, staff, and students have access to Handbooks and online resources that outline policies and procedures related to nondiscrimination and procedures for filing a complaint of discrimination. Washburn University annually publishes a notice of nondiscrimination in the Topeka Capital Journal.

Washburn University has an agreement with the Topeka Metro to pay bus service fees for all students and employees with a current Washburn ID. The University outlines purchasing, bidding, and contracting procedures in their Purchasing Policies. Nondiscrimination language is included in contracts and agreements.

Follow-up: No additional information or updates are needed at this time.
TITLE VI/NONDISCRIMINATION

GOALS FOR FY 2022
Fiscal 2022 Title VI/Nondiscrimination Goals  
Division of Administration

Goal Statement 1:

Jessica Mills, Employment Officer/Diversity Recruiter will continue in the capacity of Title VI Coordinator. She will continue to become more versed in Title VI by attending Title VI Coordinator meetings, attending webinars relating to topics covering Title VI issues and reviewing articles and publications on Title VI matters.

Target Date:  
Ongoing

Goal Statement 2:

During FY 2022, the KDOT Office of Information Technology (OITS) will continue to audit KDOT websites to identify content not in compliance with 508 accessibility standards.

OITS will continue to follow 508 accessibility standards in our new additions to content to the KDOT web site. OITS will continue to run all KDOT websites through monthly accessibility management audits. Those sites that are not in compliance with 508 accessibility standards will be asked to correct the issues.

Target Date:  
Ongoing

Goal Statement 3:

The Bureau of Human Resources, Organizational Development Unit (ODU), will continue to train employees with courses focusing on the Mission, Vision and Values of the agency, as well as increasing cultural sensitivity, awareness, and the importance of diversity in the workplace.

The goal for the Organizational Development Unit is to continue to provide excellent customer service to all they serve, in all aspects of training.

Target Date:  
Ongoing
Goal Statement 4:

Facilities Management: Ergonomic recommendations and ADA requests involving structural modifications and/or cubicle reconfigurations will continue to be addressed on an as-needed basis. It is paramount that valid requests are addressed in a timely fashion.

Additionally, the Office of Support Services will continue to make its service available to those in need of printing, graphics, and replacement and/or amendments to all Limited English Proficiency (LEP) compliant materials as needed.

Target Date:

Ongoing

Goal Statement 5:

The Diversity Recruiter will attend job fairs targeting diverse populations. In addition, they will continue outreach efforts with high school students to educate them about future careers with KDOT, including the Multicultural Youth Internship Program and JAG.

The Employment Officer/Diversity Recruiter & Engineering Recruiter will partner with the Office of Support Services to update handouts, marketing & recruitment materials, and tabletop displays.

Target Date:

Ongoing
Fiscal 2022 Title VI/Nondiscrimination Goals
Division of Aviation, Fiscal & Asset Management, and Policy

Goal Statement 1:
Leah Hubbard, Executive Office Administrator, will continue in the capacity of Title VI Coordinator. She will continue to become more versed in Title VI by attending Title VI Coordinator meetings, attending webinars relating to topics covering Title VI issues and reviewing articles and publications on Title VI matters.

Target Date:
Ongoing

Aviation

The Division of Aviation complies with Title VI requirements in programs overseen by the division. Some examples are listed below.

- Information about planned projects and opportunities are made accessible to all parties and stakeholders across the state
- Compliance with the Americans with Disabilities Act (ADA) is ensured for digital online products to assure maximum access to all potential participants
- All Division acquisition, procurement, and DBE activities are executed through other offices that maintain accountability to meet Title VI requirements

KDOT requires the following Title VI related courses to be completed annually:

- Respecting Others in the Workplace
- OUCH, That Stereotype Hurts
- Anti-Harassment

Goal Statement 1:
Division of Aviation personnel will participate in all Title VI related training required by KDOT.

Target Date:
Ongoing

Goal Statement 2:
Demonstrate inclusiveness in daily operational interaction.
Target Date: 

Ongoing

Goal Statement 3:

Division of Aviation will partner with the Office of Support Services to update recruiting materials that elevate the quality of the team through diversity.

