



FFY 2026



FHWA Title VI Implementation Plan

Rhode Island Department of Transportation

Submitted by: The Office of Compliance and Regulation

October 2025

“Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination. Direct discrimination by Federal, State, or local governments is prohibited by the Constitution. But indirect discrimination, through the use of Federal funds, is just as invidious; and it should not be necessary to resort to the courts to prevent each individual violation.”

President John F. Kennedy
See H.R. Misc. Doc. No. 124, 88th Cong., 1st Sess. 3, 12 (1963)

“That is why we need Title VI of the Civil Rights Act, H.R. 7152—to prevent such discrimination where Federal funds are involved.... Title VI is sound; it is morally right; it is legally right; it is constitutionally right.... What will it accomplish? It will guarantee that the money collected by colorblind tax collectors will be distributed by Federal and State administrators who are equally colorblind. Let me say it again: The Title has a simple purpose - to eliminate discrimination in Federally financed programs.”

Senator Pastore

TABLE OF CONTENTS

- TABLE OF CONTENTS 2
- INTRODUCTION 4
 - Title VI Overview 4
 - Types of Discrimination..... 6
 - RIDOT & Title VI 7
- NONDISCRIMINATION POLICY 8
- STANDARD USDOT TITLE VI ASSURANCES 9
- ORGANIZATION & STAFFING 10
 - RIDOT’s Office of Compliance and Regulation 10
- PROGRAM AREA (INTERNAL) REVIEW PROCEDURES 16
 - Internal Review Methodology 16
 - Planning Program Area..... 17
 - Environmental Program Area 19
 - Right-of-Way Program Area 20
 - Contract Administration Program Area..... 21
 - Construction Program Area 22
 - Public Participation 24
- SUBRECIPIENT (EXTERNAL) REVIEW PROCEDURES..... 25
 - External Review Methodology 25
 - Metropolitan Planning Organization (MPO) 26
 - Subrecipients - Cities & Towns 28
- DATA COLLECTION & ANALYSIS METHODS..... 29
- TRAINING & TECHNICAL ASSISTANCE PROCEDURES 39
 - Web-Based Training By Program Area 82
- COMPLAINT PROCEDURE 40
 - RIDOT’s Complaint Procedure 41
 - Investigation Plan & Summary 42
 - Complaint and Adjudication Reporting..... 42

DISSEMINATION OF TITLE VI INFORMATION.....	43
Vital Documents	43
Language Assistance Plan:	43
Website Update	43
Public Meetings and Hearings.....	44
Notice to the Public	44
LIMITED ENGLISH PROFICIENCY (LEP)	45
RIDOT’s Assessment	45
RIDOT’s Vital Documents	45
REVIEW OF RIDOT’S DIRECTIVES	46
COMPLIANCE & ENFORCEMENT PROCEDURES	47
GOALS & ACCOMPLISHMENTS REPORT	50
2025 Accomplishments	50
2026 Goals	50
Appendix A - Nondiscrimination Policy.....	51
Appendix B - Assurances	53
Appendix C - Complaint Procedure	63
Appendix D - ADA & Title VI Public Meeting Checklist.....	72
Appendix E - Assessment	76
Appendix F - Training by Program Area	80

1. INTRODUCTION

“Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination. Direct discrimination by Federal, State, or local governments is prohibited by the Constitution. But indirect discrimination, through the use of Federal funds, is just as invidious; and it should not be necessary to resort to the courts to prevent each individual violation.” John F. Kennedy, 1963

TITLE VI OVERVIEW

The [Civil Rights Act of 1964](#) was a product of the growing demand during the early 1960s for the federal government to launch a nationwide plan against racial discrimination. After years of intensive work on the part of civil rights advocates and their supporters in Congress, President Lyndon B. Johnson signed the landmark Civil Rights Act of 1964. Included among the Civil Rights Act’s eleven¹ Titles is Title VI, which directly addresses the then-common practice of denying certain persons access to federally funded programs, services, and activities based on their race, color, or national origin.

The [Title VI of the Civil Rights Act of 1964](#) (42 USC 2000d *et seq*) prohibits recipients of [Federal financial assistance](#) to discriminate on the basis of race, color, or national origin in their programs, services, and activities. The law provides that: “[n]o person in the United States shall, on the ground 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 receiving Federal financial assistance.” For instance, State Transportation Agencies (STA) and Local Public Agencies (LPA), such as cities and towns, that receive federal financial assistance directly or indirectly from USDOT’s Federal Highway Administration (FHWA) must take concrete steps to ensure nondiscrimination to persons in their programs, services, and activities. The use of the word “*person*” is important as the protections afforded under Title VI apply to anyone, regardless of whether the individual is lawfully present in the United States or a citizen of a State within the United States. The [USDOJ’s Title VI Legal Manual](#) and [FHWA’s Title VI Essentials](#) provide an introductory overview of Title VI, including its legislative history and purpose, types of discrimination prohibited, and roles and responsibilities of recipients of federal assistance recipients.

Title VI has, since its passing, been supplemented by many Title VI-related statutes for the purpose of restoring its original intent, clarifying its scope and applicability, and achieving its nondiscrimination objectives. The applicable Title VI-related statutes are:

¹ The [eleven](#) Titles of the Act are: Title I - Voting Rights; Title II – Public Accommodation; Title III – Desegregation of public Facilities; Title IV – Desegregation of Public Education; Title V – Civil Rights Commission; Title VI – Nondiscrimination in Federal Assisted Programs; Title VII – Equal Employment Opportunity; Title VIII – Registration and Voting Statistics; Title IX – Intervention in Court Cases; Title X – Community Relations Service; and Title XI – Court Proceeding and Legalities.

[Section 162 \(a\) of the Federal Highway Act of 1973](#) (23 USC 324 *et seq*) prohibits recipients of Federal financial assistance to discriminate on the basis of sex in transportation programs. This statute requires sex discrimination to be treated as a protected class under Title VI and to be enforced through already established Title VI provisions.

The [Civil Rights Restoration Act of 1987](#) (PL 100-209) amended the Title VI definition of “[programs and activities](#)” to restore the broad, institution-wide scope and coverage of the anti-discrimination statutes to include all the operations of a department, agency, or other instrumentality of a state or of a local government, or any part of which is extended Federal financial assistance. This statute overturned *Grove City College v. Bell*, 465 US 555 (1984).

The [49 CFR Part 21 Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964](#) regulates the [U.S. Department of Transportation \(USDOT\)](#)'s effectuation of Title VI.

The [23 CFR Part 200 Title VI/Nondiscrimination Program Implementation and Review Procedures](#) regulates the [Federal Highway Administration's \(FHWA's\)](#)² implementation of Title VI. A [Title VI complaint](#) can be filed with FHWA by any person who believes they - or with a specific class of persons - were subjected to discrimination on the basis of race, color, national origin, or sex in any Federal-aid Highway program, services, and activity. More information about Title VI complaints can be found at [Q&A for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964](#).

The [DOT Order 1050.2A US Department of Transportation Standard Title VI Assurances](#) creates a binding agreement with recipients of Federal financial assistance to ensure nondiscrimination in their activities, facilities, and programs; disseminate appropriate notice to the public; provide access to records; cooperate with program reviews and complaint investigations; and comply with record retention and reporting requirements.

The [28 C.F.R. Part 42 Subpart C. Nondiscrimination in Federally-assisted Programs - Implementation of Title VI of the Civil Rights Act of 1964](#) regulates [U.S. Department of Justice's \(USDOJ's\)](#) coordination and enforcement of Title VI. USDOJ's technical assistance guidance for recipients with responsibilities under Title VI can be found in the [Title VI Legal Manual](#).

² The FHWA is one of the operating agencies of the USDOT with stewardship over the construction, maintenance and preservation of the Nation's highways, bridges and tunnels.

TYPES OF DISCRIMINATION

The USDOT's Title VI regulation (49 CFR Part 21) describes specific types of discriminatory actions that are prohibited and which generally fall under three legal categories: [disparate treatment](#), [disparate impact](#), and [retaliation](#).

Disparate treatment (also known as intentional discrimination) occurs when similarly situated persons are treated differently because of their race, color, or national origin due to the decisions made by a recipient who acts, at least in part, because of the actual or perceived race, color, or national origin of those persons. Disparate impact discrimination occurs when a facially neutral policy, procedure, or practice results in members of a protected group receiving different and/or inferior services, benefits, or treatment and when such policy, procedure, or practice lacks a substantial legitimate justification. Under USDOT regulations, recipients must not, directly or through contractual or other arrangements, utilize criteria or methods of administration that have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of nondiscrimination in a program. In disparate impact investigations, the focus is on the consequences of a decision, policy, or practice rather than the intent. Retaliation occurs when a person is subjected to adverse treatment for filing a complaint, testifying, assisting, or participating in any manner in an investigation. The standards to investigate cases of disparate treatment and impact can be found at [FHWA's Title VI - Intentional Discrimination and Disparate Impact](#).

