

## Title VI Complaint Process

*The Civil Rights Office (CRO) will ensure that the Title VI Complaint Procedure provides for:*

Notification to the public of the State's Title VI policy right to file complaints of discrimination, the 180-day time limit for filing Title VI complaints, and avenues of appeal.

Notification to the FHWA of Title VI complaints.

Processing, investigation and resolution of complaints including time frames.

Description of the avenues of appeal.

Notification to complainants of decisions on complaints and further rights.

Clarification of the types of alleged acts of Title VI discrimination

*The complaint procedure for any person or group shall be to:*

- ✓ File a complaint in writing with the department's Civil Rights Office

*In an effort to resolve the complaint, the CRO will:*

- ✓ Acknowledge receipt within 5 working days; forward a questionnaire to the complainant
- ✓ Notify the program area implicated in the complaint as well as the FHWA
- ✓ Acknowledge receipt of the questionnaire and begin the investigation process
- ✓ Prepare a report of findings
- ✓ Inform the complainant/FHWA of the decision
- ✓ Provide complainant avenues of appeal

## CONTACT INFORMATION

ADOT&PF Civil Rights Office  
PO Box 196900  
Anchorage, AK 99519-6900

*Physical address:*  
2200 E. 42nd Avenue

*Phone:* 907-269-0851 or  
1-800-770-6236 (within Alaska)

*Fax:* 907-269-0847

*TTY:* Contact Relay Alaska  
1-800-770-8255

*Web site:* <http://www.dot.state.ak.us/cvlrts>

The Civil Rights Office (CRO) certifies all Disadvantaged Business Enterprises (DBE) for the Alaska Unified Certification Program. The CRO also ensures statewide compliance with the Alaska Department of Transportation and Public Facilities (ADOT&PF) federal non-discrimination and affirmative action obligations as a condition of continued federal funding for highway and airport construction. ADOT&PF promotes equal opportunities for socially and economically disadvantaged individuals to participate on federally funded highway and aviation projects through the DBE Program.

Effective October 2004 (03/05)

# TITLE VI

## Civil Rights Act of 1964

(Civil Rights Restoration Act of 1987 as amended)

## Nondiscrimination in Federally Assisted Programs

Policy Statement

Authorities

Title VI Monitoring and Review

Environmental Justice

Limited English Proficiency

Tribal Relations

Complaint Process



Alaska Department of  
Transportation and  
Public Facilities  
Civil Rights Office

# Title VI of the Civil Rights Act of 1964

## Policy Statement

It is the policy of the Alaska Department of Transportation and Public Facilities (ADOT/PF), that no person in the State of Alaska shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Department receives federal assistance from the U.S. Department of Transportation, including the Federal Highway Administration (FHWA).

### Authorities

Title VI of the Civil Rights Act of 1964  
23 CFR, part 200  
Executive Order 12898  
Executive Order 13166  
Executive Order 13175

### Title VI Monitoring and Review

The following ADOT/PF program areas are monitored and reviewed on an annual basis to ensure their effectiveness with regard to Title VI compliance:

- NHI Training Administration
- Planning
- Design (Preliminary Design & Environmental and Final)
- Right-of-Way
- Construction
- Research
- Consulting Contracting
- Alaska Marine Highway System

## Environmental Justice

Safety and mobility are two of the U.S. Department of Transportation's (DOT's) top priorities. Achieving environmental justice is another undeniable mission of the agency.

A 1994 Presidential Executive Order (EO 12898) directed every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations."

The (U.S.) DOT's environmental justice initiatives accomplish this goal by involving the potentially affected public in developing transportation projects that fit harmoniously within their communities without sacrificing safety or mobility.

Environmental justice and Title VI are not new concerns. Today, because of the evolution of the transportation planning process, they are receiving greater emphasis. Effective transportation decision making depends upon understanding and properly addressing the unique needs of different socioeconomic groups. This is more than a desktop exercise; it requires involving the public.

The U.S. DOT is committed to this more comprehensive, inclusive approach. These changes make sure that every transportation project nationwide considers the human environment.

<http://www.fhwa.dot.gov/environment/ej2000.htm>

## Limited English Proficiency

Executive Order 13166 (EO 13166) contains two major initiatives. The **first** is designed to better enforce and implement an existing obligation: Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating based on national origin by, among other things, failing to provide meaningful access to individuals who are limited English proficient (LEP).

The Executive Order requires federal agencies that provide federal financial assistance to develop guidance to clarify those obligations for recipients of such assistance ("recipient guidance").

**Second**, the Executive Order sets forth a new obligation: Because the federal government adheres to the principles of nondiscrimination and inclusion embodied in Title VI, the Executive Order requires all federal agencies to meet the same standards as federal financial assistance recipients in providing meaningful access for LEP individuals to federally conducted programs.

[http://www.legalconsumerguide.com/legal\\_information/general\\_law/civil\\_rights\\_faqs/english\\_proficiency.html](http://www.legalconsumerguide.com/legal_information/general_law/civil_rights_faqs/english_proficiency.html)

## Tribal Relations

Executive Order 13175 establishes regular and meaningful consultation and collaboration with tribal officials in the development of Federal policies that have tribal implications, to strengthen the United States government-to-government relationships with Indian tribes, and to reduce the imposition of un-funded mandates upon Indian tribes.