Target Date:

Ongoing

Fiscal & Asset Management

Goal Statement 1:

The Division of Fiscal & Asset Management will continue to train employees with courses focusing on the Mission, Vision, and Values of the agency as well as increasing cultural sensitivity and awareness and the importance of diversity in the workplace. Employees will be encouraged to attend either an Instructor Led Course or an online course available to employees in the KDOT Learning Center.

Target Date:

Ongoing

Goal Statement 2:

All of the Divisions/Offices that report to Lindsey Douglas could attend an agency provided learning opportunity about the basics of Title VI. This could be materials or online opportunities.

Target Date:

Ongoing

Goal Statement 3:

Make sure that the Division’s Title VI contact is able to attend relevant trainings, so they are “up-to-date” on the topic.

Target Date:

Ongoing
Office of Policy

Goal Statement 1:
Discuss Title VI topics and Title VI goals at Division staff meetings.

Target Date:
Ongoing

Goal Statement 2:
Continue to educate Division personnel on the requirements of Title VI and pursue available training opportunities.

Target Date:
Ongoing
Goal Statement 1:

Avoid, minimize, or mitigate disproportionately high and adverse effects on minority and low-income populations.

Target Date:

Ongoing

Goal Statement 2:

Ensure full and fair participation by all potentially affected communities in the transportation decision-making process.

Target Date:

Ongoing

Goal Statement 3:

Continue using public involvement efforts to support Title VI efforts while trying to balance public impacts, safety, design, costs and the overall benefit on a regional or state level.

Target Date:

Ongoing
Goal Statement 1:

The Division Title VI Coordinator will attend required training to learn and understand Title VI requirements and effective enforcement techniques for compliance.

Target Date:

Ongoing

Goal Statement 2:

The Division Title VI Coordinator will continue to review new procedures, policies, programs, and projects to ensure compliance with Title VI requirements.

Target Date:

Ongoing
Goal Statement 1:

To obtain training for Division Title VI Coordinator and additional staff members in the Division of Planning and Development as appropriate. This will include Division staff continuing to utilize the KDOT Learning Center to complete required trainings such as Respecting Others in the Workplace and OUCH! That Stereotype Hurts as well as online webinars and training opportunities.

Target Date:

Ongoing

Goal Statement 2:

To ensure that KDOT’s Title VI brochure is made available at public meetings such as Local Consult, Transit Asset Management Plan meetings, and corridor planning meetings which are conducted by the Division of Planning and Development or in conjunction with other areas of the agency.

Target Date:

Ongoing

Goal Statement 3:

To assist new 5310/5311 demand response transit providers, as subrecipients of federal funds, in developing compliant Title VI programs and to assist all FTA funding recipients with the implementation of their approved Title VI Programs as appropriate.

Target Date:

Ongoing

Goal Statement 4:

To provide a Division wide learning opportunity about the basics of Title VI. This could include the development of an educational handout, brief training at a Division event, or other to be determined form of outreach.
Goal Statement 5:

To continue assessing the need for any Title VI/DBE related changes during regularly scheduled updates of the Public Transit Policy Manual. This update is conducted by the Office of Public Transportation in the Bureau of Transportation Planning.

Target Date:

Ongoing

Goal Statement 6:

To perform outreach to the Spanish speaking residents/communities across the state by working through the staff in the Bureau of Transportation Safety and the Kansas Traffic Safety Resource Office (KTSRO).

Target Date:

Ongoing

Goal 7:

To conduct Title VI Reviews of the metropolitan planning organizations in Kansas in conjunction with the Office of Civil Rights Compliance.

Target Date:

June 2022
Fiscal 2022 Title VI/Nondiscrimination Goals
Division of Program & Project Management

Goal Statement 1:

The Division Title VI Coordinator will attend training courses to learn and understand Title VI requirements and effective enforcement techniques for compliance.

