# KANSAS DEPARTMENT OF TRANSPORATION
## TITLE VI / NONDISCRIMINATION PROGRAM

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September 19, 2017

MEMORANDUM TO: STATE TRANSPORATION 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, 1987 and 1991 and subsequent related statutes including Title II of the Americans with Disabilities Act (Title II ADA) and Sec 504 of the Rehab Act of 1973 (Sec 504). 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, religion, disability, gender, or low income 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.

Richard Carlson
Secretary of Transportation
Director of Kansas Turnpike Authority
<table>
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Effective 8/29/17
TITLE VI/NONDISCRIMINATION

ACCOMPLISHMENT REPORTS

FOR FY 2017
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
Bureau of Construction and Materials

Goal Statement 1:

Headquarters and district engineering staff will respond to DBE questions and provide technical assistance when needed. Continue the rotation of presentations at the annual District Construction Meetings where the even numbered districts receive training in even numbered years and the odd numbered districts in odd years.

2017 Achievement:

While the Bureau partners with the Office of Civil Rights Compliance to administer the Disadvantaged Business Enterprise Program, inquiries about the program often come to C/M. Bureau personnel continue to respond to these questions and provide technical assistance.

Each District Construction Meeting had personnel from the Office of Civil Rights Compliance attend and highlight the functions of their office along with answering any Title VI related questions that were presented. Also, Sue Eiseman discussed payroll requirements in the new AASHTO Civil Rights and Labor software package that is being implemented in January 2018.

Goal Statement 2:

Continue to educate the Bureau personnel on the requirements of Title VI. Will include Title VI or Non-discrimination related subject as an agenda topic for the Bureau of Construction and Materials meetings.

2017 Achievement:

DBE considerations and progress on 2017 Title VI/Nondiscrimination goals were discussed at Bureau of Construction & Material Meeting.


Blair Heptig participated in the “Building Blocks: Introduction to Title VI Training” session of the 2017 U.S. Department of Transportation Civil Rights Virtual Symposium.
Fiscal 2017 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.

2017 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/discussion with FHWA Division staff and participation in their reviews of our programs.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
Bureau of Maintenance

Goal Statement 1:

To insure 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.

2017 Achievement:

In FY 17 we continued to review ADA code compliance on all KDOT buildings.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
Bureau of Research

Goal Statement 1:

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

2017 Achievement:

All contracts administered by the Bureau are written to include language requiring compliance with applicable provisions of the KDOT Title VI/Nondiscrimination Program.

Additional 2017 Achievement:

The Bureau Chief listened in on the following USDOT Civil Rights Learning Center sessions on May 17, 2017.

Virtual Symposium, Building Blocks: Intro to Title VI
Virtual Symposium, Understanding Language Access in 2017
Fiscal 2017 Title VI/Nondiscrimination Accomplishments  
Bureau of Right of Way

Our 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 using contracting services for these project development activities. The Bureau of Right of Way is comprised of a staff of approximately 70 people performing these various activities.

Goal Statement 1:

Continue to have Title VI/Nondiscrimination brochures available at public meetings and hold those meetings in an ADA accessible and LEP compliant locations.

2017 Achievement:

No public meetings were attended by Right of Way staff for the 2017 period.

Goal Statement 2:

Invite the KDOT Office of Compliance and / or representatives of FWHA to speak or provide training relative to Title VI to the Bureau as the opportunity arises.

2017 Achievement:

FHWA provided Title VI training in November of 2016 during the MINK (Missouri, Iowa, Nebraska, and Kansas) DOT Conference held in Topeka, KS. All KDOT Title VI Coordinators were encouraged to attend. There were also other external training events related to Title VI that were attended by Right of Way Staff, see attached training reports.

Goal Statement 3:

Monitor programs, contracts, bulletins and documents within the Bureau for compliance with Title VI requirements.

2017 Achievement:

All aspects relating to Title VI within the Bureau were monitored and some work was done to review the contracts program due to a restructuring within the Bureau and updates to contract requirements from Fiscal Services.
**Goal Statement 4:**

Represent the Bureau at all Title VI Coordinator meetings and functions held in FY 2017.

**2017 Achievement:**

All Coordinator training, events and meetings were attended except for one, due to a schedule conflict. On November 2, 2016, I attended the MINK (Missouri, Iowa, Kansas & Nebraska) Civil Rights conference held in Topeka, Kansas; but was unable to attend the DOT Civil Rights Virtual Symposium on May 17 & 18, 2017, due to a conflict in my schedule. It is hoped that we can obtain a power point of that presentation for those that were not able to attend.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
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.

2017 Achievement:

Public meetings concerning projects were conducted as shown in the attached table and Title VI informational handouts were made available to the public. There was a limited number of public meetings this fiscal year due to the status of projects as well as some projects being temporarily delayed or suspended.

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<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>
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Goal Statement 2:

Provide equal opportunity for DBE consultants with minority and women staff.

2017 Achievement:

We continue to advertise projects in the Kansas Register to allow an opportunity for DBE firms to apply for Kansas projects.

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.

2017 Achievement:

Environmental justice concerns and supporting action are required on all Design Summary Reports and included in all Field Check Reports this fiscal year. Environmental Justice information is gathered and observations are conducted at the field check stage for each project.
Goal Statement 1:

A contract has been awarded to continue deployment of Wi-Fi internet access and interactive, touch-screen kiosks at as many Rest Areas across Kansas as generated revenue allows and begin Phase II implementation of Wi-Fi and Kiosks in State Parks across the state. The contractor is seeking a firm to sponsor the project.

2017 Achievement:

July 2017
Fiscal 2017 Title VI/Nondiscrimination Accomplishments  
Division of Partner Relations

Goal Statement 1:

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

2017 Achievements:

Leslie Gish has been active attending several job fairs targeting diverse populations and veterans. She has also attended MINK Title VI training and Title VI Coordinator meetings and attended webinars regarding Title VI issues. In addition, as the Employment Officer/Diversity Recruiter, Leslie has started outreach activities with high school JAG (Jobs for America’s Graduates) students in urban high schools in Kansas City and Topeka in an effort to educate students about future careers with KDOT.

Goal Statement 2:

The 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 new additions to content to the KDOT web site. OITS will continue to run all KDOT websites through a monthly accessibility management audits. Those sites that aren’t in compliance with 508 accessibility standards will be asked to correct the issues.

2017 Achievement:

The activities of the Office of Information Technology (OITS) are ongoing. OITS has met their goals for FY2017 with 99% compliance with accessibility standards. They will continue to audit the websites previously reported, while working towards achieving 100% compliance. OITS will also continue to work on increasing web presence while working with the 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. There will be Instructor Led Courses as well as online courses available to employees.

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

2017 Achievement:

The Bureau of Personnel Services, Organizational Development Unit (ODU) has offered 30 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 for the entire agency. There were 8 Instructor Led Courses and 22 online Courses and 3,260 employees attended these trainings in FY2017. We also offered Basic Spanish in the Workplace, we had 6 employees complete all 17 modules and 3 employees completed 4 different modules in FY 2017.

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

During FY2017 the ODU received customer service satisfaction survey results as follows:

Learning Management System Administrator Satisfaction = 92%

Instructor Led Annual Customer Service Satisfaction = 100%
Level 1 ILT = 96% while in the class
Level 2 ILT = 95.6% 45 post class
Level 3 ILT = 88% supervisors have seen improvement 6 months post class

Online Annual Customer Service Satisfaction from Subject Matter Experts = 100%
Level 1 Online = 97% immediately after completing online course
Level 2 Online = 97% 45 days post online course

Overall we have increased our customer satisfaction levels in all areas, except for one and it decreased with staff using the Learning Management System we dropped 8 percentage points. We are looking to upgrade and replace our current LMS.

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.
2017 Achievement:

FY2017 Goals were met according to projections.

One ADA request was received during FY 2017.

Goal Statement 5:

*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 reproductive services of Limited English Proficiency (LEP) compliant materials as needed.

2017 Achievement:

No updates to the Spanish vocabulary training module were required


Goal Statement 6:

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

2017 Achievement:

The Office of Support Service designed several new display boards for the Employment Officer/Diversity Recruiter for use at recruiting events. Support Services also provided printing services for Spanish language recruiting brochures requested by the recruiter. Recruitment posters were printed in English and Spanish for distribution in Kansas high schools.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
Division of Planning and Development

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, geographic information services (mapping), program and project management, bicycle/pedestrian activities, traffic engineering, transit, and metropolitan planning. Title VI and DBE considerations are integrated into the oversight of 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.

Overall the Division has made progress in meeting the goals set forth for state fiscal year (SFY) 2017. Much of the effort, however, is ongoing in nature and details of the Division’s progress towards meeting set goals follows.

Goal Statement 1:
To follow up with the MPOs as they work to implement the recommendations that came from the Title VI Program Reviews that were completed in mid-2016.