All transportation program areas - especially those with a direct effect on the public such as planning, environmental, right-of-way, contracts, construction, and maintenance - are prohibited to engage in the following specific forms of discrimination:

- Deny a person any service, financial aid, or other benefit provided under a program;
- Provide any service, financial aid, or other benefit to a person which is different, or is provided in a different manner, from that provided to others under the program;
- Subject a person to segregation or separate treatment in any matter related to the person's receipt of any service, financial aid, or other benefit under the program;
- Restrict a person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program;
- Treat a person differently from others in determining whether he satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet in order to be provided any service, financial aid, or other benefit provided under the program;
- Deny a person an opportunity to participate in the program through the provision of services or otherwise or afford the person an opportunity to do so which is different from that afforded others under the program; or
- Deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.

RIDOT & TITLE VI

The Rhode Island Department of Transportation (RIDOT) is a recipient of [Federal-aid Highway Program](#) to carry out projects for the construction and maintenance of multi-modal transportation infrastructure. As part of its [Stewardship and Oversight Agreement with FHWA](#) (Order 5020.2), RIDOT is required to fully comply with the [Title VI of the Civil Rights Act of 1964](#).

RIDOT effectuates its nondiscrimination commitment through its Title VI/Nondiscrimination Program. The Program consists of a system of standard operating procedures and oversight tools to assess and ensure the methods of administration employed by RIDOT and its subrecipients to deliver projects do not result in any Title VI-related type of discrimination. The standard operating procedures and oversight tools are:

- Program Area (Internal) Review Procedures;
- Subrecipient (External) Review Procedures;
- Data Collection and Analysis Methods;
- Complaint Procedure;
- Dissemination of Title VI Information;
- Public Participation Language Assistance;
- Review of RIDOT's Directives;
- Compliance and Enforcement Procedures.

The Program has been systematized in a [Title VI Implementation Plan](#) with the purpose of disseminating these operating procedures and of providing its transportation practitioners, subrecipients, contractors, and consultants with guidance on how to adhere to Title VI principles in their daily planning, implementation, monitoring, evaluation and enforcement operations. The Plan includes the structure of RIDOT's Title VI Program as well as the policies, procedures, and practices RIDOT uses to comply with nondiscrimination requirements. This Plan is intended to be a living document, regularly monitored and updated by RIDOT's Office of Compliance and Regulation to meaningfully reflect the Program as it changes and grows. The Plan contains the following eleven (11) elements:

- Standard USDOT Title VI Assurances;
- Organization and Staffing;
- Program Area (Internal) Review Procedures;
- Subrecipient (External) Review Procedures;
- Data Collection and Analysis Methods;
- Training and Technical Assistance Procedures;
- Complaint Procedure;
- Dissemination of Title VI Information;
- Public Participation Language Assistance;
- Review of RIDOT's Directives;
- Compliance and Enforcement Procedures.

Pursuant to 23 CFR 200.9(b)(11), RIDOT submits this Title VI Implementation Plan for review and approval by FHWA. This Plan describes how RIDOT administers its programs and operations consistent with Title VI and how it intends to carry out its Title VI/Nondiscrimination Program year to year. This Plan will be implemented during the course of Federal Fiscal Year 2026. Comments and suggestions are welcomed and may be addressed to:

Rhode Island Department of Transportation
Office of Compliance and Regulation
Attn: Title VI Coordinator
Two Capitol Hill
Providence, RI 02903
Phone: 401.563-4256
Email: DOT.TitleVI@dot.ri.gov

2. NONDISCRIMINATION POLICY

49 CFR 21.5(b)

“That is why we need Title VI of the Civil Rights Act, H.R. 7152—to prevent such discrimination where Federal funds are involved.... Title VI is sound; it is morally right; it is legally right; it is constitutionally right.... What will it accomplish? It will guarantee that the money collected by colorblind tax collectors will be distributed by Federal and State administrators who are equally colorblind. Let me say it again: the Title has a simple purpose to eliminate discrimination in Federally financed programs.” Senator John Pastore

RIDOT affirms its full commitment with both Title VI of the Civil Rights Act of 1964, and pledges that it **does not and will not** exclude from participation in, deny the benefits of, or otherwise subject to discrimination any persons on the grounds of race, color, national origin (including limited English proficiency), disability and sex from its programs or activities, whether or not such programs and activities are federally-assisted.

RIDOT’s Title VI/Nondiscrimination Policy (see [Appendix A](#)) can be obtained:

- By contacting the Title VI Coordinator via telephone (401) 563-4256;
- By contacting the Title VI Coordinator via email DOT.TitleVI@dot.ri.gov;
- By contacting the Title VI Coordinator via mail RI Department of Transportation, Office of Compliance and Regulation, Two Capitol Hill, Room 110. Providence, RI 02903.

- By visiting RIDOT’s website at http://www.dot.ri.gov/documents/about/civilrights/Title_VI_Policy_Statement.pdf

RIDOT’s Title VI Nondiscrimination Policy is also available in:

- [Spanish;](#)
- [Portuguese;](#)
- [Chinese;](#)
- [French;](#)
- [Khmer.](#)

3. STANDARD USDOT TITLE VI ASSURANCES

49 CFR 21.7; USDOT Order 1050.2A;
23 CFR200.9(a)(1)

RIDOT also certifies its contractual commitment to the provisions of the USDOT Order 1050.2A Standard Assurances - “a contract whereby the recipient agrees to comply with the nondiscrimination provisions as a condition of receiving federal assistance” - pertaining to nondiscrimination in its activities, facilities, and programs; dissemination of appropriate notice to the public; access to records; cooperation with program reviews and complaint investigations; and compliance with record retention and reporting requirements.

A copy of RIDOT’s Title VI Standard Assurances (see [Appendix B](#)) can be obtained:

- By contacting the Title VI Coordinator via telephone, (401) 563-4256;
- By contacting the Title VI Coordinator via email, DOT.TitleVI@dot.ri.gov;
- By contacting the Title VI Coordinator via mail, RI Department of Transportation, Office of Compliance and Regulation, Two Capitol Hill, Room 110. Providence, RI 02903.

By visiting RIDOT’s website at http://www.dot.ri.gov/about/who/civil_rights.php.

4. ORGANIZATION & STAFFING

23 CFR 200.9 (b)(1); (b)(2)

RIDOT'S OFFICE OF COMPLIANCE AND REGULATION

The Office of Compliance and Regulation (OCR) reports directly to RIDOT's Chief of Staff and has been established in accordance with 23 CFR 200.9(b)(1). The OCR administers and oversees RIDOT's Title VI, Americans with Disabilities Act (ADA), Internal Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), Equal Opportunity Contractor Compliance (EOCC), and On-the-Job Training (OJT)/On-the-Job Training Supportive Service (OJT/SS) programs. The OCR Implementation Director Policy and Programs and the Title VI Coordinator report directly to RIDOT's Director on Title VI matters, as indicated in [RIDOT's Direct Access to Director Memo](#), [RIDOT's Organizational Chart](#) and [RIDOT's Office of Compliance and Regulation Organizational Chart](#) (See pages 15 and 16).

The Director of Transportation is responsible for ensuring implementation of the Title VI Plan at RIDOT. The Director, pursuant to 23 CFR 200.9(a)(3), is responsible for RIDOT's implementation of, and compliance with, Title VI and provides leadership, guidance, direction, and support for RIDOT's Title VI Program. Peter Alviti Jr., P.E. has been RIDOT's Director since his confirmation by the Rhode Island Senate in February 2015.

The Office of Compliance and Regulation is led by Nancy Rodriguez, Implementation Director of Policy & Programs who reports to Stephen Almagno, Assistant Director for Administrative Services. The Assistant Director for Administrator Services provides assistance with daily oversight of the OCR Programs and reports to John Igliazzi, Esq., Administrative & Legal Support Services Administrator/Chief of Staff.