Target Date:

Ongoing

Goal Statement 2:

The Division Title VI Coordinator will review existing procedures and ensure administrative, project, and contractual processes comply with Title VI requirements.

Target Date:

End of FY 2022
Fiscal 2022 Title VI/Nondiscrimination Goals  
Division of Safety

Goal Statement 1:

Tammi Clark, Industrial Hygienist, will continue as the Division Title VI Coordinator. She will attend training courses to learn and understand Title VI requirements and effective enforcement techniques for compliance.

Target Date:

Ongoing

Goal Statement 2:

The Division Title VI Coordinator will review existing procedures and ensure administrative, project, and contractual processes comply with Title VI requirements.

Target Date:

Ongoing

Goal Statement 3:

The Division Title VI Coordinator will develop a meeting for the Division employees that would discuss equality verse equity.

Target Date:

By the end of Fiscal 2022
The 2022 Title VI goals for the Bureau of Construction & Materials are shown below.

**Goal Statement 1:**

Discuss Title VI topics and Title VI goals at Bureau staff meetings.

**Target Date:**

Ongoing

**Goal Statement 2:**

Continue to educate Bureau personnel on the requirements of Title VI and pursue available training opportunities.

**Target Date:**

Ongoing
Goal Statement 1:

Continue providing oversight on locally administered projects that includes monitoring of contractor and local agency activities to determine if appropriate Title VI procedures are followed and adequately documented.

Target Date:

Ongoing
Fiscal 2022 Title VI/Nondiscrimination Goals
Bureau of Maintenance

Goal Statement 1:

As new buildings are constructed and existing buildings remodeled or modernized, the requirements of the ADA and ADA Amendments Act are taken into consideration during the design and construction phases of the project.

Target Date:

Ongoing
Goal Statement 1:

Ensure all K-TRAN projects and other research contracts have required language to encourage minority and female participation.

Target Date:

Ongoing

Goal Statement 2:

Continue to pursue available training opportunities to educate Title VI Coordinator and bureau personnel on Title VI requirements as appropriate.

Target Date:

Ongoing
Fiscal 2022 Title VI/Nondiscrimination Goals
Bureau of Right of Way

The policies and procedures within the Bureau of Right of Way accommodate Title VI of the Civil Rights Act in all phases of the Bureau’s core functions including the surveys, environmental services, right of way engineering, inventory and disposal, appraisal, acquisition, relocation, property management, highway beautification program, and when utilizing contract services for these project development activities.

The Bureau of Right of Way is comprised of a staff of approximately 64 people that perform these various activities. Three of the staff members are temporary or part time.

Goal Statement 1:

Title VI training will be provided to all staff members that are new to the Bureau since March 14th of 2018. (This program will be based on the training provided to the entire Bureau at the March 14, 2018 Bureau meeting as well as other newly developed updates to the program based on changes at the Federal and State levels).

Target Date:

All of FY 2022

Goal Statement 2:

The Coordinator will participate in the Multicultural Youth Program, if the opportunity is available, in the upcoming fiscal year. The coordinator will mentor a youth intern, while supporting the mission of the program and potentially increase diversity and inclusiveness in the Bureau and the Agency as a whole.

Target Date:

March 2022 through the end of the program period.

Goal Statement 3:

Provide information relative to available training to Bureau staff. Request that section leaders provide data on external training for their staff that relates to Title VI or request the training report from the KDOT Organizational Development Unit. This training data will be included on the annual reports.
Target Date:

July 2022

Goal Statement 4:

Monitor and report on all Bureau program aspects for compliance with Title VI requirements. This includes procuring translation services for the Bureau.

Target Date:

All of FY 2022
Fiscal 2022 Title VI/Nondiscrimination Goals
Bureau of Road Design

Goal Statement 1:
Eliminate, reduce, and/or mitigate adverse impacts on protected group communities, businesses, and individuals through open disclosures at public hearings and in studies prior to design.

Target Date:
Ongoing

Goal Statement 2:
Provide equal opportunity for DBE consultants with minority and women staff.