2017 Achievement:
The MPO’s followed up with the Comprehensive Transportation Planning Unit (CTPU) staff and the Office of Civil Rights Compliance as they began to implement recommendations that came from the Title VI Program Reviews. Also, as this is a dynamic process, the MPOs continue to make progress in implementing their Title VI Programs, allowing them to respond emerging regional and stakeholder needs.

Goal Statement 2:
To continue to obtain training for Division Title VI Coordinator and other staff members in the Division of Planning and Development as appropriate.

2017 Achievement:
The Division Title VI Coordinator and additional Division staff members took advantage of Title VI training opportunities that were made available. Please see the list above in the Staff Development and Training section.

Goal Statement 3:
Invite KDOT Office of Civil Rights Compliance staff to all MPO Certification Reviews and Planning Reviews as necessary.
Goal Statement 4:
To invite the Office of Civil Rights Compliance to speak at MPO meetings to educate and discuss the topics of Title VI. A reminder email detailing this opportunity will be sent to MPO staff early in the calendar year.

2017 Achievement:
The Division Title VI Coordinator emailed the MPOs in January 2017 about availability of Office of Civil Rights Compliance to speak at MPO meetings. No such requests were made.

Goal Statement 5:
To assist demand response transit providers, as sub recipients of federal funds, in updating their Title VI programs and to assist all FTA funding recipients with the implementation of their approved Title VI Programs as appropriate.

2017 Achievement:
The CTPU and Office of Public Transportation staff collaborated in the oversight of the demand response providers who were updating their Title VI Plans. These updated plans were completed in May 2017.

Goal Statement 6:
To discuss revising KDOT’s specs for lift vehicles in order to better accommodate persons with disabilities and their mobility devices. This annual review would be conducted by the Public Transit Unit in the Bureau of Transportation Planning.

2017 Achievement:
The Office of Public Transportation met with the Kansas Coordinated Transit District Council (KCTDC) this year to discuss the needs of the transit users. At this meeting staff discussed vehicle specifications and determined that the current specs meet expectations and appropriately accommodate persons with disabilities. KDOT staff along with the transit providers will revisit this annually as outlined in the goal statement.

Goal Statement 7:
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 Public Transit Unit in the Bureau of Transportation Planning.
2017 Achievement:

The Office of Public Transportation is in the process of updating its Policy Manual. This process is all encompassing and will include an in-depth look at our current Title VI and DBE policies.

Goal Statement 8:

To ensure that KDOT’s Title VI brochure is made available at public meetings conducted by Division staff.

2017 Achievement:

KDOT’s Title VI Brochures are made available at any public meetings that have been conducted in SFY 2017.

Staff Development and Training:

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

- The Division Title VI Coordinator participated in the 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.
- Throughout the year, the Public Transit Manager participates in meetings of the Kansas Commission on Disability Concerns (KCDC). This staff member serves as the Secretary’s representative on the Commission.
- On February 21, 2017 four Division staff members viewed a webinar about the Fundamentals of Environmental Justice.
- The Division Title VI Coordinator viewed a webinar about Environmental Justice and the Peer Network on September 14, 2017.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
District 1

The District One Construction Office and its six 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 six 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.

Goal Statement 1:

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.

2017 Achievement:

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 when given. None were given this year by the Office of Civil Rights Compliance

Goal Statement 2:

The District One Title VI Coordinator will continue to work with the Diversity Inclusion Network Group to find ways to hire and retain a diverse population of employees.

2017 Achievement:

The District One Title VI Coordinator attended several of the Title VI Coordinator’s meetings conducted by the KDOT Title VI Coordinator in Topeka,
the FHWA virtual meeting on Title VI and the MINK Meeting. Only one Diversity Inclusion Network meeting was held in Topeka this FY, the Bureau of Personnel decided not to hold them any longer.

**Goal Statement 3:**

District One will again request from the Office of Civil Rights Compliance 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 Contract 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, attend training for Title VI as it becomes available.

District One also requests that the Office of Civil Rights Compliance attend and speak at the yearly District Construction and Materials meeting to discuss Title VI requirements and applications.

**2017 Achievement:**

The Office of Contract Compliance did not hold any training for District personnel or attend the District Construction Materials meeting this FY. 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. The Office of Contract Compliance sponsored the MINK and virtual symposium on Title VI which was attend Area Four Field Engineering Administrator & District One Title VI Coordinator, Michelle Anschutz

**Staff Development and Training:**

Training: Training that included topics on discrimination that our employees attended are: Generations eighteen (18) employees, Generations on-line course five (5) employees, Generation Y: Y Did They Do That? Online course eight (8) employee, Hiring the Best six (6) employees, Legal Issues nine (9) employees, Ouch! That Stereotype Hurts for Employees forty-eight (48) employees, Ouch! That Stereotype Hurts for Supervisors seven (7) employees, Preventing Discrimination online course nineteen (19) employees, Respecting Others In The Workplace online course sixty-seven (67), Respecting Others In The Workplace online course one hundred twelve (112), Sexual Harassment online course sixteen (16) employees, Spanish 1 Culture online course one (1) employee, Spanish 10 - Materials and Products online course Spanish two (2) employees, 11 - Basic Communication online course two (2) employees, Spanish 12 - Administrative online course two (2) employees, Spanish 13 - Supervisor online course one (1) employee, Spanish 14 - Compliments online course two (2) employees, Spanish 15 - Directions online course two (2) employees, Spanish 16
- The Colors online course one (1) employee, Spanish
- Emergency online course two (2) employees, Spanish
- The Alphabet online course one (1) employee, Spanish
- Numbers online course one (1) employee, Spanish
- Telling Time online course one (1) employee, Spanish
- Days of the Week and Months of the Year online course one (1) employee, Spanish
- Workforce online course one (1) employee, Spanish
- Safety Signs online course one (1) employee, Spanish
- Safety Equipment online course one (1) employee, Spanish
- Construction Tools and Equipment online course one (1) employee, Spanish
- MINK Civil Rights Conference Title VI Training one (1) employee
- Virtual Symposium, Session 1: Introduction to the 2017 Civil Rights Virtual Symposium: The Road Before Us one (1) employee, Virtual Symposium, Session 2, Building Blocks: Introduction to Title VI one (1) employee, Virtual Symposium, Session 4, Understanding Language Access in 2017 one (1) employee, Virtual Symposium, Session 11, Best Practices for Addressing Title VI in Transportation Projects one (1) employee, Virtual Symposium.
Fiscal 2016 Title VI/Nondiscrimination Accomplishments
District 2

Goal Statement 1:

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

2017 Achievement:

Representatives from the Office of Civil Rights Compliance were invited to attend all pre-construction meetings.

Goal Statement 2:

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

2017 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.

2017 Achievement:

The District Public Affairs Manager continues to distribute the Title VI pamphlets during all public meetings in both English and Spanish.

Staff Development and Training:

All employees are required to attend OUCH training and also to update their Respecting Others in the Work.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
District 3

Goal Statement 1:
Continue to educate the public by making Title VI documents available at all public meetings.

2017 Achievement:
Public Meetings were held in District Three on February 9, March 7 and April 5. Title VI brochures were available at each of the meetings in both English and Spanish formats.

Goal Statement 2:
Meet with other Title VI Coordinators on a regular basis to discuss Title VI issues and successes.

2017 Achievement:
Attended training session on August 29, 2017.

Goal Statement 3:
Meet with Area and Construction Engineers to ensure their understanding of Title VI requirements and make sure that their new employees who haven't attended the Office of Civil Rights Compliance training yet are aware of Title VI requirements.

2017 Achievement:
No training opportunities within the last year.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
District 4

The District 4 Construction 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.

2017 Accomplishment:

3 public meetings were held in District Four in 2017 (January 25th, January 28th and April 25th). All 3 facilities were ADA accessible with ramps, but did not have lift wheelchairs.

Goal Statement 2:

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

2017 Accomplishment:

For the 3 public meetings held in District Four in 2017 (January 25th, January 28th and April 25th), Title VI pamphlets in Spanish and English were made available at the meetings.

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.

2017 Accomplishment

Press releases for the 3 public meetings held in District 4 (January 25th, January 28th and April 25th) sent out contained the following statement: “This information can be made available in alternative accessible formats upon request.” along with contact information on how to go about obtaining it. No requests were received this year.
Staff Development and Training:

The District 4 Title VI Coordinator attended a Title VI Coordinator’s meeting on March 21, 2016. Numerous Title VI topics were discussed.

The District 4 Title VI Coordinator attended the Title VI portion of the Missouri, Iowa, Nebraska & Kansas (MINK) Civil Rights Professionals Meeting November 2, 2016. Discussion included the Civil Rights Act of 1964 and numerous other topics pertaining to Title VI.

