



# GDOT Publications Policies & Procedures

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**Form Word:** 2842-1b - Title VI Self Survey  
**Section:** Equal Employment Opportunity  
**Office/Department:** EEO

**Reports To:** DD Admin/General Counsel  
**Contact:** 404-631-1000

See [Below](#)



## GEORGIA DEPARTMENT OF TRANSPORTATION

Title VI Self-Survey: \_\_\_\_\_  
YEAR

Survey Date: \_\_\_\_\_

Name of Program/Grant: \_\_\_\_\_

### **Summary of Complaints:**

Number of complaints for the past year: \_\_\_\_\_

Number of complaints voluntarily resolved: \_\_\_\_\_

Number of complaints currently unresolved: \_\_\_\_\_

Attach a summary of any type of complaint and provide:

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

### **Distribution of Title VI Information:**

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

Yes       No

Do new employees receive this information via employee orientation?

Yes       No

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

Yes       No

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

Yes       No

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

Identify any problems encountered with Title VI compliance.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Return to: Georgia Department of Transportation  
Equal Employment Opportunity Division  
600 West Peachtree Street, N.W., 7<sup>th</sup> Floor  
Atlanta, GA 30334-1002  
ATTENTION: Environmental Justice Specialist  
  
PHONE: (404) 631-1497 FAX: (404) 631-1943

## **References:**

[Click here to enter Policy references, if any.](#)

## **History:**

annual review: 10/30/14;

added to Publications: 12/19/12

Reviewed: 10/30/2014