Target Date:
Ongoing

Goal Statement 3:
Identify environmental justice concerns. Document the social and economic issues of the proposed project during field check and record on the “Design Summary Report” (impact to minority or low-income population) and in the Field Check Report.

Target Date:
Ongoing
Fiscal 2022 Title VI/Nondiscrimination Goals  
Bureau of Structures & Geotechnical Services

Goal Statement 1:  
Training for the Title VI Coordinator

Target Date:  
Ongoing

Goal Statement 2:  
Participate in the Multicultural Youth Program if available: mentor and expose a high school student to one of the many types of work opportunities that can be explored further in college.

Target Date:  
Through July 2022

Goal Statement 3:  
Participate in the NTSI Stem Camp: along with presenting at the end of the sessions, participate in one of the sessions that the students do to learn about STEM, with a session geared towards bridge building and testing/load rating.

Target Date:  
Through August 2022

Goal Statement 4:  
Participate in the MAGIC Camp: talk with high school female students about the roles they can play in the world of construction in a roundtable environment.

Target Date:  
June 2022

Goal Statement 5:
Participate in the Construction Career Expo: Send a wide range of employees from the bureau to meet with the public to introduce them to the many opportunities at KDOT.

Target Date:

Fall 2022

Goal Statement 6:

Provide equal opportunities to DBEs for stand-alone bureau projects (Ancillary Structure and set-a-side projects)

Target Date:

Ongoing
Fiscal 2022 Title VI/Nondiscrimination Goals
District 1

Goal Statement 1:

District One will continue to attempt to work on selecting employees from protected groups in the hiring process as positions become available.

Target Date:

Through July 2022

Goal Statement 2:

District One wants to continue to strongly encourage its employees and make those aware who speak with the public or work in one of the Construction Offices that they have an opportunity to take the on-line Spanish curriculum called Basic Spanish in the Workplace and will continue with ongoing training and practices that accomplish the goals of fostering a diversified employee environment.

Target Date:

Through July 2022

Goal Statement 3:

District One will again request that the Office of Civil Rights Compliance offer more training on Title VI for their employees.

- Have Office of Civil Rights attend one of our District bi-monthly Construction/Materials meetings at the District to give a 30-minute briefer/refresher on the Title VI materials, requirements, and applications.
- The Area Four Field Engineering Administrator & District One Title VI Coordinator, Michelle Anschutz, will attend training for Title VI as it becomes available.

Target Date:

Through July 2022
Fiscal 2022 Title VI/Nondiscrimination Goals
District 2

Goal Statement 1:

Continue to invite Office of Civil Rights Compliance to attend pre-construction meetings.

Target Date:

Ongoing

Goal Statement 2:

Engage in discussions during field check meetings to identify 4(f) lands.

Target Date:

Ongoing

Goal Statement 3:

Distribute Title VI pamphlets in Spanish and English during public meetings. These pamphlets will be distributed as part of the calendar invite for virtual meetings.

Target Date:

Ongoing
Fiscal 2022 Title VI/Nondiscrimination Goals
District 3

Goal Statement 1:

Continue to educate the public by making Title VI documents available at all public meetings in both Spanish and English formats. In addition, meetings shall be held in accessible buildings. However, COVID-19 may impact the way future meetings are held.

Target Date:

To be determined, based on future project letting lists and upcoming bridge replacement projects.

Goal Statement 2:

Hold discussion session with Area staff to discuss Title VI goals.

Target Date:

During FY22, share Title VI information and training with the whole district. Hold meeting with key district staff to discuss Title VI goals and issues.

Goal Statement 3:

Monitor public meeting facilities to ensure the facilities are ADA accessible.

Target Date:

Ongoing, see Goal Statement 1
Goal Statement 1:

The District 4 Title VI Coordinator will continue to monitor public meeting facilities to assure that they are ADA accessible facilities and observe demographics from the meetings.

Target Date: Ongoing

Goal Statement 2:

The District 4 Title VI Coordinator will continue to make sure that Title VI brochures are available at public meetings and Area offices in English and Spanish.