“Ouch! That Stereotype Hurts” training was held August 18, 2016 in District 4. Nine employees attended.

Respecting Others training was taken on line by 42 employees in 2016. New Hire Orientation was held July 12, 2016 (which included Sexual Harassment Training) with eleven in attendance.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
District 5

District Five Construction Office and six field construction offices 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 construction offices review and monitor the contractor payroll transcripts and labor compliance. Discussion is held during all pre-construction conferences to review the Davis-Bacon requirements as well as at monthly/weekly contractor meetings. District Construction Office oversees contractors required submission of timely payrolls for review. Wage rates are gathered on a quarterly basis by District Office Coordinator per project and submitted to Bureau of Construction.

Goal Statement 1:

Coordinate training opportunities from Office of Contract Compliance for District Five Title VI Coordinator and District Mentor 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.

2017 Achievement:

New coordinator this year started in March. Was not aware of Title VI early enough in the year of availability of training or meetings. Will investigate to find out when and where training and/or meetings are held.

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.

2017 Achievement:

District Five Mentor attended scheduled construction pre-construction meetings to monitor Title VI procedures.
Goal Statement 3:

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

2017 Achievement:

District 5 Construction Mentor conducted 4 documented bulletin board checks at construction projected within the District. Email documentation was included with the checklist of missing information by email to Office of Civil Rights Compliance along with the contractor.

Goal Statement 4:

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

2017 Achievement:

Deb Dillner, Office of Civil Rights Compliance, presented February 15, 2017, at District 5 Construction & Materials meeting to provide updates and areas needing attention regarding Title VI requirements.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
District 6

District 6 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 management are asked to monitor the activity they administer; such that Title VI needs are addressed and satisfied.

**Goal Statement 1:**

Appointment of a specific individual as the District Six Title VI Coordinator.

**2017 Achievement:**

Lisa Knoll was appointed as the District Six Title VI Coordinator in May.

**Goal Statement 2:**

Administer construction projects with specific DBE goals such that those goals are met by our contractor partners.

**2017 Achievement:**

District Six has two FHWA projects, U.S. 54 in Seward County and U.S. 83 in Haskell County. Both have federal funding and FHWA oversight. District Six construction staff understand the DBE goals and are providing oversight to assure that these goals are met.

**Goal Statement 3:**

Provide through the Office of Contract Compliance, refresher training on the Title VI goals for District Six supervisors. If the NHS course on Environmental Justice is offered this year, we will provide this training for a limited number of staff.

**2017 Achievement:**


There have not been other opportunities to participate in training this year.
Fiscal 2017 Title VI/Nondiscrimination Accomplishments
Office of Contract 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 non-discrimination.

2017 Achievement:

<table>
<thead>
<tr>
<th>Date</th>
<th>Project</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/7/17</td>
<td>KA 3082-01</td>
<td>Gove, KS</td>
</tr>
</tbody>
</table>

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 complaints and other relevant topics as necessitated for the 2017 construction season.

2017 Achievement:

<table>
<thead>
<tr>
<th>District</th>
<th>Date</th>
<th>Location</th>
<th>Presentation by O.C.C.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>2/7/17</td>
<td>Topeka</td>
<td>No</td>
</tr>
<tr>
<td>III</td>
<td>04/4/17</td>
<td>Hays</td>
<td>Yes</td>
</tr>
<tr>
<td>IV</td>
<td>2/8/17</td>
<td>Chanute</td>
<td>Yes</td>
</tr>
<tr>
<td>V</td>
<td>2/15/17</td>
<td>Hutchinson</td>
<td>Yes</td>
</tr>
<tr>
<td>VI</td>
<td>2/15/17</td>
<td>Garden City</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Presentations by Office Civil Rights Compliance program consultants briefly touched on topics such as Pre-Construction Meetings, Trainees, Title VI, EEO Contract Compliance, DBE, and CUF reviews. In addition, the audience was given opportunity to ask any pertinent civil rights questions.

Goal Statement 3:
Continue to develop and organize periodic meetings for current and new Title VI Coordinators.
2017 Achievement:

A Title VI Coordinator meeting was held on August 28, 2017.

Most coordinators attended in person plus those unable to personally attend were able to utilize Office Communicator Live Meeting or InterCall conference call via telephone. All Title VI coordinators were given the opportunity to address any concerns or issues they may be experiencing in their respective areas. In addition, a virtual training symposium was held on May 17-18, 2017.

Staff Development and Training:

Office of Civil Rights Compliance staff attended the following training:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/21/16</td>
<td>Motsinger CPA-DBE Support Service training</td>
<td>Hepp</td>
</tr>
<tr>
<td>11/2-4/17</td>
<td>MINK (Missouri, Iowa, Nebraska &amp; Kansas) State DOT’s Conference in Topeka, KS. Attendants: Craft, Dilliehunt, Dudney, Hepp &amp; Watson</td>
<td></td>
</tr>
<tr>
<td>11/16-17/16</td>
<td>KDOT Leadership Forum in Topeka Attendants: Dudney &amp; Watson</td>
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<tr>
<td>12/6-8/16</td>
<td>AASHTO Project Civil Rights &amp; Labor Summit in Gainesville, FL Attendants: Dilliehunt</td>
<td></td>
</tr>
<tr>
<td>12/16/16</td>
<td>OJT Supportive Services webinar Attendants: Craft &amp; Hepp</td>
<td></td>
</tr>
<tr>
<td>12/28/16</td>
<td>Motsinger CPA-DBE Year End Wrap Up Attendants: Watson, Dudney, Dilliehunt, Craft &amp; Dillner</td>
<td></td>
</tr>
<tr>
<td>2/28/17</td>
<td>MoDOT Civil Rights Compliance/DBE Training Symposium Attendants: Craft, Dilliehunt, Dillner, Dudney, &amp; Watson</td>
<td></td>
</tr>
<tr>
<td>3/23/17</td>
<td>Motsinger CPA-Quick Books Training Attending: Dudney</td>
<td></td>
</tr>
<tr>
<td>4/21/17</td>
<td>Motsinger CPA-Communication Training Attendants: Dudney &amp; Watson</td>
<td></td>
</tr>
<tr>
<td>5/9/17</td>
<td>FHWA DBE/SS Promising Practices &amp; Resources Webinar Attendants: Dudney, Watson, Motsinger &amp; Deitcher</td>
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<tr>
<td>5/17/17</td>
<td>USDOT Virtual Symposium Building Blocks-Intro to Title VI Attendants: Dudney &amp; Watson</td>
<td></td>
</tr>
<tr>
<td>5/18/17</td>
<td>USDOT Virtual Symposium Best Practices for Addressing Title VI in Transportation Projects Attendants: Dudney &amp; Watson</td>
<td></td>
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<tr>
<td>6/30/17</td>
<td>Motsinger CPA-Succession Plans/Business Plans Attendee: Dudney</td>
<td></td>
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<tr>
<td>7/13/17</td>
<td>Motsinger CPA-Mid Year Discussion and Plan Attendees: Dudney &amp; Watson</td>
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<tr>
<td>8/25/17</td>
<td>Motsinger CPA-Marketing Attendees: Dudney</td>
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<tr>
<td>7/27/17</td>
<td>DBE/SS Pilot Report Kick-Off Webinar Attendees: Dudney</td>
<td></td>
</tr>
<tr>
<td>8/16-17/17</td>
<td>FHWA DBE Certification Training (Ames, IA) Attendees: Craft, Deitcher &amp; Watson</td>
<td></td>
</tr>
<tr>
<td>9/22-27/17</td>
<td>TEA-PUG 2017 Conference in Kalispell, MT Attendee: Dilliehunt</td>
<td></td>
</tr>
</tbody>
</table>
Additional Events and activities:

Other events and activities:

9/28/17  KDOT Construction Career Expo in Topeka. One day event for 1,300 local high school students to visit various construction companies and suppliers. Many hands-on activities.

10/11/16  MED Week Luncheon, Kansas Department of Commerce in Topeka. Attendees: Hepp, Dudney, Dilliehunt, Craft, Dillner & Watson

11/22/16  Royal Valley Construction Career Day in Mayetta, KS. Presenters: Craft, Dilliehunt, Dillner, Dudney, Deitcher, Hepp & Watson

2/8/17  Garrett A Morgan Transportation Educational Program (GAMTTEP) for NSTI students in Kansas City organized by KC COMTO Chapter. KDOT Support staff: Watson & Dilliehunt


7/17-28/17  Washburn University STEM Camp located at Washburn University. Organized and facilitated by Office of Civil Rights Compliance and Washburn University staff. Consisted of tours, and hands on activities for 6th, 7th & 8th grade students.
TITLE VI COMPLAINTS

During FFY 2017, no Title VI complaints were received.

