



# GDOT Publications Policies & Procedures

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**Form Word:** 2842-1d - Title VI Compliance Questionnaire for Planning Organizations

**Section:** Equal Employment Opportunity

**Office/Department:** oEEO

**Reports To:** DD Admin/General Counsel

**Contact:** 404-631-1000

See [below](#)



## Title VI Compliance Questionnaire for Planning Organizations

**MPO/RDC:** \_\_\_\_\_

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

**Name/Title:** \_\_\_\_\_

### I. Administration

#### A. Staff Composition and Program Administration

1. Provide breakdown of the administrative staff by position, race, color, gender, and national origin. Include organizational chart.
2. Provide makeup of the planning organization's Board of Directors by race, color, gender or national origin. Identify the voting members.
3. Describe the various programs administered by the planning organization and their funding sources.
4. Does the planning organization have an Affirmative Action Plan with respect to employment?

#### B. Complaint Procedure

1. Do you have a Title VI complaint procedure? To what extent is the community made aware of it?
2. Have you received any Title VI related complaints during the past two years? How many? Outcome? Any Title VI complaint lodged by beneficiaries or participants? Explain issues involved.
3. Provide copy of your complaint procedure and proof of public dissemination of Title VI policy.

## **C. Training**

1. Has your staff received any training (formal or informal) regarding Title VI of the Civil Rights Act of 1964?
2. Are you considering scheduling Title VI training sometime soon? If so, when and who will present it?

## **II. Planning Process**

### **A. Public Involvement**

1. To what extent has citizen participation been provided in the transportation planning process? Any policy in that regard? Explain.
2. Citizen Advisory Committees: How are the members selected? For how long? What is their make up in terms of race, color, national origin, sex, and position?
3. Are organizations representing minorities/disadvantaged individuals made aware of planning processes and offered the opportunity to provide input? How?
4. How are the needs of the minorities/disadvantaged persons addressed during the planning process?
5. What statistics are kept on beneficiaries of services or programs by race, religion, color, and sex?

### **B. Hearings**

1. What statistics are kept on public hearings participation by race, religion, color, national origin, and sex (by visual identification)?
2. Are minority group concerns addressed in a timely manner? Explain process.

3. Are public meeting announcements made available in languages other than English, according to the affected minority population(s)?
4. Are accessible location (geographically and structurally), appropriate time, and translation services being planned/provided during public hearings?

### **C. Procurement of Contracts**

1. How are the Request for Proposals (RFP) solicited? What are the requirements for submitting RFPs?
2. What kind of participation do DBE firms have in the RFP process? Are there goals or are goals included? Do you meet them?
3. Do you keep record of DBE firms during the RFP process? Provide list.
4. How does the planning organization promote the participation of qualified minority/women consultants?
5. How does the planning organization monitor consultant's adherence with Title VI requirements?
6. Provide the number, dollar value(s), and type of contract(s) used by the planning organization during the last two fiscal years. Identify contractors by race, color, national origin, and sex.
7. How many federally funded projects did you manage during the last fiscal year? Provide dollar amount for each one of them. How much of that money went to consultant contracts? DBEs?

### **D. Environmental Impact**

1. Are minority members of the community invited to participate in public hearings pertaining to environmental issues? Are you keeping statistics on public hearing participation by race, color, national origin, and sex? Please present proof.

2. Do you have procedures for the identification of environmental impacts? How do you approach environmental issues in minority/ disadvantaged communities? Explain.
  
3. Are those environmental issues discussed with the affected community during public hearings? Have special provisions such as language interpreters been provided during public meetings?
  
4. Are these efforts documented? If so, please provide documentation.
  
5. Could you list the major transportation projects planned or executed during the last two years where social, environmental, economic, or demographic adverse impacts were identified? To what extent did Title VI issues appear as a consequence of a project? Describe.

## **References:**

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

## **History:**

annual review:

added to Publications: 12/19/12

Reviewed: 4/26/2019