The OCR Implementation Director of Policy and Programs and the Title VI Coordinator answer directly to the Assistant Director for Administrative Services with unimpeded access to the Director of Transportation on an as needed basis on OCR issues, including Title VI issues. The OCR Implementation Director has the responsibility of administering, organizing, directing, and evaluating the work of staff engaged in comprehensive programs designed to ensure compliance of federal and state laws and regulations regarding federal aid compliance, and providing technical assistance to Program Chiefs.

Internal OCR Programs

RIDOT's internal OCR programs consist of the following compliance units: Americans with Disabilities Act (ADA), Internal Equal Employment Opportunity (EEO), and Title VI/Nondiscrimination. The internal programs are staffed by three (3) Program Chiefs.

The ADA Program Chief has the responsibility of implementing RIDOT's ADA Transition Plan. The ADA Program Chief works co-operatively with RIDOT's Project Management Office and other teams to

implement the requirements of ADA and Section 504 of the Rehabilitation Act of 1973. Barry Simpson was designated ADA Program Chief in May 2017.

The Internal EEO Officer, RIDOT's designated Equal Employment Opportunity Officer (EEO), has the responsibility to develop, implement, monitor, and report on EEO programs all required reports and analyses regarding the implementation of RIDOT's EEO Program. Juliana Velez was designated Internal EEO Officer Program Chief in February 2022.

The Title VI Program Chief (Title VI Coordinator) position was designated to Solight Sou in February 2022. The Title VI Program Coordinator is responsible for the administration of the statewide Title VI Program for RIDOT. Internally, the Coordinator is responsible for statewide guidance, technical assistance, and training on Title VI, as well as the development and implementation of RIDOT's Title VI program, special emphasis areas (i.e., FHWA/FTA placing emphasis on any special program area), language assistance policy and analyzing data, evaluating and investigating Title VI complaints, and reporting Title VI activities. The Title VI Coordinator has direct access to the Director of Transportation on an "as needed" basis. More specifically, the Title VI Coordinator will:

- Serve as a liaison between RIDOT and Federal and state officials regarding Title VI issues;
- Participate in the development of RIDOT's policy and strategic plans to ensure initiatives and goals are consistent with RIDOT's Title VI requirements;
- Oversee, guide, and direct RIDOT's Title VI Program;
- Monitor, review and evaluate the effectiveness of RIDOT's programs, policies, and activities for Title VI compliance;
- Establish procedures to identify and eliminate discrimination and impediments to nondiscriminatory practices where such impediments are found;
- Develop and implement procedures for the collection of demographic data (i.e., race, color, national origin, sex, English proficiency, and disability) of participants in, and beneficiaries of, RIDOT's highway programs;
- Develop procedures for Title VI compliance reviews of program areas (planning, environmental, right-of-way, contracts, construction, and maintenance) to determine their effectiveness;
- Establish procedures for promptly resolving Title VI deficiency status and reducing to writing the remedial action needed, within a period not to exceed 90 calendar days from the submission of the annual goal accomplishment report;
- Provide guidance and instruction regarding compliance reviews and investigations and assist other divisions with Title VI compliance;
- Develop training and technical materials to assist departmental personnel and subrecipients to attain compliance;
- Develop Title VI information for dissemination to the general public and, in languages other than English;
- Work closely with community leaders and other stakeholders to ensure their concerns are heard regarding Title VI issues;

- Monitor the Title VI staffing level and bring resource or program deficiencies to the Director's attention; and
- Prepare or cause to be prepared, annual assurances for FHWA and Title VI activities and accomplishments report.

External OCR Programs

RIDOT's external OCR program consists of the Disadvantaged Business Enterprises (DBE), Contractor Compliance (CC), and the On-the-Job Training (OJT) and On-the-Job Training Supportive Service (OJT/SS) Programs. RIDOT's DBE Supportive Service (DBE/SS) program is in development.

The DBE Program Chief, RIDOT's designated DBE Liaison Officer (DBELO), has the responsibility of developing, implementing, and monitoring the DBE program plan, including certification and three-year methodology; increasing awareness of minority-owned financial institutions; ensuring that recipients are fully and properly familiarized with the DBE Program; coordinating the work with other relevant RIDOT's business units and external stakeholders; and supervising the DBE Compliance staff - responsible for DBE goal setting, post-qualifications, CUF and on-site reviews, pre-construction meetings, data keeping, close-outs, shortfall analysis, prompt payment, and reporting. Sheree Gomes was designated DBE Program Chief/DBELO in May 2020.

The Contractor Compliance (CC) Program Officer has the responsibility of developing, implementing, monitoring, reviewing, evaluating, and compiling all required reports and analyses relative to RIDOT's Contractor Compliance Program. Alex Risotti was designated CC Program Officer in 2024.

The On-the-Job Training (OJT) Program Officer has the responsibility to set project goals, review applications, provide technical assistance, and monitor goal achievement. This position was designated to Scott Carvalho in 2023.

DIRECT ACCESS TO DIRECTOR MEMO




Department of Transportation
Two Capitol Hill
Providence, RI 02903

Office 401-222-2450
Fax 401-222-3905

MEMO:

To: All Staff

cc: John Igliazzi, Administrative & Legal Support Services Administrator /
Acting Chief of Staff
Nancy Rodriguez, Office of Compliance and Regulation Implementation
Director, Policy and Programs