Complaints can be submitted either verbally or in writing by contacting the appropriate person listed at the following link: http://www.ksdot.org/divAdmin/CivilRights/civilrights.asp. Once received, complaints are investigated by trained OCC staff.
EVALUATIONS OF CITIES AND COUNTIES FOR FY 2017
TITLE VI REVIEW

City: Derby

Individual(s) who completed survey: Dan Squires, City Engineer, Mat Millen, Asst. City Attorney, Stephanie Cox, Planning and Engineer Coordinator

Investigator: Robyn Dudney  Date: July 7, 2017
(Also present: Traci Ward, KDOT Internal ADA Officer)

Comments: The City of Derby has a total population of 23,509. They have a minority population of 3,499. There are 80 minority owned companies and 787 woman owned businesses in Derby.

Derby does not have a local bus system. Transportation services for all residents is provided by the Derby Dash. “The mission of the Derby Dash is to provide, safe, accessible and affordable transportation to all citizens who reside in the city limits of Derby, in order to enhance access to programs, services and activities which will improve their quality of life and help maintain their choice of lifestyle.”

The city has utilized two consulting firms in the last five years. No residences, businesses, farms or nonprofit organizations were displaced in the last five years due to right of way. No civil rights complaints have been received following any right of way function. To assist with language barriers, the City will utilize interpreters as needed.

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

The City of Derby has a Title VI plan that was adopted in January of 2017. The Title VI plan was approved by the City Commission and is available on the City of Derby website.

During the review, samples of Title VI brochures in Spanish and English were provided to the City.

Follow-up: None at this time.
**TITLE VI REVIEW**

**City:** Dodge City

**Individual(s) who completed survey:** Nanette Pogue, City Clerk, Ernestor De La Rosa, Asst. to the City Manager, Ray Slattery, Dir. Of Engineering Services

**Investigator:** Robyn Dudney  
**Date:** June 13, 2017  
(Also present: Traci Ward, KDOT Internal ADA Officer)

**Comments:** The City of Dodge City has a total population of 28,045. 66% of the population is minority with 57% of the population being Hispanic. There are 577 minority owned businesses and 667 woman-owned businesses in Dodge City.

The City has a bus service. D-TRAN bus service consists of three bus routes and 55 designated stops located throughout Dodge City. Buses arrive at each stop every hour at the same time, from 6 am to 7 pm Monday through Friday. There are free transfers between routes in order to reach your destination. Para-TRAN is door-to-door paratransit service available for persons who, because of a disability, are unable to use the D-TRAN Fixed Route Bus Service. The Para-TRAN service area is Dodge City plus 3/4 of a mile on each side of D-TRAN fixed routes.

The City has utilized 8 consulting firms in the last five years. All were White Male owned. No residences, businesses, farms or nonprofit organizations were displaced in the last five years due to acquired right of way. No civil rights complaints have been received following any right of way function.

To assist with language barriers, the City can utilize several of their employees to translate whenever needed.

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, the City was given a packet containing samples of Title VI plans and requirements.

It was also recommended that the City: (1) Develop a Title VI plan and (2) add Title VI information to their website or have Title VI brochures available.

**Follow-up:** Draft of Title VI plan was due to KDOT by August 15, 2017 and was received August 29, 2017. The final Title VI plan is due by September 30, 2017.
TITLE VI REVIEW

City: Lawrence

Individual(s) who completed survey: Charles Soules, Director of Public Works

Investigator: Robyn Dudney Date: July 14, 2017
(Also present: Traci Ward, KDOT Internal ADA Officer)

Comments: The City of Lawrence has a total population of 95,358. The City has a minority population of 18%, primarily African American and Hispanics. There are 2895 woman owned business and 825 minority owned businesses in Lawrence.

The City has a local bus system. Para-transit services provide door-to-door services for qualified individuals.

The City has utilized many consulting firms in the last five years. One firm was identified as a DBE. The City has acquired private property for right of way in the past five years. No residences, businesses, farms or nonprofits were displaced. No civil rights complaints have been received following any right of way function.

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

The City of Lawrence has a Title VI plan that was adopted in 2016. The Title VI plan was approved by the City Commission and is available on the City of Lawrence website.

During the review, samples of Title VI brochures were made available in Spanish and English.

Follow-up: ADA transition plan update due to Traci Ward.
TITLE VI REVIEW

City: Leawood

Individual(s) who completed survey: David Ley, City Engineer, Nicholas Sanders, Dir. Of Human Resources

Investigator: Robyn Dudney Date: August 15, 2017
(Also present: Traci Ward, KDOT ADA Coordinator)

Comments: The City of Leawood has a total population of 32,800. There are 1,900 minorities. There are 356 minority owned companies and 1304 woman owned companies.

The City does utilize a local bus system which is maintained by Kansas City Area Transportation Authority (KCATA).

The City has utilized one consulting firms in the last five years. It was not identified as Minority or Woman owned. No residences, businesses, farms or nonprofit organizations were displaced as a result of street, road or highway improvements. No civil rights complaints have been received following any right of way function.

The City lets projects for bid containing federal-aid highway funds. They work closely with KDOT Local Projects. They do not prequalify contractors for city let projects. Occasional projects are awarded to a DBE certified Woman owned firm.

During the review, the City was given a packet containing samples of Title VI plans and requirements.

It was also recommended that the City: (1) Develop a Title VI plan and (2) add Title VI information to their website or have Title VI brochures available.

Follow-up: Draft of Title VI plan due to KDOT by September 15, 2017 with a final due by November 15, 2017. Anticipate they will use the Abbreviated Plan for recipients under 100,000 in population. Send them: Title VI Abbreviated Plan as Word document and Title VI brochure PDF. (all items sent 8/16/17)
TITLE VI REVIEW

City: Lenexa

Individual(s) who completed survey: Tim Green, City Engineer, Beccy Swanwick Yocham, Dir. of Community Development, Sean McLaughlin, Asst. City Attorney

Investigator: Robyn Dudney Date: August 15, 2017
Also present: Traci Ward, KDOT ADA Coordinator

Comments: The City of Lenexa has a total population of 52,903. The minority population is 10,263, primarily Hispanic or African American. There are 1,467 woman owned businesses and 578 minority owned businesses in the City of Lenexa.

The City does not have a local bus system. The City of Lenexa is supported by Johnson County Transit Service (Ride KC). In January 2017, the city transitioned its Senior Taxi Program to the Kansas City Area Transportation Authority’s Ride KC Taxi. This federally funded voucher program is operated in partnership with 10/10 Taxi.

The City has utilized 107 consulting firms in the last five years. Some were hired more than once. They utilized 5 minority or women-owned consultants. No residences, businesses, farms or nonprofit organizations were displaced in the last five years due to right of way improvements. No civil rights complaints have been received following any right of way function.

The City lets projects for bid containing federal-aid highway funds. They work closely with KDOT Local Projects. They do not prequalify contractors for city let projects. All consultant and construction contracts contain nondiscrimination language. Recent contracts were reviewed for non-discrimination language.

During the review, the City was given a packet containing samples of Title VI plans and requirements to assist their development of a written Title VI plan.

It was also recommended that the City: (1) Develop a Title VI plan and (2) add Title VI information to their website or have Title VI brochures available

Follow-up: Draft of Title VI plan due to KDOT by September 15, 2017 with a final due by November 15, 2017. Anticipate they will use the Abbreviated Plan for recipients under 100,000 in population. Send them: Title VI Abbreviated Plan as Word document and Title VI brochure PDF. (all items sent 8/16/17)
TITLE VI REVIEW

City: Liberal

Individual(s) who completed survey: Daniel Zuniga, Director of Engineering/Public Works, Alicia Hidalgo, City Clerk, Mark Hall, City Manager

Investigator: Robyn Dudney Date: June 12, 2017
(Also present: Traci Ward, KDOT Internal ADA Officer)

Comments: The City of Liberal has a total population of 20,525. Their Minority population is approximately 66.7%. Hispanics make up 57% of the minority population in Liberal. It is estimated that there are 448 woman owned businesses and 383 minority owned businesses in the city.

The City has a local bus system All bus information (i.e. schedules, fares, etc.) are made available in both Spanish and English. Persons who are certified under the Americans with Disabilities Act (ADA) as having a disability that prevents them from riding fixed-route buses are eligible to use City Bus Paratransit On-Demand Service which operates within 3/4 mile of the City Bus fixed routes.

City has utilized less than 10 different consultant firms in the last five years. One company used is a minority and female owned business. No Right of way activity in 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.

The City works diligently to involve the entire community in all activities and programs. An example they presented was public meetings in preparation of building a new recreation center. They used public meetings, newspaper ads and local radio spots both in English and Spanish. Many City employees are bilingual and can assist with most LEP issues as they occur.

During the review, the City was given copies of Title VI plans & templates, Nondiscrimination Language and the KDOT complaint form and procedure

It was also recommended that the City develop a written Title VI plan and provide Title VI brochures to have available for public meetings and post to City website.