Target Date: Ongoing

Goal Statement 3:

The District 4 Coordinator will continue to monitor public notices for public meetings to see that the offer for alternative accessible formats is included in the notice and will utilize a statewide contract for Limited English Proficiency (LEP) individuals on an as needed basis.

Target Date: Ongoing
Fiscal 2022 Title VI/Nondiscrimination Goals
District 5

District Five Construction Office and eight field construction groups monitor the EEO contract compliance of construction contractors through the use of the Federal-Aid Highway Construction contractor’s annual report, the FHWA Form 1391, the certificate of Affirmative Action Requirement, compliance with EEO contractual requirements, and contractor EO policies.

All Construction Engineers and office coordinators review and monitor the contractor payroll transcripts and labor compliance using AASHTOWare-CRL online. Discussion is held during pre-construction conferences to review the Davis-Bacon Act requirements. During construction, questions/concerns are handled at monthly, bi-weekly, or weekly contractor meetings, and by telephone and e-mail. Wage rate interviews are conducted on each project during construction and checked against the submitted payrolls by the area Construction Engineers and Construction Office Coordinators. The results are compiled and submitted to the District Office Coordinator on a quarterly basis where they are checked and submitted as requested to the Bureau of Construction & Materials.

**Goal Statement 1:**

Continue to seek training opportunities from Office of Civil Rights Compliance for District Five Title VI Coordinator and the Construction staff to become more knowledgeable regarding Title VI details and best practices to monitor compliance. Attend public meetings as available to learn how contractors and the public work together for Title VI compliance.

**Target Date:**

Ongoing

**Goal Statement 2:**

District Five Mentor will continue providing oversight on locally administered projects to monitor and determine if appropriate Title VI procedures are being followed.

**Target Date:**

Ongoing
Goal Statement 3:

District Five Construction groups will continue to use the bulletin board check sheet (7/2017) provided by the Office of Civil Rights Compliance to ensure that all bulletin boards are compliant before construction begins. The checklist documentation will be retained with the project files. The District Mentor will also continue to conduct random on-site follow-up visits to check the conditions and clarity of information on the boards.

Target Date:

Ongoing

Goal Statement 4:

Continue to request representative from Office of Civil Rights Compliance to present at District Five Construction/Materials winter meeting to educate staff on any updates and changes regarding Title VI requirements

Target Date:

Ongoing
District Six is routinely involved in activities with contractors, vendors, and members of the public that qualify for protection under Title VI. The District Six Title VI Coordinator and all other members of District Six leadership are asked to monitor the activities they administer, such that Title VI needs are addressed and satisfied.

**Goal Statement 1:**

The District Six Title VI Coordinator will continue to make sure that Title VI brochures are available at public meetings and Area offices in English and Spanish as needed.

**Target Date:**

Ongoing

**Goal Statement 2:**

Continue to seek training opportunities from Office of Civil Rights Compliance for District Six Title VI Coordinator to become more knowledgeable regarding Title VI details and best practices to monitor compliance.

**Target Date:**

Ongoing

**Goal Statement 3:**

Meet with other Title VI Coordinators on a regular basis to discuss Title VI issues and successes.

**Target Date:**

Ongoing
Fiscal 2022 Title VI/Nondiscrimination Goals
Office of Civil Rights Compliance

Goal Statement 1:
Continue monitoring of KDOT informational meetings and hearings for Title VI/Nondiscrimination inclusion. The Program Consultant in each respective district will attend these meetings, when possible, to observe demographics, ADA accessibility, and assure nondiscrimination.

Target Date:
Ongoing

Goal Statement 2:
Request continued presence on District Construction Meetings agenda. The focus will be maintaining a Civil Rights presence for District personnel. Presentations by Program Consultants will address one or more of the following topics: DBE Trucking for goal credit, Title VI/Environmental Justice, On the Job Trainees, Contract Compliance Reviews, 1391 annual EEO reports, Davis Bacon Act compliance, and other relevant topics as necessitated for the 2022 construction season.

