

Annual Accomplishment Report Guidelines

Local agencies with approved Title VI Program Plans or Nondiscrimination Agreements shall prepare a Title VI Annual Accomplishment Report. This report documents their Title VI Program compliance activities related to transportation projects as well as any changes that occurred during the State of Oregon's fiscal year ending on June 30.

Agencies with populations less than 200,000 must maintain the Annual Accomplishment Report in their file records, but are not required to submit the report for ODOT approval. Agencies serving populations over 200,000 must submit the report to their Regional Local Agency Liaison on an annual basis determined by the date of the signed certification agreement. The Local Agency Liaison will forward the report to the ODOT Office of Civil Rights Title VI Coordinator for approval.

Although each local agency's report will differ, a complete report should, at a minimum, include summarized information relating to particular subject areas. While not exhaustive, the following outline provides guidance regarding the type of information that will provide sufficient insight into the agency's Title VI program implementation efforts. Furthermore, the ODOT 2012 Annual Accomplishments Report is available on the OCR webpage as an additional reference guide.

http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/Pages/titlevi/title_vi.aspx

Title VI Program

- Summarize the key components of your Title VI Program
- Describe any changes that were made to the approved Title VI Program during the reporting period.

Organization/Staffing Changes

- Report any changes in organizational structure or staffing changes that are relevant to the Title VI program or Civil Rights Team (e.g. new Title VI Coordinator, planning or public works director etc.). If no changes occurred, indicate accordingly.
- Depict the relationship between the Title VI Coordinator and Executive Director.

Planning

- Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations (i.e., impacts such as displacements, increased noise, bisecting neighborhoods).

Indicate how identified impacts were minimized/mitigated on projects that affected minority and/or low-income populations.

Describe any projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.

Public Outreach/Involvement

Summarize public outreach efforts (e.g. public meetings, hearings, public announcements) used during planning to enhance citizen participation, focusing particularly on minority populations, women, older adults, people with disabilities and low-income populations.

Provide data collection supporting public outreach decisions to assess special language needs and what services provided.

Summarize public involvement metrics. What tools or methods were used to identify the communities represented and measure citizen participation at public meetings (e.g., Citizen Advisory Committee member and stakeholder committee lists or attendance sign-in sheets).

Describe any effects Title VI public involvement activities had on planning outcomes.

Summarize significant problem areas and any actions taken to improve Title VI process integration, documentation, and reporting for planning.

If possible, include examples of public notices as an appendix.

Data Collection

Provide baseline demographic data used to describe the population demographics within your jurisdiction.

Summarize in an appendix or briefly describe the demographic profile of members of policy and advisory committees (e.g. job, title, race, gender).

Data should explain public outreach decisions and considerations made surrounding protected populations.

Education & Training

Describe any training or actions taken to promote staff awareness on Title VI compliance.

Complaints

- List any Title VI complaints resulting from transportation projects.
- Provide a summary of the complaint basis, investigatory actions, and the outcome or resolution.

Title VI Goals for Upcoming Year.

- Describe plans for the upcoming year, including any significant problem areas and plans to manage