Follow-up: Draft of Title VI plan due to KDOT by August 31, 2017 and received on 8/23/17. They hope to have the plan finalized and approved by the city commission by November of 2017.
TITLE VI REVIEW

City: Olathe

Individual(s) who completed survey: Nate Baldwin, Asst. City Engineer

Investigator: Robyn Dudney Date: August 1, 2017
(Also present: Traci Ward, KDOT Internal ADA Officer)

Comments: The City of Olathe has a total population of 134,316. Approximately 21% of the population is minority. The city provided a breakdown of the minority population as 12% Hispanic, 5% Black, and 4% Asian. 1,475 businesses are minority owned and 3,512 are woman-owned businesses.

The Olathe Human Relations Commission (OHRC) exists to promote diversity and inclusion within the city, serving as a community partner for programming evaluation, operations and activities as well as a liaison for community member and organizations.

The City does not have a local bus system. This federally funded voucher program is operated in partnership with 10/10 Taxi.

The City has utilized many consulting firms in the last five years. Two were woman owned (TREKK & Shockey Consulting). 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 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/or woman owned businesses in the past (Amino Brothers & Freeman Concrete).

It was also requested that the City develop a Title VI plan. They were given samples of Title VI plans, agreements and information from FHWA.

It was also recommended that the City develop a complaint form & procedure and provide information on how the public can access this information. The City is encouraged to complete updates of a Title VI informational brochure that would be available for the public and develop a written Title VI Plan.

Follow-up: Title VI Plan draft due by August 31, 2017 with a final version due to KDOT by December of 2017.
TITLE VI REVIEW

County: Labette

Individual(s) who completed survey: Sandy Krider, County Public Works Director

Investigator: Robyn Dudney  Date: June 14, 2017
(Also present: Traci Ward, KDOT Internal ADA Officer)

Comments: The County of Labette has a total population of 20,444. The minority population of the county is 2,551 with 11% being Hispanic/Latino and 6% African American. There are 399 Women owned businesses and 122 minority owned businesses in the county.

Labette County does not provide public transportation. SKIL, local hospital, SEK-Cap, Angels of Mercy and CLASS provide transportation for disabled community members.

The County has utilized one consultant in past five years, it is not female or minority owned. No residences, businesses, farms or nonprofit organizations were displaced by the county. The County has not received any civil rights complaints. The County does not let any construction projects that contain federal-aid highway funds.

All County Commissioners are elected. The three commissioners are all white male at the present. The county uses its website, radio and newspaper to inform the community of public meetings or hearings.

It was also requested that the County develop a Title VI plan. They were given samples of Title VI plans, agreements and information from FHWA.

They were also requested to update their County ADA Transition Plan and submit to Traci Ward, the KDOT ADA Coordinator.

Follow-up: Labette County’s draft Title VI plan was due on August 15, 2017. The county submitted their final Title VI plan on August 28, 2017 and was submitted to KDOT’s Office of Civil Rights Compliance for approval. The plan was approved by KDOT on September 7, 2017. The Title VI plan is currently accessible on the Labette County website.
TITLE VI REVIEW

County: Miami

Individual(s) who completed survey: J.R. McMahon, County Public Works Director, Matt Oehlert, County Engineer, Laura Epps, Procurement Agent

Investigator: Robyn Dudney                    Date: June 15, 2017
(Also present: Traci Ward, KDOT Internal ADA Officer)

Comments: The County of Miami has a total population of 32,533. The minority population is primarily Hispanic/Latino at 11% and 6% of the population being African American. There are 86 minority owns businesses and 854 women owned businesses located in the county.

Miami County does not provide public transportation. Rideshare is provided by the Mid-American Regional Council (MARC). It is an online commute matching service that is free to Miami County residents. Information on is on the Miami County website.

Miami County has utilized four different consultants in past five years. One company is a female owned business. The County has not received any civil rights complaints. The County does not let any construction projects that contain federal-aid highway funds.

All County Commissioners are elected. The five commissioners are all white males at the present. The county uses its website, radio and newspaper to inform the community of public meetings or hearings. Nondiscrimination language is included in all consultant and construction contracts.

During the review, the County was given samples of Title VI plans and requirements as well as Title VI informational brochures in both English and Spanish.

It was also recommended that the County develop a complaint form & procedure and provide information on how the public can access this information. The City is encouraged to complete updates of a Title VI informational brochure that would be available for the public and develop a written Title VI Plan.

It was also recommended that the County update their ADA transitional plan

Follow-up: Miami County’s draft Title VI plan was due on August 30, 2017. The county submitted their draft Title VI plan on September 11, 2017. The county’s final and approved Title VI plan is due by December 2017.
TITLE VI REVIEW

County: Montgomery

Individual(s) who completed survey: Robert Bever, Public Works Director and Jim Wright Asst. Director of Public Works

Investigator: Robyn Dudney Date: June 14, 2017
(Also present: Traci Ward, KDOT Internal ADA Officer)

Comments: The County of Montgomery has a total population of 35,471 with a minority population of 5,385. The county’s minority population is 6% Hispanic/Latino and 5% African American. There are 639 woman owned businesses and 155 minority owned businesses in the County.

Montgomery County does not provide public transportation. The seniors have some service but the general public must rely on taxi cabs for public transportation.

Montgomery County has utilized three consultants in past five years, none were female or minority owned. The County has not conducted any outside transportation improvement design studies in the past five years. 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 elected. The five commissioners are all white male at the present. The county uses its website, radio and local newspaper to inform the community of public meetings or hearings.

The County does not let any construction projects that contain federal-aid highway funds.

During the review, the following documents were given to the county: Samples of Title VI plans and Title VI informational brochures in both English and Spanish.

Follow-up: Montgomery County’s draft Title VI plan was due on August 15, 2017. The county submitted their final Title VI plan on July 10, 2017 and was submitted to KDOT’s Office of Civil Rights Compliance for approval. The plan was approved by KDOT on July 27, 2017. The Title VI plan is currently accessible on the Montgomery County website.
TITLE VI REVIEW

County: Riley

Individual(s) who completed survey: Leon Hobson, Director Public Works and Julie Winter, Admin. Services Manager

Investigator: Robyn Dudney Date: July 5, 2017
(Also present: Traci Ward, KDOT ADA Coordinator)

Comments: The County of Riley has a total population of 373,343. The majority of the minority population is 8% Hispanic/Latino and 7% African American. There are 1,508 woman owned businesses and 380 minority owned businesses in the county.

The County does provide public transportation through the ATA bus fixed routes. The Flint Hills Area Transportation Agency serves Manhattan, Riley County, Green Valley, St. George, Fort Riley and Junction City.

Riley County has utilized seven consultants in past five years. None were minority or woman owned. There were no displacements of any kind. The County has not received any civil rights complaints. The County does not let any construction projects that contain federal-aid highway funds.

All County Commissioners are elected. They have three commissioners: two Caucasian males and one Hispanic male. The county uses its website, radio and newspaper to inform the community of public meetings or hearings.

During the review, the following documents were given to the county: Title VI informational brochures in both English and Spanish and samples of Title VI plans.

It was recommended that the County develop a Title VI plan and make Title VI brochures available to the public.

Follow-up: A draft of Riley County’s Title VI plan was due to KDOT by August 31, 2017. As of September 7, 2017 Riley County’s legal counsel was continuing to review the plan. The draft will be submitted after the county review process.
TITLE VI REVIEW

County: Sedgwick

Individual(s) who completed survey: James Weber, Deputy Director of Public Works

Investigator: Robyn Dudney

Date: June 20, 2017

Comments: The County of Sedgwick has a total population of 511,995. The majority of the minority population is 14% Hispanic/Latino, 9% African American and 4% Asian American. The number of woman owned business is 13,493 in Sedgwick County. The number of minority owned businesses is 6,300.

Sedgwick County Transportation (SCT) provides eligible Sedgwick County citizens with safe, accessible, affordable and friendly transportation. Also, the City of Wichita MTA provides bus service throughout the city and some surrounding areas.

Sedgwick County has utilized twelve consulting firms in past five years. None were woman or minority owned. There were no displacements of any kind due to Right of Way. The County has not received any civil rights complaints.

All County Commissioners are elected. The five commissioners are all white male at the present. The county uses its website, newsletter, official newspaper and public notices to inform the community of public meetings or hearings. The County does not let any construction projects that contain federal-aid highway funds.

During the review, the City was given samples of Title VI plans. Sample Title VI brochures in Spanish and English were also distributed at the meeting.

It was also recommended that the City: (1) Develop a Title VI plan and (2) add Title VI information to their website or have Title VI brochures available.