Target Date:
Ongoing

Goal Statement 3:
Continue to develop and organize periodic meetings and training for current and new Title VI Coordinators.

Target Date:
Ongoing
ADA/SECTIO 504 PROGRAM UPDATE

The Kansas Department of Transportation has designated Edmond Leboeuf, KDOT Department of Administration, as the acting EEO Officer and ADA Coordinator for the agency.

The ADA Coordinator will monitor local government subrecipients for ADA compliance. Mr. Leboeuf was appointed to this position on July 14, 2019. The previous ADA Coordinator did reviews that included specific ADA inquiries as well as ADA Transition Plan updates. KDOT has worked closely with cities and counties to help them become compliant and understand the importance of having an updated plan that will be followed and reviewed annually.

**KD OT Internal Activities**

The KDOT ADA Transition Plan has been approved by the Federal Highway Administration as of July 2, 2019.
Kansas Department of Transportation

Limited English Proficiency Update
KDOT’s Traffic Safety Section (TSS) continued to work through the Kansas Traffic Safety Resource Office (KTSRO) to promote its programs to Spanish-speaking audiences. One of the requirements of the KTSRO contract is to have at least one person who is bilingual (Spanish/English) on their staff. This person’s duties include reaching out to the Hispanic communities across Kansas. We have recently hired a new staff person for this position. She is working on building a relationship with Hispanic Chamber of Commerce across the state and will be contacting large employers across the state to promote traffic safety to minorities. The KTSRO is responsible for posting and updating information (in Spanish) on the minority page of their website: http://www.ktsro.org/minority.

As part of the outreach to Hispanic communities, the KTSRO has participated in the Garden City Fiesta and creating advertising spots for Child Passenger Safety Week. The KTSRO provides informational brochures in English and Spanish. Although it’s difficult to know how many recipients are Spanish speaking, the overall reach on average is more than 15,000. KTSRO reaches thousands of others through events such as the Kansas State Fair, county fairs, and health/safety fairs throughout the state. The “Buckle Up, Kansas!” activity book for children, which is a dual-language publication, continues to be one of the most popular items from the KTSRO. More than 9,300 were distributed in the past year.
Statewide, there has been an increase in bilingual CPS technicians. We now have 36 CPS technicians and one instructor, that are serving caregivers in 16 counties. KDOT orders approximately 1,650 car seats annually for distribution to parents who might not be able to purchase a seat for their children. The seats are sent to inspection stations statewide, with approximately 35% being given to Hispanic/Latino children, according to the demographic forms received back to the KTSRO.
In 2015, KDOT began updating most of its Traffic Safety brochures to be English on one side and Spanish on the other. From July 2020 – June 2021, about 305,000 of the dual-language cards and flyers were distributed statewide, including information about seat belts, child passenger safety, texting, motorcycle safety, and driving under the influence of alcohol. We also have a brochure for traffic safety issues with instructions for navigating through roundabouts, diverging diamonds, and how to do a zipper merge. Many of these brochures are sent to law enforcement agencies to use when participating in special traffic enforcement mobilizations for the TSS. The educational materials are also sent out to health clinics, schools, employers, and other traffic safety advocates across the state.
Cuarenta por ciento de todos los choques ocurrieron en los cruces. Colisiones de ángulo recto son los más graves. Las rotondas se hacen más seguros los cruces por reducir la velocidad, el número de las puntas de conflicto, y ángulos de impacto. Algunas tienen carriles diversos. Señales y marcas en el pavimento identifican el movimiento de cada carril.

- Al acercarse a la rotonda, reduce la velocidad y revisa las señales y marcas del pavimento.
- El señal en la entrada explica cuál carril es necesario para salir, dependiendo de donde quieres salir la rotonda.
- Antes de entrar la rotonda, mira a la izquierda y cede el paso a los demás conductores. Una vez que estás dentro de la rotonda, los conductores afuera tienen que ceder el paso a usted.
- Sigas las marcas del pavimento en su carril hasta que quieras salir la rotonda.