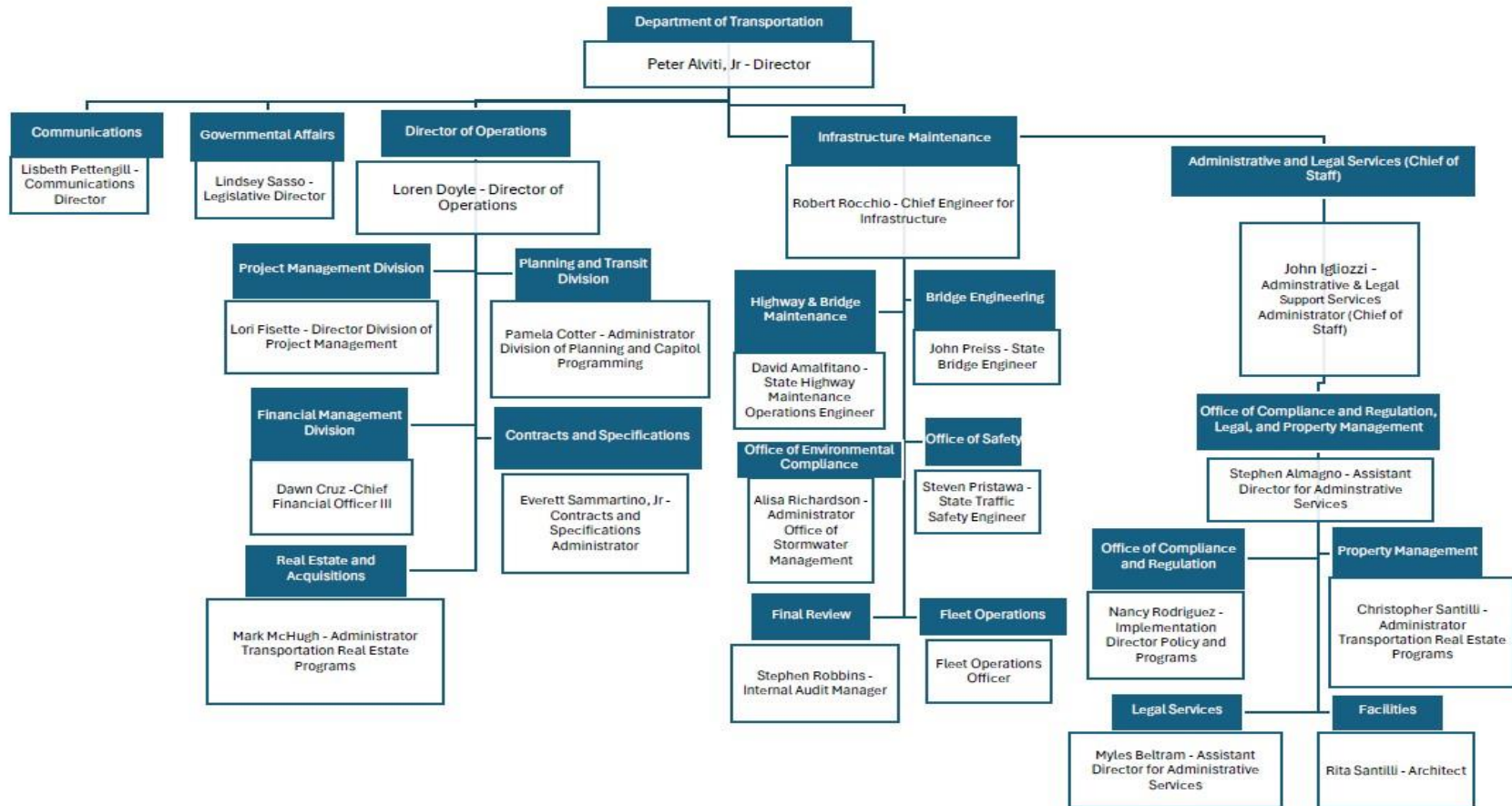
From: Peter Alviti, Jr., Director 

Subject: Direct Access to Director by Office of Compliance and Regulation Staff

Date: September 23, 2025

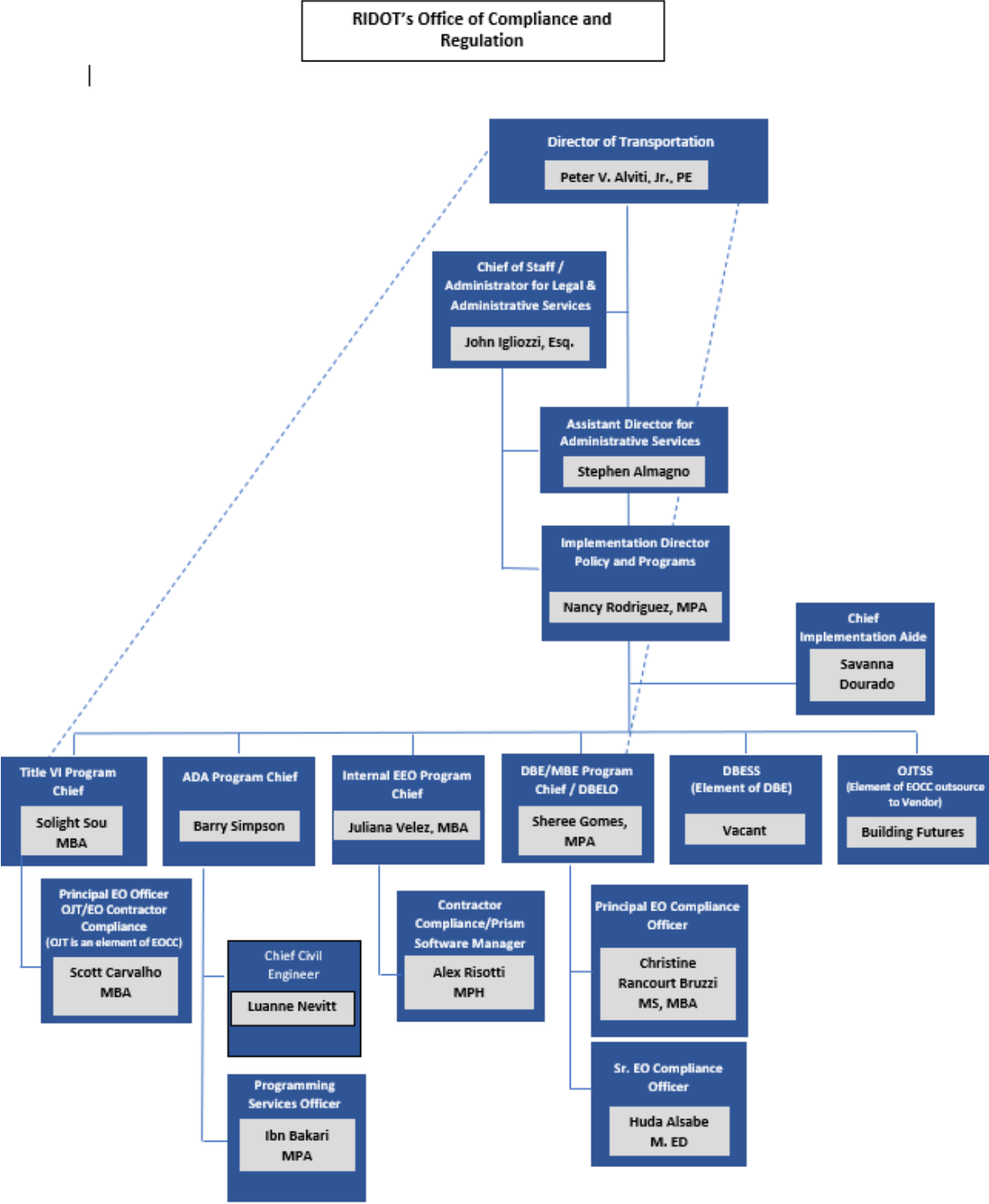
Per federal regulation and departmental policy, the Office of Compliance and Regulation staff, specifically, the Implementation Director of Policy and Programs, currently Nancy Rodriguez; the Title VI Coordinator, currently Solight Sou; the Disadvantaged Business Enterprises Liaison Officer (DBELO), currently Sheree Gomes; the Equal Employment Opportunity Officer (EEO), currently Juliana Velez; and the ADA Coordinator, currently Barry Simpson, shall have direct and unimpeded access to the Director in order to fulfill the requirements of those positions.

RIDOT'S ORGANIZATIONAL CHART ³



³ RIDOT's internal structure assigns Senior Management to specific units and programs (blue boxes). As seen on the far right, OCR is overseen and managed by the Assistant Director for Administrative Services, along with Property Management and Legal Services. The administrators for each unit are listed in the corresponding set of blue boxes.

RIDOT'S OFFICE OF COMPLINACEC AND REGULATION ORGANIZATIONAL CHART ⁴



⁴ OCR's Organization Chart indicate that the unit's Program Chiefs have direct and unimpeded access to the Director in order to fulfil the requirements of these positions.

5. PROGRAM AREA (INTERNAL) REVIEW PROCEDURES

23 CFR 200.9 (a)(4); (b)(5), (6), & (13)

“Transportation can be both a means and a barrier to economic development, employment, housing, education, and social opportunities.”

RIDOT’s Office of Compliance and Regulation (OCR) conducts periodic and alternating internal reviews of its [program areas](#) to determine whether their standard operating procedures incorporate Title VI requirements and assess whether adherence to these operating procedures result in trends and patterns of discrimination.

The OCR implements a risk-based assessment to prioritize internal reviews of those program areas that carry the highest potential to impact the general public, i.e. planning, environmental review, right-of-way, contracts administration, construction, and maintenance.

INTERNAL REVIEW METHODOLOGY

The Title VI Coordinator (Coordinator) follows a three-phase review methodology, comprised of a desk-assessment, field assessment, and findings and recommendations, to conduct internal reviews.

During the desk-assessment phase, the coordinator conducts interviews with program area personnel for the purpose of identifying the operating procedures (i.e. policies, protocols, and practices) used to collect and analyze Title VI and demographic data of participants and beneficiaries of their programs and activities. Demographic data refers to race, color, national origin, sex, and status as Limited English Proficient (LEP) or disabled person. The coordinator then reviews the operating procedures to assess whether they integrate Title VI requirements into their daily operations, i.e. collect demographic data of participants and beneficiaries of their programs and conduct a burden-benefit analysis to detect and eliminate potential discriminatory effects of their procedures. The coordinator selects the program area with the greatest need for technical assistance to advance the one-on-one review process.

During the field assessment, the coordinator randomly sample programs and projects to assess whether program area personnel adheres to the operating procedures. The coordinator then reviews the demographic data collected through the implementation of these operating procedures to assess whether they result in trends or patterns of discrimination and/or disparate impact. Data collection must be stored and documented in a format that allows for manipulation of the data.

During the findings and recommendation phase, the coordinator meets with the program area personnel to discuss any potential or factual disparate impact resulted from the adherence or partial adherence, or even absence, of operating procedures. The coordinator, when warranted, recommends training (Title VI

or otherwise) to program area personnel, recommends enhancement of operating procedures to further integration with Title VI requirements, and/or assists with the development of a corrective action plan to remedy discriminatory effects and disparate impacts within 90 days. The coordinator documents the findings by way of an internal report and monitors progress with the implementation of the corrective plan.

Examples of review analysis framework include:

- 1) Threshold and representation analysis which compares demographics to actual distribution of benefit/burden (e.g. project alternative route selection);
- 2) Barrier analysis to test whether practices have a disproportionate, adverse impact, acting as a barrier to participation (e.g. venue for public meetings); and
- 3) Selection analysis to determine whether the selection rate for one demographic group of beneficiaries is lower than other groups (e.g. selection of consultants).

The coordinator considers the following Title VI requirements of each program area and respective data and information during internal reviews.