Follow-up: A draft of Sedgwick County’s Title VI plan was due to KDOT by August 31, 2017. Sedgwick County’s draft was submitted to KDOT on August 28, 2017. The county must submit it to the County Commission for final review and approval. Hope to have it approved by November 2017.
TITLE VI REVIEW

County: Shawnee

Individual(s) who completed survey: Tom Vlach, Dir. Of Public Works, Jim Crowl, County Counselor

Investigator: Robyn Dudney  Date: July 13, 2017
(Also present: Traci Ward, KDOT Internal ADA Officer)

Comments: The County of Shawnee has a total population of 178,146. The majority of the minority population is 11.5% Hispanic/Latino and 6.2% African American population in Shawnee County. There are 4,379 woman owned businesses and 1,431 minority owned businesses in Shawnee County.

The County does not provide public transportation. However, the City of Topeka MTA provides bus service throughout the city and some surrounding areas.

Shawnee County has utilized several consulting firms during the past five years. None of them were minority or woman owned. The County has not conducted any outside transportation improvement design studies in the past five years – all in-house. The County has not displaced any residences, businesses, farms or nonprofit organizations for right of way in the last five years. The County has not received any civil rights complaints.

All County Commissioners are elected. The three commissioners are 2 white male and white female. The county uses its website, radio, seven newspapers to inform the community of public meetings or hearings. The County does not let any construction projects that contain federal-aid highway funds.

It was recommended that the County: 1) develop a written Title VI plan – draft due to KDOT by August 31, 2017 and a final due by November 30, 2017 and develop Title VI information for the public such as a Title VI brochure and Title VI information on the county website.

During the review, the following documents were given to the county: Samples and guidance on Title VI plans and Title VI informational brochures in both English and Spanish.

Follow-up: Shawnee County’s draft Title VI plan was due on August 31, 2017. The county submitted their draft Title VI plan on September 15, 2017. The county must submit it to the County Commission for final review and approval. Hope to have it approved by November 2017.
EVALUATIONS FOR
SUB-RECIPIENTS
FOR FY 2017
TITLE VI REVIEW

Sub-recipient: KANSEL

Individual(s) who completed survey: Ronnie Floerchinger, Director of Business

Investigator: Robyn Dudney  Date: August 2, 2017

Comments: KANSEL (Kansas School for Effective Learning) has a staff of 15 full-time employees. The agency maintains a diverse and inclusive workforce. Their corporate culture is to help people in need of their service regardless of income, race, religion, etc. Types of programs: Helping people get their GED’s (English and Spanish), helping people learn English (ESL), helping people learn how to use computers and the KDOT Construction Career program targeting minorities and women. All of KANSEL’s basic forms are available in twelve different languages.

The agency assists students in the construction program with transportation assistance. Income sensitive students may receive bus passes. There is also a bus stop located in front of the agency for public transportation throughout the city of Wichita.

KANSEL makes very few large purchases. However, all significant purchases are put out for bid. All interested parties may submit bid proposals.

During the review, the sub-recipient was given copies of Title VI brochures in both English and Spanish.

Follow-up: None required at this time.

Supplemental ADA notes: This company employs less than 50 employees and is not required to maintain an ADA Transition Plan. The building was renovated 4 years ago. At that time, all entrances into the building and restrooms were made to be handicap accessible.
TITLE VI REVIEW

Sub-recipient: Angela Motsinger, CPA Tax and Accounting LLC

Individual(s) who completed survey: Angela Motsinger, Director

Investigator: Robyn Dudney Date: August 25, 2017

Comments: Angela Motsinger has a staff of 3 individuals. Their employee handbook outlines their nondiscrimination policy. Employees learn about nondiscrimination at new employee orientation and when there are any updates.

Ms. Motsinger networks with many woman and minority businesses in Kansas to help with DBE certifications and DBE support services.

Angela uses local woman and minority businesses to assist DBE’s with training. These trainings include Marketing, Social Media, Business Succession Plans, etc.

During the review, the sub-recipient was given copies of KDOT Title VI brochures in both English and Spanish.

Motsinger utilizes a language translation application which provides oral and visual translation for conversation needs as well as document preparation as needed.

Follow-up: None at this time.

Supplemental ADA notes: This company employs less than 50 employees and is not required to maintain an ADA Transition Plan. The landlord of their building, Haase & Long Inc., would be responsible for ADA if required. Motsinger does not own any buildings or facilities.
EVALUATIONS OF INTERNAL KDOT UNITS FOR FY 2017
Title VI Review for Bureau of Right of Way:

What is “Title VI”

Title VI of the Civil Rights Act of 1964, amendments and related laws state that recipients of federal-aid highway funds cannot discriminate on the basis of race, color, age, disability, gender, national origin, or low income.

The Kansas Department of Transportation (KDOT) receives federal funds and is, therefore, responsible for implementing Title VI requirements on ALL contracts over $10,000 and in ALL programs and activities not just highway related contracts.

A. RIGHT OF WAY

1. What are the policies and procedures to assure nondiscrimination in the employment of firms and individuals to perform right of way related functions?

   We follow our bureau’s contracting manual: GUIDELINES FOR CONSULTANT SERVICES which requires that the contractor selection process be in accordance with the requirements of Title VI of the Civil Rights Act and 49 CFR Part 21. The manual instructs that all professional service contracts include Special Attachment No. 1 (Title VI & VII) and Contractual Provisions Attachment (includes provisions of the Kansas Act Against Discrimination and the Kansas Age Discrimination in Employment Act.) Our “consultant lists” for appraisal, relocation and acquisition are updated annually which allows for a more diverse consultant work force.

   Our bureau’s Appraisal, Acquisition, Property Management and Relocation manuals adhere to these guidelines.

2. Attach a list of the appraisers, right of way acquisition and relocation agents used in the last year and denote the minorities.

   Lists are attached to this email.

3. What actions are taken to insure that right of way appraisals and purchases are conducted on a nondiscriminatory basis without regard to race, color, national origin, gender, age or disability?

   All ROW appraisal, acquisition, relocation and property management staff and contract personnel are required to follow 49 CFR Part 24 and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the "Uniform Act." All of our bureau’s manuals closely follow the Uniform Act. The Uniform Act supports Title VI and provides for the uniform and equitable treatment for persons whose property is acquired for public purposes.
4. How many residences, businesses, farms, or nonprofit organizations were displaced over the last year as a result of street, road or highway improvements?

We had the following full displacements in the last state fiscal year (July 1, 2016 to June 30, 2017) based on completed moves:

12 – Residential
1 – Nonprofit Organization
1 – Business
1 – Farm

5. Were any displaced persons minorities, women, low income or handicapped?

Yes ☒ No ☐

We had two Hispanic residential owner occupant relocation clients.

6. Did the displacements have any effect on the following areas?

☐ Community cohesion
☒ Community services such as hospitals, churches, schools, police, etc.

We displaced one small church.

7. What procedures are in place to inform displaced people and businesses of their rights and relocation benefits?

A relocation agent meets with property owners and tenants whose dwelling, business, nonprofit organization, or farm property is needed for right-of-way and/or easements. Normally, this meeting takes place at the time of the appraisal inspection. The relocation agent explains to the landowner and/or tenant the benefits and rights under the Uniform Act and how the relocation process works. Our acquisition and relocation brochures or booklets are provided.

8. Has your department received any specific civil rights complaints following right of way functional areas?

Yes ☐ No ☒

Indicate which areas:

☐ Appraisals ☐ Relocation Assistance
☐ Negotiations ☐ Property Management
9. If the answer is yes in any areas of #8 above, how many complaints were received and what procedures have been established to resolve these complaints?

B. LIMITED ENGLISH PROFICIENCY (LEP)

1. Have any LEP related complaints been submitted to Right of Way during this review period? No If yes, please describe each LEP complaint, its basis (race, gender, etc..) and its resolution.

   ____________________________________________

   ____________________________________________

   ____________________________________________

2. Have any LEP issues been observed during this review period? Yes If yes, please describe each LEP issue, its basis (race, gender, etc..) and its resolution.

   In 2015, our Spanish speaking agent Erika Navarro was called upon to translate for a displaced single, female, Hispanic client. This client also had a sister and brother that helped translate.

Please identify the person completing this form.

Name: Polly Jones

Title: Bureau of Right of Way – Title VI Coordinator

Date: 8/21/2017

Phone Number: (785)-296-6941

Thank you for your cooperation in completing this form!
Title VI Review for Bureau of Public Affairs:

What is “Title VI”

Title VI of the Civil Rights Act of 1964, amendments and related laws state that recipients of federal-aid highway funds cannot discriminate on the basis of race, color, age, disability, gender, national origin, or low income.

The Kansas Department of Transportation (KDOT) receives federal funds and is, therefore, responsible for implementing Title VI requirements on ALL contracts over $10,000 and in ALL programs and activities not just highway related contracts.