El diamante divergente crea más seguridad en las intersecciones. Este intercambio permite al tráfico moverse y desde la autopista y la calle calzada sin ceder. El número de las puntas de conflicto es reducido, que reduce el número de choques.

- Como se acerca al intercambio, revisa los señales y marcas en el pavimento.
- Los semáforos controlan todos los carriles mientras cruzan brevemente a la izquierda de la calle a secciones cruzadas cuidadosamente diseñadas.
- Viaje por una distancia limitada y luego vuelva al lado derecho tradicional de la calle.

El fusión zipper está activado por los cierres de carriles en zonas de construcción con mucha tráfico. En zonas de construcción tradicionales, un señal "carril cerrado adelante" (o "lane closed ahead" en inglés) está levantado, y todos los conductores mueven inmediatamente a uno carril. Con un fusión zipper, los dos carriles están abiertos tanto como sea posible. Esto reduce la congestión y la interrupción del tráfico aumentando la seguridad y flujo de tráfico.

- Como se acerca la zona de construcción, revisa los señales. Si está usando el fusión de zipper, un señal se ordena a usar ambos carriles cuando hay congestión.
- Todos los conductores continúan usar ambos carriles hasta que el señal indica una punta definitiva fundirse.
- A la punta de fusión, un señal ordena a los conductores moverse al carril abierto, exactamente como un zipper.

**Distracción al Conducir**

Hay 3 tipos de distracción

1. **Visual**
   - Aparar los ojos de la carretera
2. **Manual**
   - Aparar las manos del volante
3. **Cognitivo**
   - Aparar su mente de lo que está haciendo

La distracción al conducir es cualquier actividad que desvíe la atención de la tarea de conducir.

**Enviar Textos, Prohibidos (KSA 8-15, 111)**

Es ilegal escribir a mano, enviar, o leer un mensaje electrónico mientras conduce un automóvil en una calle pública o autopista. Enviado o revisar su correo electrónico mientras conducir independientemente en una señal de parar. La multa es de $50 y los costos de la corte.

**Distractions Potenciales Mientras Conducir**

- Leer (incluyendo las mapas)
- Los teléfonos celulares
- Hablar con pasajeros
- El alcohol
- Cambiar el radio
- Comer y beber
- El sabor
- El GPS

**Licencias de conducir (KSA 8-291)**

Para todos los adolescentes que tienen una licencia restringida, usar un celular para llamar o textar mientras conducir resultará en una licencia suspendida. Textear mientras conducir TAMBIEN resultará en una multa de $50 y los costos de la corte.

Toda la información proporcionada está destinada exclusivamente para el uso de educadores.
Traffic Safety messages were promoted in 2020-2021 through Kansas City’s MLS team, including posts on their social media, banner ads on the Sporting KC website, PA announcements, LED field board signage, exposure on the IPTV, and video ads. Parking lot exit signs are also provided, reminding attendees to buckle up as they leave the stadium. Dual-language table tents in the lounges promoted an app for a safe ride home, and a partnership with the Kansas Highway Patrol provided personal contact with families as they entered the venue. With an average attendance of nearly 20,000 at each home game in a sport that is wildly popular among the Latino population, the contract with Sporting KC has given a great deal of exposure to our target audience. This relationship with the KHP and other traffic safety partners has expanded into other sports marketing venues, as well. Several interviews with local Hispanic radio stations over the past year targeting child passenger safety and DUI.

KDOT also continued to place ads on Spanish TV and radio stations during its “Click It. Or Ticket.” and “You Drink. You Drive. You Lose.” and Child Passenger Safety media campaigns in the Wichita, Kansas City and Topeka areas with additional materials running on social media.

Office of Chief Counsel and Office of Civil Rights Compliance:

The Office of Chief Counsel and the Office of Civil Rights are jointly located and share resources. Staff from the Office of Chief Counsel provide limited administrative support to the Office of Civil Rights Compliance. The Office of Chief Counsel and the Office of Civil Rights Compliance have a contract to provide oral, written, and video translation services as needed. Various staff in each office have access to utilize the translation service.