SCHEDULING

Internal monitoring by the Title VI Coordinator ensures that the Department conducts internal program area reviews on an annual basis. Each program area will undergo an assessment for compliance with Title VI obligations at least once every five years.

The tentative five-year cycle is currently structured as follows:

- Year 1: Right of Way
- Year 2 (current review cycle): Government Affairs
- Year 3: Planning
- Year 4: Construction
- Year 5: Contract Administration and Public Participation

The schedule is flexible based on factors outlined below:

- Complaints;
- Staffing changes;
- Changes in protocol/rollout of projects;
- Direction from FHWA; or
- Any additional factors

PLANNING PROGRAM AREA

The Planning Program Area (Planning) plays a crucial role in in project distribution and prioritization. Planning is responsible for the distribution and allocation of funding, prioritization of multi-modal

projects, and consideration of social, economic, and environmental effects resulted from its programmed projects. Planning's internal review will consist of consideration of the following requirements:

Operating Procedures

- Procedure to equitably allocate federal transportation funding;
- Procedure to equitably prioritize transportation projects;
- Procedure to equitably distribute projects;
- Procedure to collect and analyze demographic data of participants and beneficiaries of transportation projects, services, and activities;
- Procedure or methodology to conduct benefits-burden analysis;
- Procedure to analyze demographic data of populations within a project area;
- Procedure to verify that Title VI and demographic analysis is included in Request for Proposal (RFP), draft and final EIS/EAs;
- Procedure to identify projects with potential to result in disparate impact;
- Procedure to refer Title VI complaints and public concerns promptly to the Title VI Coordinator and assist, when applicable, with the investigation and resolution of these complaints and public concerns;
- Procedure to periodically monitor staff adherence to its operating procedures, analyze the effects resulted from its procedures, and take immediate corrective action to eliminate procedures responsible for, or with the potential to, result in discriminatory effect and disparate impact;
- Procedure to document systemic and individual barriers with the potential to result in discriminatory effect and disparate impact;
- Procedure to evaluate past issues and best practices to increase Planning's compliance with Title VI;
- Procedures within RIDOT's Public Participation Plan.

Data Collection & Analysis

- Funding allocation data by geography type (municipality, tract, block group, etc.) vs. demographic data statewide;
- Project prioritization data by geography type (municipality, tract, block group, etc.) vs. demographic data statewide;
- Project distribution data by geography type (municipality, tract, block group, etc.) vs. demographic data statewide;
- Programmed projects data by geography type (municipality, track, block group, etc.) vs. demographic data statewide;
- Projects with potential for disproportionately high and adverse social, economic, and environmental effects by geographic type (municipality, track, block group, etc.) vs. demographic statewide;

- Projects with recommended mitigation measures/alternatives vs. projects in which recommendation was implemented;
- Records of Title VI complaints and public concerns;
- Records of past internal review's findings and recommendations, and any corrective action taken; and
- Data resulted from adherence to, and implementation of, RIDOT's Public Participation Plan procedures.

ENVIRONMENTAL PROGRAM AREA

The Environmental Program Area (Environmental) plays a crucial role in in the distribution of burdens and benefits of projects. Environmental is responsible for the assessment of potential social, economic, and environmental effects, impact and disparities associated with each project alternative, determination of the level/type of the environmental assessment warranted in each project, analyses of demographic data, and determination of equitable mitigation measures. Environmental's internal review will consist of consideration of the following requirements:

Operating Procedures

- Procedure to define the scope of projects;
- Procedure to document and track approved NEPA classes of action (CE, EIS, EA, FONSI, ROD) and community impact assessments;
- Procedure to assess potential human health and environmental impacts for each project alternative and act to avoid/minimize/mitigate individual and cumulative disproportionately and adverse effects on minority populations;
- Procedure or methodology to conduct benefits-burdens analysis;
- Procedure to equitably select a preferred alternative;
- Procedure to develop and monitor implementation of a mitigation plan;
- Procedure to collect and analyze demographic data of participants and beneficiaries of transportation projects, services, and activities;
- Procedure to refer Title VI complaints and public concerns promptly to the Title VI coordinator and assist, when applicable, with the investigation and resolution of these complaints and public concerns;
- Procedure to periodically monitor staff adherence to its operating procedures, analyze the effects resulted from its procedures, and take immediate corrective action to eliminate procedures responsible for, or with the potential to, result in discriminatory effect and disparate impact;
- Procedure to document systemic and individual barriers with the potential to result in discriminatory effect and disparate impact;
- Procedure to evaluate past issues and best practices to increase Environmental's compliance with Title VI;
- Procedures within RIDOT's Public Participation Plan.

Data Collection & Analysis

- NEPA classes of action of programmed projects by geography type (municipality, tract, block group, etc.) vs. demographic data statewide;
- Programmed projects with identified disproportionately high and adverse social, economic, and environmental effects by geographic type (municipality, tract, block group, etc.) vs. demographic data statewide;
- Programmed projects with no identified disproportionately high and adverse impact data by geographic type (municipality, tract, block group, etc.) vs. demographic data statewide;
- Alternatives proposed, including but not limited to, preferred alternative vs. demographic data of directly impacted population;
- Projects with recommended mitigation measures/alternatives vs. projects in which recommendation was implemented;
- Records of Title VI complaints and public concerns;
- Records of past internal review's findings and recommendations, and any corrective action taken; and
- Data resulted from adherence to, and implementation of, RIDOT's Public Participation Plan procedures.

RIGHT-OF-WAY PROGRAM AREA

The Right-of-Way (ROW) Program Area plays a crucial role in the relocation process of, and fairness in the treatment of, people (property owners and renters) and businesses, through nondiscriminatory property appraisals, negotiations with property owners, acquisition of properties, etc. ROW's internal review will consist of consideration of the following requirements:

Operating Procedures

- Procedures to equitably procure appraisers and other right-of-way experts, and evaluate their performance;
- Procedure to equitably appraise properties;
- Procedure to equitably offer just compensation and relocation assistance packages to relocatees;
- Procedure to equitably use condemnation rate and administrative settlements;
- Procedures to equitably treat displaced businesses and persons during appraisals by way of just compensation, relocation counseling, relocation assistance packages, relocation payments, etc.;
- Procedures to collect, analyze, and retain demographic data of relocatees and other beneficiaries of right-of-way projects, services, and activities;
- Procedure to analyze demographic data of populations within a project area;
- Procedure to identify projects with relocation with potential to result in disparate impact;
- Procedure to periodically monitor staff adherence to its operating procedures, analyze the effects resulted from its procedures, and take immediate corrective action to eliminate procedures responsible for, or with the potential to, result in discriminatory effect and disparate impact;

- Procedure to refer Title VI complaints and public concerns promptly to the Title VI Coordinator and assist, when applicable, with the investigation and resolution of these complaints and public concerns;
- Procedure to document systemic and individual barriers with the potential to result in discriminatory effect and disparate impact;
- Procedure to evaluate past issues and best practices to increase Planning's compliance with Title VI;
- Procedures within RIDOT's Public Participation Plan.

Data & Information Considered During Internal Review

- Relocatees and beneficiaries (property owners, renters, businesses, etc.) data by geography type (municipality, tract, block group, etc.) vs. demographic data statewide;
- Appraisal and payment data by geographic type (municipality, tract, block group, etc.) vs. demographic data statewide;
- Just compensation and relocation assistance packages data by geographic type (municipality, tract, block group, etc.) vs. demographic data of relocates and beneficiaries;
- Appraisers (bidders, awardees, contracts, experts, consultant firm ownership) data vs. demographic data of available appraisers statewide and project area;
- Condemnation and administrative settlement data by geography type (municipality, tract, block group, etc.) vs. demographic data statewide and project area
- Relocation counseling data by geography type (municipality, tract, block group, etc.) vs. demographic data statewide and project area;
- Projects with potential for disproportionately high and adverse social, economic, and environmental effects by geographic type (municipality, track, block group, etc.) vs. demographic data statewide;
- Projects with recommended mitigation measures/alternatives vs. projects in which recommendation was implemented;
- Records of Title VI complaints and public concerns;
- Records of past internal review's findings and recommendations, and any corrective action taken; and
- Data resulted from adherence to, and implementation of, RIDOT's Public Participation Plan procedures.