C. COMMUNITY INVOLVEMENT

2. What councils, planning or advisory committees provide input into location and design determination of transportation projects?

   We often create advisory groups from interested/impacted stakeholders and community leaders. We also hold public meetings to present information on the project and answer any questions they may have.

3. What is the race, sex, handicap and income status of the members who make up the above mentioned groups?

   It depends on the project. The public meetings are open to everyone. The advisory groups are usually made up of elected officials, business owners, homeowners, and other directly-impacted stakeholders.

4. What procedure is used to inform the affected community of public meetings or hearings?

   We publish notices in various resources, such as newspapers, minority newspapers, email invitations, radio and other press resources around the state.

5. Are minority and diverse language media appropriately included in all notification processes for public meetings or public review of agency documents?

6. Yes ☒ No ☐

7. Is technical information available in formats and at places and times conducive to review by minorities? This may require provision of information to people with visual impairments, non-English and LEP speakers, or to persons without extensive formal schooling.
8. How are persons traditionally underserved by transportation systems such as low-income, minorities or LEP persons actively sought out for involvement?

We work with our local district staff to identify challenges with traditionally underserved populations. We advertise public meetings in sources that are used by those populations. When we send an invitation to a public meeting we include the following message in English:

"The meeting location is ADA accessible. Persons in need of a sign language interpreter, an assistive listening device, large print or Braille material, or other accommodation to participate in this meeting should notify (fill in - name of person in charge of the event) at (fill in – phone(Voice) and e-mail); or (785) 296-3585 (Voice)/Hearing Impaired – 711. It would be appreciated if your accommodation request was made at least two weeks in advance of the meeting."

9. How are any blind, deaf or mentally challenged community members notified of public meetings or hearings?

When we send an invitation to a public meeting we include the following message in English:

"The meeting location is ADA accessible. Persons in need of a sign language interpreter, an assistive listening device, large print or Braille material, or other accommodation to participate in this meeting should notify (fill in - name of person in charge of the event) at (fill in – phone(Voice) and e-mail); or (785) 296-3585 (Voice)/Hearing Impaired – 711. It would be appreciated if your accommodation request was made at least two weeks in advance of the meeting."

D. LIMITED ENGLISH PROFICIENCY (LEP)

1. Are bilingual advertisements, announcements and notices used when needed?

Yes ☒ No ☐

2. Have any LEP related complaints been submitted to the Bureau of Public Involvement during this review period? ______ If yes, please describe each LEP complaint, its basis (race, gender, etc.,) and its resolution.

Not to my knowledge
3. Have any LEP issues been observed during this review period? _____ If yes, please describe each LEP issue, its basis (race, gender, etc..) and its resolution.
   Not to my knowledge

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

Please identify the person completing this form.
Name: Joel Skelley
Title: Director of Policy
Date: 9/1/2017
Phone Number: 785-296-3585

Thank you for your cooperation in completing this form!
Title VI Review for Bureau of Road Design:

What is “Title VI”

Title VI of the Civil Rights Act of 1964, amendments and related laws state that recipients of federal-aid highway funds cannot discriminate on the basis of race, color, age, disability, gender, national origin, or low income.

The Kansas Department of Transportation (KDOT) receives federal funds and is, therefore, responsible for implementing Title VI requirements on ALL contracts over $10,000 and in ALL programs and activities not just highway related contracts.

CONSULTANT CONTRACTS

In the past year, has KDOT awarded contracts for planning design or research?

Yes ☑️ No ☐

If yes, please complete the following questions. If no, proceed to section B.

How does KDOT select consultants? We use Qualifications Based Selection as per KSA 75-5801 thru 75-5807.

Attach a sample of a consultant contract.

Are Title VI requirements included in consultant contracts? Yes ☑️

List the consultant firms hired in the past year.

List any problems in locating qualified minority or women consultants. The only significant concern is the limited number of firms qualified to the work we need. We only have 12 MBE firms and 9 WBE firms out the 150 firms pre-qualified to do work for KDOT.
7. What procedures are utilized by your agency to encourage use of prequalified minority or women consultants?

We advertise opportunities for work in the Kansas register and Kansas Globe.
We notify all prequalified firms of upcoming work they are qualified to perform.
We post our prequalification materials and forms on our internet site. Any questions about DBE qualifications are referred to the Office of Civil Rights.

DESIGN

Complete this section if KDOT conducted any transportation improvement design studies in the past year.

What techniques and procedures, data collection and analysis are used to identify the social, economic and environmental effects and impacts of a transportation project on communities with minority or low income populations?

Typically we use US Census data and county Appraisal information. KDOT holds public meetings, notifies public officials and clergy of meetings and project status.
We have used Spanish speaking interpreter at public meetings as well as a court recorder to take down verbal comments. We document Environmental Justice efforts in the project documentation, and certify that appropriate work has been done in our Design Summary document. Issues are identified on the project site during the field check.

What procedures are used to minimize adverse impacts such as:

- Diminished access to facilities and services;
- Disruption of community cohesion;
- Disruption of people, businesses and farms;
- Changes in tax base and property values;
- Traffic;
- Noise;
- Relocation of residences and businesses; and
- Diminished quality of the water, air, or natural environment used by residents or minority or low income populations?

KDOT project managers and designers consider multiple options for each project.
We identify issues for each option and try to avoid, minimize and mitigate for any impacts. We do work necessary to verify that we have not dis-proportionally impacted low income or minority populations. We meet with the public and officials to hear community concerns about cohesion, cultural impacts, pedestrian
access, community events and impacts during construction as well as after the project is completed.

C. LIMITED ENGLISH PROFICIENCY (LEP)

3. Have any LEP related complaints been submitted to the Bureau of Design during this review period? __NO____
   If yes, please describe each LEP complaint, its basis (race, gender, etc.,) and its resolution.

4. Have any LEP issues been observed during this review period? __NO____ If yes, please describe each LEP issue, its basis (race, gender, etc.,) and its resolution.

Please identify the person completing this form.

Name: Kris Norton, P.E.
Title: Str. Road Design Leader, KDOT Bureau of Road Design
Date: 8/16/2017
Phone Number: 785-368-6429
TITLE VI/NONDISCRIMINATION

GOALS FOR FY 2018
Fiscal 2018 Title VI/Nondiscrimination Goals
Bureau of Construction and Materials

Goal Statement 1:

Headquarters and district engineering staff will respond to DBE questions and provide technical assistance when needed. Title VI or Nondiscrimination topics will continue to be discussed at the annual District Construction Meetings.

Target Date:

September 2018

Goal Statement 2:

Continue to educate Bureau personnel on the requirements of Title VI. This will include Title VI or Non-discrimination related subjects as agenda topics for the Bureau of Construction and Materials meetings.

Target Date:

September 2018
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:

September 2018
Fiscal 2018 Title VI/Nondiscrimination Goals
Bureau of Maintenance

Goal Statement 1:

To insure 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.

Target Date:

September 2018
Goal Statement 1:

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

Target Date:

September 2018
Fiscal 2018 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 using contracting services for these project development activities.

The Bureau of Right of Way is comprised of a staff of approximately 60 people performing these various activities.

Goal Statement 1:

The Title VI Coordinator will attempt to raise awareness of Title VI program throughout the Bureau by visiting the various section leaders and providing updated via email on a bi-annual or quarterly basis.

**Target Date:**

All of FY 2018

Goal Statement 2:

Invite the KDOT Office of Compliance and / or representatives of FWHA to speak or provide training relative to Title VI to the Bureau as the opportunity arises.

**Target Date:**

All of FY 2018

Goal Statement 3:

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.

**Target Date:**

October 2018

Goal Statement 4:

Monitor all Bureau program aspects for compliance with Title VI requirements.

**Target Date:**

All of FY 2018
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:

September 2018

Goal Statement 2:

Provide equal opportunity for DBE consultants with minority and women staff.

Target Date:

September 2018

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:

September 2018
Goal Statement 1:

KDOT will continue to use KDOT Learning Center to arrange for training for our staff. Our staff will continue to participate in required training by KDOT. Our Behavioral Safety staff will continue to perform outreach to the Spanish speaking communities across the state by providing dual language fliers for our safety events.

Target Date:

Ongoing

Goal Statement 2:

Our ITS Unit will continue to explore the use of graphics on our dynamic message boards in an attempt to eliminate the language barriers that may be present.

Target Date:

Ongoing
Goal Statement 1:

Leslie Gish, Employment Officer/Diversity Recruiter will continue in the capacity of Title VI Coordinator. She will continue to become more versed in Title VI. Ms. Gish will accomplish this 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:

The 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 new additions to content to the KDOT web site. OITS will continue to run all KDOT websites through a monthly accessibility management audits. Those sites that aren’t in compliance with 508 accessibility standards will be asked to correct the issues.

Target Date:

Ongoing

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. There will be Instructor Led Courses as well as online courses available to employees.

The goal for the Organization 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.

Target Date:

Ongoing

Goal Statement 5:

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 reproductive services of Limited English Proficiency (LEP) compliant materials as needed.

Target Date:

Ongoing

Goal Statement 6:

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

Target Date:

Ongoing
Goal Statement 1:

To continue to obtain training for Division Title VI Coordinator and additional staff members in the Division of Planning and Development as appropriate.

Target Date:

Ongoing

Goal Statement 2:

To discuss revising KDOT’s specs for lift vehicles in order to better accommodate persons with disabilities and their mobility devices. This annual review would be conducted by the Office of Public Transportation in the Bureau of Transportation Planning.

Target Date:

Ongoing

Goal Statement 3:

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 4:

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 5:

To assist new 5310/5311 demand response transit providers, as sub recipients 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
Fiscal 2018 Title VI/Nondiscrimination Goals
District 1

Goal Statement 1:

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

Target Date:

July 2018

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 online 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:

July 2018

Goal Statement 3:

District One will again request from the Office of Civil Rights Compliance 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 Contract 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, attend training for Title VI as it becomes available.

District One also requests that the Office of Civil Rights Compliance attend and speak at the yearly District Construction and Materials meeting to discuss Title VI requirements and applications.

Target Date:

July 2018
Goal Statement 4:

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.

Target Date:

July 2018
Fiscal 2018 Title VI/Nondiscrimination Goals
District 2

Goal Statement 1:

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

Target Date:

September 2018

Goal Statement 2:

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

Target Date:

September 2018

Goal Statement 3:

Distribute Title VI pamphlets in Spanish and English during public meetings.

Target Date:

September 2018
Fiscal 2018 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.

Target Date:

Ongoing

Goal Statement 2:

Meet with other Title VI Coordinators on a regular basis to discuss Title VI issues and successes and attend Title VI trainings as sessions are available.

Target Date:

Ongoing

Goal Statement 3:

Monitor public meeting facilities to ensure they are ADA accessible.

Target Date:

Ongoing
Goal Statement 1:

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

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 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.

Target Date:

Ongoing
Fiscal 2018 Title VI/Nondiscrimination Goals  
District 5

**Goal Statement 1:**

Seek training opportunities from Office of Contract Compliance for District Five Title VI Coordinator and District Mentor 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.

**Target Date:**

September 2018

**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.

**Target Date:**

September 2018

**Goal Statement 3:**

District Five Construction Offices will use Bulletin board check sheet (7/2017) provided by the Office of Contract Compliance to ensure that all Bulletin boards are compliant before construction begins. The checklists documentation will be added to the project files. The District Mentor will also conduct on-site follow-up visits to check the conditions and clarity of information on the boards.

**Target Date:**

September 2018

**Goal Statement 4:**

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

**Target Date:**

September 2018
Fiscal 2018 Title VI/Nondiscrimination Goals
District 6

Goal Statement 1:

Provide the opportunity for appropriate training for the District Six Title VI coordinator. Provide through the Office of Contract Compliance, refresher training on the Title VI goals for District Six employees and supervisors. If the NHI course on Environmental Justice course is offered this year, we will provide this training for a limited number of staff.

Target Date:

September 2018

Goal Statement 2:

Use available tools to encourage participation by minority individuals in the KDOT recruitment and hiring processes. This effort may include use of the District 3 employment brochures and other tools from BPS.

Target Date:

September 2018

Goal Statement 3:

Continue to educate the public by making Title VI documents available at all public meetings.

Target Date:

September 2018
Fiscal 2018 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 spot check meetings to assure non-discrimination.

Target Date:

September 2018

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 complaints and other relevant topics as necessitated for the 2018 construction season.

Target Date:

September 2018

Goal Statement 3:

Continue to develop and organize periodic meetings and training for current and new Title VI Coordinators.

Target Date:

June 2018
ADA/SECTION 504 PROGRAM UPDATE

Designation and Training: The Kansas Department of Transportation has designated the following:

Gelene Savage, Office of Chief Council, External ADA Coordinator
Traci Ward, Bureau of Personnel Services, Internal EEO Officer and ADA Coordinator

KDOT ADA Coordinator, Traci Ward, monitored local government sub-recipients for ADA compliance. Her reviews coincided with the Title VI reviews for the reporting period. The reviews included specific ADA inquiries as well as ADA Transition Plan updates. Of the 7 Cities and 6 Counties visited, most did not have an updated plan as the plan had not originally been a “living document” for them. There are lots of new employees taking over the task of updating/producing Transition plans. KDOT works closely with the cities and counties to help them become compliant and understand the importance of having an updated plan that will be followed and reviewed yearly.

KDOT Internal Activities

The KDOT ADA Transition Plan has been updated to include the request for additional information to be added and has been submitted to the Federal Highway Administration for review and implementation.
Kansas Department of Transportation
Limited English Proficiency Update
LEP ACTIVITY REPORT – SEPTEMBER 2017

There has not been a significant increase in reported contact with LEP individuals in any KDOT programs or services.

Bureau of Local Projects:

No activity reported.

Division of Partner Relations- Bureau of Personnel Services:

The Bureau of Personnel Services, Organizational Development Unit (ODU) has offered 30 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 for the entire agency. There were 8 Instructor Led Courses and 22 online Courses and 3,260 employees attended these trainings in FY2017.

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

Telephonic interpreter services:

Telephonic interpreter services are available through Propio Language Services for all business-related situations, such as phone calls, in-person visits to KDOT locations, or job site related needs. The service is immediately accessible when a non-English speaker calls or visits a KDOT location or can be pre-arranged if the need for a language interpreter is known in advance. Propio also offers in person interpretation for public meetings and other events as well as document translation services.

On-line Spanish Training course:

We also offered Basic Spanish in the Workplace, we had 6 employees complete all 17 modules and 3 employees completed 4 different modules in FY 2017.

Division of Partner Relations- Office of Information Services:

The activities of the Office of Information Technology (OITS) are ongoing. OITS has met their goals for FY2017 with 99% compliance with accessibility standards. They will continue to audit the websites previously reported, while working towards achieving 100% compliance. OITS will also continue to work on increasing web presence while working with the State of Kansas Accessibility Coordinator, Cole Robison.

Division of Partner Relations- Office of Support Services:

Multi-Media can and will update the online Spanish vocabulary training module for the Bureau of Personnel Services as needed.

The Office of Support Service designed several new display boards for the Employment Officer/Diversity Recruiter for use at recruiting events. Support Services also provided printing services for Spanish language recruiting brochures requested by the recruiter. Recruitment posters were printed in English and Spanish for distribution in Kansas high schools.
Additionally, the Office of Support Services will continue to make its service available to those in need of printing, graphics, and reproductive services of Limited English Proficiency (LEP) compliant materials as needed.

Division of Partner Relations- Bureau of Public Affairs:

The Office of Public Affairs promotes the availability of materials in alternative formats, which includes languages other than English.

Bureau of Right Of Way:

No activity reported.

Division of Planning and Development

No activity reported.

Bureau of Transportation Safety & Technology:

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. She has built ties with the Catholic Charities and the Hispanic Ministry of the Archdiocese of Kansas City and has contacted large employers across the state to promote traffic safety to minorities, including publishing the monthly Employer e-Newsletter, Traffic Safety at Work, in Spanish. 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 events such as the Victory Electric Health Fair in Dodge City, the Garden City Fiesta, Head Start Family Safety Fair (Topeka), the KCP&L Safety Fair (Kansas City) and Buckle Up for Life in Wyandotte County by staffing a booth with their bilingual traffic safety specialist and providing informational brochures in both English and Spanish. Although it’s difficult to know how many of the attendees are Spanish-speaking, the overall reach 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 26,000 of these were distributed in the past year.

Statewide, there are 31 CPS technicians and one instructor in at least 16 counties who are listed as bilingual. KDOT orders more than 1,800 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 27% being given to Hispanic/Latino children, according to the demographic forms received back to the KTSRO. In the fall of 2016, each elementary school in Kansas received posters and dual-language flyers promoting booster seat use for their kindergarten, first and second grades. “Bucklepaloza” events to promote booster seat use, and Child Care Provider trainings to teach proper car seat installation/use were also held, with the potential of reaching high Hispanic populations.

In 2015, KDOT began updating most of its Traffic Safety brochures to be English on one side and Spanish on the other. From June 2016 – May 2017 more than 350,000 of the revised 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. 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.
Traffic Safety messages were promoted 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. New this year were dual-language table tents in the lounges promoting an app for a safe ride home, and a partnership with the Kansas Highway Patrol to provide personal contact with families as they entered the venue. With an average attendance of nearly 20,000 at each home 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.

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.” media campaigns in the Wichita, Kansas City and Topeka areas. The TV ads were close-captioned for the Spanish translation.