CONTRACT ADMINISTRATION PROGRAM AREA

The Contract Administration Program Area plays a crucial role in leading RIDOT toward fairness in construction contracts and enforcement of Title VI contractual provisions. Contract Administration's internal review will consist of consideration of the following requirements:

Operating Procedures

- Procedure to insert required appendices of USDOT Order 1050.2A Title VI Standard Assurance into Federal-aid consultant contracts, construction contracts and subcontracts;
- Procedure to equitably manage on-call contracts procedures;
- Procedure to collect demographic data of bidders and awardees;
- Procedure to identify potential licensing barriers and to propose recommendations to eliminate those barriers;
- Procedure to evaluate efficacy of contract advertising strategies in reaching out a diverse pool of construction contractors, and recommend adoption of more effective strategies;
- Procedure to periodically monitor staff adherence to its operating procedures, analyze the effects resulted from its procedures, and take immediate corrective action to eliminate procedures responsible for, or with the potential to, result in discriminatory effect and disparate impact;
- Procedure to refer Title VI complaints and public concerns promptly to the Title VI Coordinator and assist, when applicable, with the investigation and resolution of these complaints and public concerns;
- Procedure to document systemic and individual barriers with the potential to result in discriminatory effect and disparate impact;
- Procedure to evaluate past issues and best practices to increase Planning's compliance with Title VI;
- Procedures within RIDOT's Public Participation Plan.

Data & Information Considered During Internal Review

- Sample of contracts;
- Demographic data of utilized on-call firms vs. demographic data of registered on-call firms;
- Demographic data of construction bidders vs. demographic data of available construction firms;
- Demographic data of construction awardees and award amounts vs. demographic data of available construction firms and bidders;
- Demographic data of professional services awardees and award amounts vs. demographic data of available professional services and bidders;
- Records of Title VI complaints and public concerns;
- Records of past internal review's findings and recommendations, and any corrective action taken; and
- Data resulted from adherence to, and implementation of, RIDOT's Public Participation Plan procedures.

CONSTRUCTION PROGRAM AREA

The Construction Program Area plays a crucial role in leading RIDOT toward nondiscriminatory construction of a project and implementation of mitigating factors within a project area. Construction's internal review will consist of consideration of the following requirements:

Operating Procedures

- Procedure to monitor, document, and retain records of executed and non-executed mitigation commitments;
- Procedure to approve change orders;
- Procedure to evaluate quality inspection of projects;
- Procedure to manage vehicular and non-vehicular access to project area;
- Procedure to re-assess projects with potential to result in disparate impact;
- Procedure to periodically monitor staff adherence to its operating procedures, analyze the effects resulted from its procedures, and take immediate corrective action to eliminate procedures responsible for, or with the potential to, result in discriminatory effect and disparate impact;
- Procedure to refer Title VI complaints and public concerns promptly to the Title VI Coordinator and assist, when applicable, with the investigation and resolution of these complaints and public concerns;
- Procedure to document systemic and individual barriers with the potential to result in discriminatory effect and disparate impact;
- Procedure to evaluate past issues and best practices to increase Planning's compliance with Title VI;
- Procedures within RIDOT's Public Participation Plan.

Data & Information Considered During Internal Review

- Mitigation implementation (unfeasibility, partial feasibility, fully executed, not executed) data by geographic type (municipality, tract, block group, project area etc.) vs. demographic data statewide and project area;
- Projects with recommended mitigation measures/alternatives vs. projects in which recommendation was implemented;
- Change orders data by geographic type (municipality, tract, block group, project area etc.) vs. demographic data of construction contractors and professional service firms;
- Quality inspection data (good, poor, re-construction) data by geographic type (municipality, tract, block group, project area etc.) vs. demographic data statewide and project area;
- Vehicular and non-vehicular access data by geographic type (municipality, tract, block group, project area etc.) vs. demographic data statewide and project area;
- Projects that resulted in disproportionately high and adverse social, economic, and environmental effects by geographic type (municipality, track, block group, etc.) vs. demographic data statewide;
- Records of Title VI complaints and public concerns;
- Records of past internal review's findings and recommendations, and any corrective action taken; and
- Data resulted from adherence to, and implementation of, RIDOT's Public Participation Plan procedures.

PUBLIC PARTICIPATION

Public Participation is required of all program areas and the internal reviews of the above-described program areas will evaluate the level of adherence and implementation of the following requirements:

Operating Procedures

- Procedures of RIDOT's Public Participation Plan to objectively determine the level of public participation based on purpose and need of project without regard to the demographic profile of project area;
- Procedures of RIDOT's Language Access Plan to engage all persons;
- Procedure to inventory all programs, services and activities for which all persons are likely to be served, and document the frequency with which all persons come in contact with them;
- Procedure to evaluate the nature and important of programs, services, and activities to people's lives and identify vital documents for translations;
- Implementation of Public Participation Plan (PPP) strategies to engage project-area stakeholders, all persons, and nonprofit organizations that represent traditionally underserved populations in public participation activities (meetings, hearings, workshops, etc.), and seek their feedback about the effectiveness of these strategies;
- Implementation of PPP strategies to advertise project-specific public meetings/hearing in non-mainstream media serving minority persons, when warranted;
- Implementation of PPP strategies to gather demographic data of attendees;
- Implementation of PPP procedures to document number and location of public hearings/meetings;
- Implementation of PPP strategies to solicit, document, and consider formal and informal public comments from project-area stakeholders, minority, and all persons in transportation projects, services, and activities;
- Procedure to periodically identify lessons learned and evaluate effectiveness of public involvement strategies in outreaching and engaging project-area stakeholders, minorities, and all persons, and recommend more effective strategies for the PPP;

Data Collection & Analysis

- Programmed projects for the year by geographic type (municipality, track, block group, etc.) vs. public meetings/hearings held;
- Public meetings/hearings data by project area vs. demographic data of attendees;
- Public meetings/hearings data by organizations reached out and notified vs. local organizations within the project area that serves traditionally underserved and/or minority populations;
- Public meetings/hearings paid advertisement data vs. demographic data of advertising outlet's audience, and language of advertisement;
- Amount spent with paid advertisements;
- Number of translation services requested vs. provided, and languages requested;
- Number of interpreter services requested vs. provided, and languages requested;

- Cost of translation and interpreter services provided;
- Records of formal and informal public comments received, and actions taken in response to the comments.
- Records of efforts made to advertise public meetings/hearings;
- Records of number and location of public meetings/hearings;
- Records of efforts made to engage the public and seek their feedback about the engagement strategies.

6. SUBRECIPIENT (EXTERNAL) REVIEW PROCEDURES

23 CFR 200.9 (b)(7)

RIDOT’s Office of Compliance and Regulation (OCR) conducts periodic and alternating external reviews of its subrecipients to determine whether their standard operating procedures incorporate Title VI requirements and assess whether the effectuation of their operating procedures result in trends and patterns of discrimination. RIDOT’s subrecipients include Local Public Agencies (LPAs), such as cities and towns; Rhode Island’s Metropolitan Planning Organization (MPO) and other state agencies; and private non-profit organizations as defined and recognized under the provision 501(c)(3) of the Internal Revenue Code.

The OCR implements a risk-based methodology to prioritize external reviews of major subrecipients, i.e., those with a total award greater than \$500,000 and/or those awarded a total number of projects greater than five (5). RIDOT’s Major 2025 Subrecipients are:

- City of Newport
- City of Pawtucket
- City of Providence
- City of Johnston
- City of Warwick
- Town of East Greenwich
- Town of Middletown
- Town of Jamestown

EXTERNAL REVIEW METHODOLOGY

The Title VI Coordinator follows a three-phase review methodology, comprised of desk-assessment, sampling analysis, and findings and recommendations, to conduct external reviews.

During the desk-assessment phase, the Coordinator requests subrecipients to complete a [Title VI/Nondiscrimination Departmental Assessment Tool](#) for the purpose of identifying the operating procedures (i.e. policies, protocols, and practices) used to collect and analyze demographic data of

participants and beneficiaries of their programs and activities. The coordinator then analyzes the identified operating procedures to assess whether the program areas integrate Title VI requirements into their daily operations, i.e. collect and analyze demographic data to detect and eliminate potential discriminatory effects of their procedures. The coordinator selects the subrecipient with the greatest need for technical assistance to advance the one-on-one review process.

During the sampling of projects phase, the coordinator randomly selects projects to assess whether the operating procedures are implemented appropriately and to analyze whether the demographic data collected shows trends or patterns of discrimination and/or results in disparate impact.

During the findings and recommendation phase, the coordinator meets with subrecipient's personnel to discuss any potential or factual disparate impact resulted from the effectuation, deficient effectuation of, or lack of operating procedures. The coordinator, when warranted, recommends training (Title VI or otherwise) to subrecipient's personnel, provides technical assistance, recommends enhancement of operating procedures to further integration with Title VI requirements, and/or assists with the development of a corrective action plan to remedy discriminatory effects and disparate impacts within 90 days. The coordinator documents the findings by way of a report and monitors progress with the implementation of the corrective plan.

The coordinator considers the following Title VI requirements of its subrecipients and respective data and information during external reviews.

METROPOLITAN PLANNING ORGANIZATION (MPO)

The State Planning Council within the Rhode Island Division of Statewide Planning serves as the single statewide Metropolitan Planning Organization (MPO) for Rhode Island. The MPO is responsible for preparing and maintaining plans for physical, economic, and social development of the state, encouraging their implementation, and coordinating the actions of the State, Federal, and local agencies and private individuals within the framework of the state's development goals and policies. The MPO is responsible for developing, and has developed - the State's [Long-Range Transportation Plan \(LRTP\)](#), [State Transportation Improvement Plan \(STIP\)](#), [Unified Planning Work Program \(UPWP\)](#), and [Public Participation/Language Assistance Plan](#). With respect to Title VI, some of the MPO's requirements are:

- RIDOT monitors the MPOs utilization of demographic information to identify minority populations and examine the distributions of the benefits/burdens of the transportation plans and activities on these groups.
- RIDOT and the MPOs developed public outreach and participation plans that outline processes and strategies to ensure the service equities of the planning data collection and analyses for members on different demographic groups.
- RIDOT conducts public meetings and hearings and has numerous boards and committees that are open to participation during the development of plans, programs, and projects that may involve various modes of travel. Federal, state, local government and private industry representatives are

included in these processes to improve performance and eliminate participation barriers for minority populations.

- RIDOT's and the MPO's plans contain goals, strategies, and performance measures to assist in identifying and addressing accomplishments and problem areas.
- RIDOT and the MPO develop travel demand models for the large and small urban areas of the state to analyze travel patterns by demographics.
- Statewide county and Tribal workshops and tours are conducted and allow these groups to participate in the decision-making process.

Data & Information Considered During External Review

- Strategies used to ensure that all components of the transportation planning process comply with Title VI;
- Demographic profile of the MPO's metropolitan planning area that includes identification of minority populations;
- Process used by the MPO to identify the needs of populations and the demographic information used to assess the distribution of benefits across those populations;
- Process used by the MPO to identify the needs of minority populations and the demographic information used to assess the distribution of benefits across those populations;
- The process used by the MPO to assess the benefits/burdens of transportation system investments on minority populations on an analytic basis and the data source and tools used to support that analysis;
- Whether a public involvement strategy for engaging minority populations in transportation decision-making is in place for the MPO and the steps being taken to eliminate participation barriers;
- Examination of the public involvement process, whether it is evaluated and whether there have been efforts to improve performance, especially relative to minority populations;
- Examination of what efforts have been made to engage minority populations in the public outreach effort and whether the public outreach effort utilizes media targeted to underserved groups;
- What procedure the MPO has established for using issues/concerns raised by minority populations in the decision-making process;
- The demographics of attendees at public meetings/hearings as well as information regarding all aspects of public involvement to include advertising and access for all;
- Data and information regarding Title VI training for internal staff and Local Public Agencies (LPAs);
- Review of the MPO's internal Title VI complaint procedure/policy;
- Procedures regarding the coordination of complaints filed with the MPO or the member LPAs;
- Whether annual report submitted by the MPO included any significant accomplishments during the review period and any significant actions planned for the coming year; and
- Review of the MPO's significant Title VI accomplishments for the review period and Title VI actions planned for the upcoming biannual period.

SUBRECIPIENTS - CITIES & TOWNS

With respect to Title VI, subrecipients are to perform all the actions under [49 C.F.R. Part 21](#) and [USDOT Standard Title VI/Nondiscrimination Assurances DOT Order No. 1050.2A](#) (Title VI Assurances) summarized below;

- Conform to RIDOT's policies and procedures described in its [Title VI Implementation Plan](#);
- Submit, contractually, [Title VI Assurances 1050.2A](#) signed by the subrecipient's chief executive (Mayor/Town Manager) . If there is a change in leadership at the subrecipient, the new chief executive must re-sign and resubmit the standard Assurances to RIDOT within 30 calendar days of assuming that chief executive position. The chief executive is ultimately responsible for the subrecipient's compliance with Title VI;
- Designate a Title VI coordinator with direct access to the subrecipient's chief executive (Mayor/Town Manager) in order to expedite resolution of potential Title VI discrimination violations (evidence of disparate treatment and impact). The Title VI Coordinator is responsible for overseeing Title VI requirements and activities, and prepare reports;
- Insert language and appendices A and E of the [Title VI Assurances 1050.2A](#) in all federally-funded contracts, subcontracts, solicitations for bids, request for proposals, agreements, and lower-tier contracts;
- Disseminate Title VI information to the general public, including but not limited to, the types of discrimination prohibited by subrecipients of federal funds and their right to file a Title VI complaint within 180 days of the alleged violation. Forward Title VI complaints to RIDOT, [FHWA's Q&A dated 4/11/2019](#);
- Collect and analyze demographic (race, color, national origin, sex, and English proficiency, disability status) data of beneficiaries and participants of subrecipient's transportation programs, services, and activities. The objective is to measure whether transportation funds have been equitably distributed within the subrecipient's jurisdiction and identify, and consequently correct, disparate impacts resulted from inequitable distribution of transportation funds. The analysis consists of comparing the demographic data of persons within the project area eligible to benefit and participate from project; demographic data of property owners relocated or adversely affected; requests and approvals for language services; information regarding multi-lingual employees; information regarding public outreach efforts;
- Participate in Title VI training provided by FHWA and RIDOT. Provide Title VI training, or oversee provision of training, to subrecipient's employees;

- Forward Title VI Complaints to RIDOT, per [FHWA's Q&A dated 4/11/2019](#);
- Cooperate with RIDOT reviews and data requests, communicate with RIDOT regarding monitoring and enforcement activities to correct any deficiencies.

7. DATA COLLECTION & ANALYSIS METHODS

23 CFR 200.9(b)(4)

RIDOT conducts an analysis of project distribution, facility maintenance response, future facility distribution, and pavement condition in relation to TITLE VI populations in the state. The objective of this analysis is to identify potential impacts to TITLE VI populations to be addressed during the planning and be carried forward to the project-specific level.

To provide for this analysis, statewide maps were broken into four categories:

- Four-year project outlook;
- Maintenance work orders;
- RIDOT’s Transportation facilities; and,
- Pavement conditions.

The source of the demographic data was the U.S. Census and the American Community Survey (ACS) of 2018-2022. Each map series showed tracts by race, color, national origin and LEP, and are compared to the statewide averages showed in the picture below.

Demographic Breakdown of the State of Rhode Island

Source: U.S. Census Bureau, American Community Survey (ACS) 2018-2022

	Rhode Island	USA
Population Estimate (2022)	1,093,734	333,297,557
Under 5 Years Old (2022)	4.9%	5.7%
Under 18 Years Old (2022)	19.1%	22.2%
65 Years and Older (2022)	18.1%	16.8%
American Indian or Alaska Native	1.2%	1.3%
Asian	3.7%	6.1%
Black/African American	8.8%	13.6%
Hispanic or Latino	17.1%	18.9%
Native Hawaiian or Other Pacific Islander	0.2%	0.3%
Two or More Races	3.0%	2.9%
White/Caucasian Persons	83.1%	75.8%

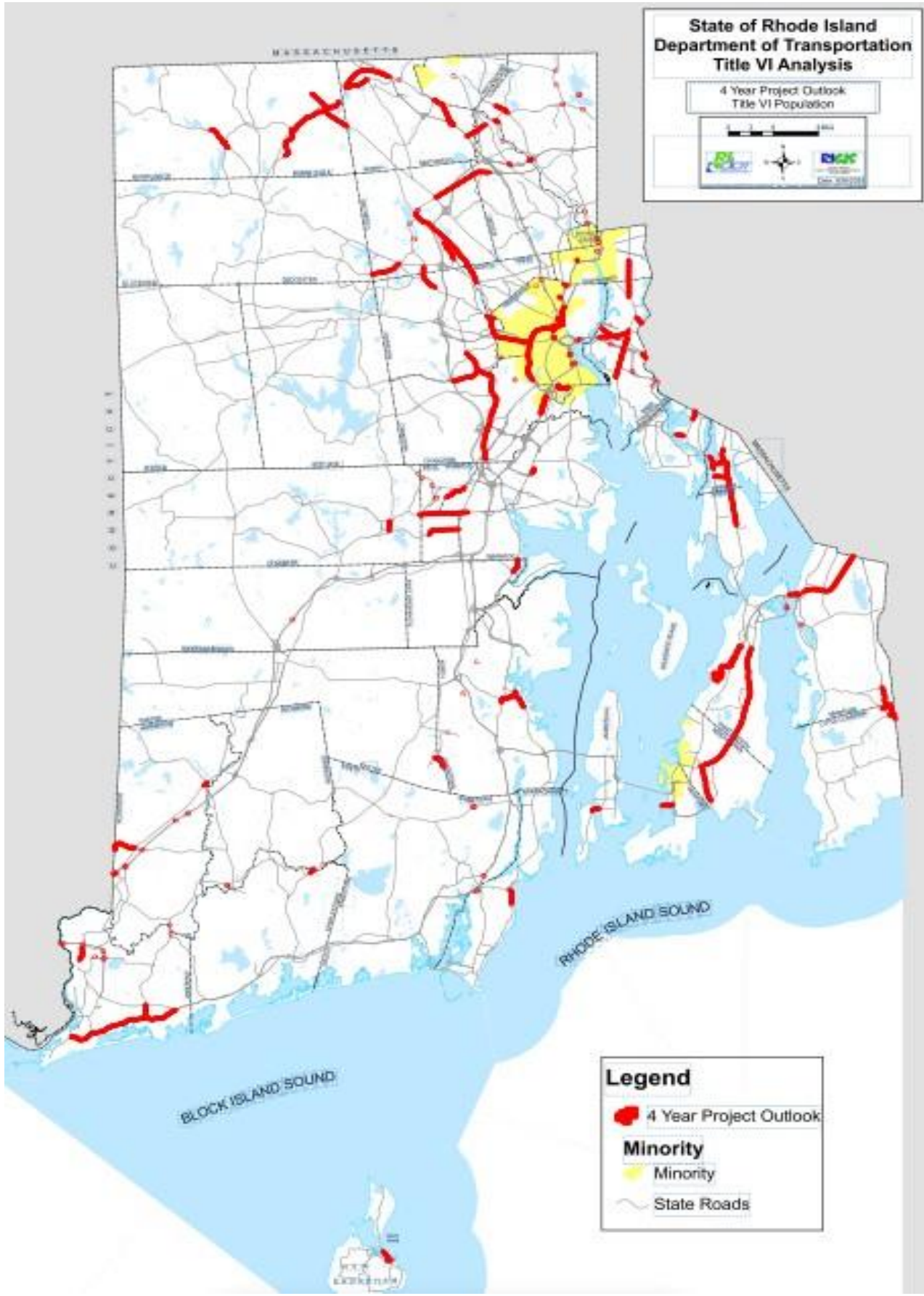
Title VI Analysis of Project Distribution

RIDOT conducts analysis of project distribution to locate TITLE VI populations within the state and to identify projects within the State Transportation Improvement Program (STIP) where potential impacts to TITLE VI populations can be expected and considered up front. The procedure is as follows:

- The state's Division of Planning within the Department of Administration³ selects the projects within the STIP that are programmed or projected, over the next four years;
- RIDOT's GIS Unit generates mapping overlaying data of TITLE VI populations (race, color, national origin, and LEP) and the projects in the STIP over the next four years. The GIS Unit provides this mapping to the Title VI Coordinator. Below is an example of a map overlaying STIP projects and population;
- The Title VI Coordinator analyzes the mapping identifying projects with potential impacts, and will provide this information to the OCR Implementation Director Policy and Programs and the GIS Unit; and
- The GIS Unit flags those projects with potential impacts in VueWorks - the performance asset management database used by RIDOT to track service requests, manage work, and prioritize asset maintained considering risk and condition -- for use by the Planning Department for planning purpose and initiation of project development.

The next page depicts Rhode Island's TITLE VI populations and RIDOT's project distribution over the next four years.

³ The State Transportation Improvement Pan (STIP) is currently in the process of completing the FFY 2026-2035 rewrite.



Title VI Analysis of Maintenance Response

RIDOT conducts analysis to assess the relationship between RIDOT's maintenance activities and potential Title VI impacts, the state of good repair of facilities by the number of maintenance activities on a given facility, the potential need for construction of facility not currently in STIP, and the Title VI served population potentially benefitted or impacted by a construction action not currently in the STIP.

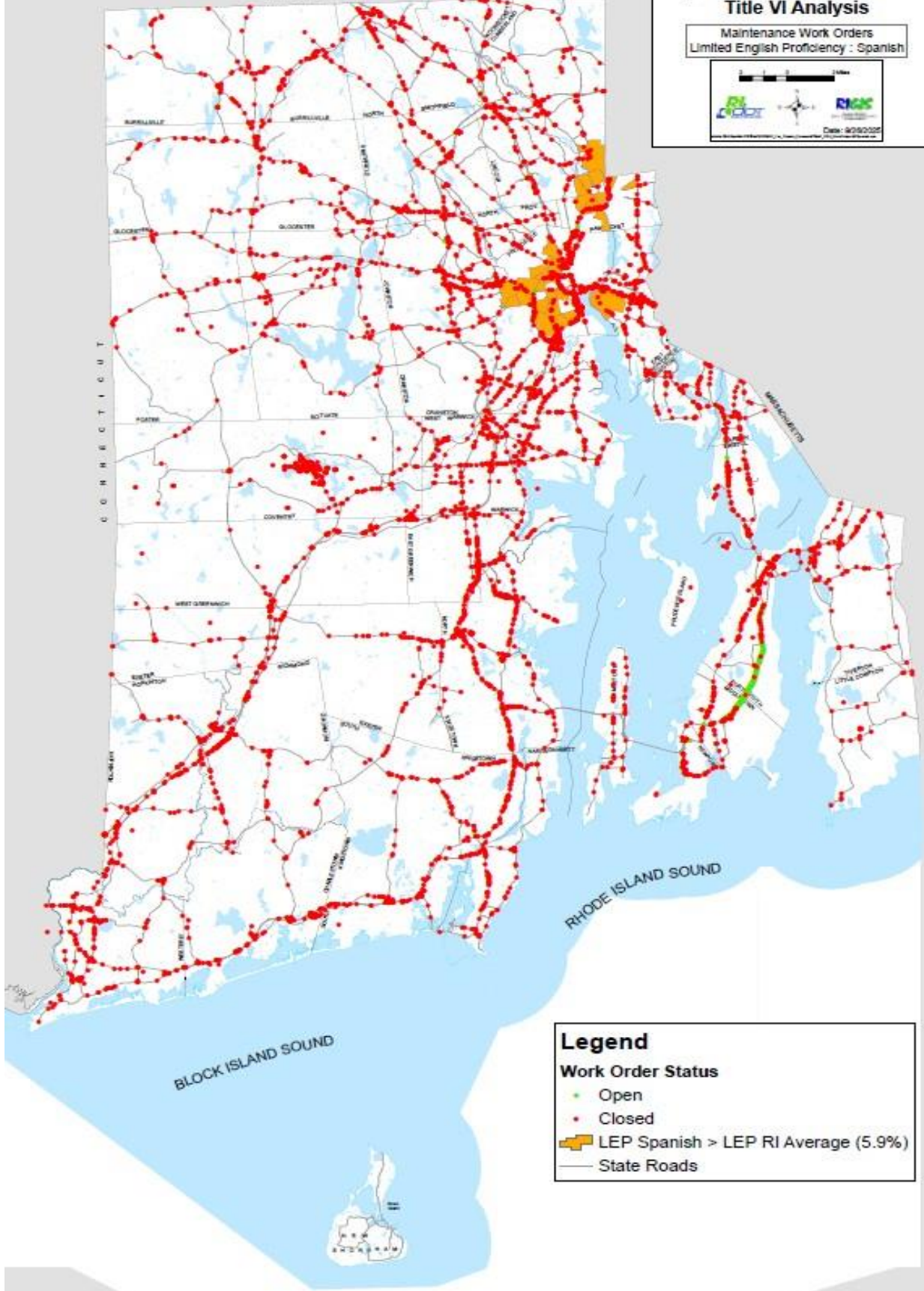
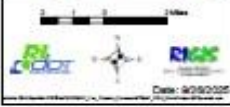
RIDOT's Highway and Bridge Maintenance Division (Maintenance) receives calls statewide regarding its facilities, comprised generally of roads, bridges, traffic signals, sidewalks, drainage appurtenances, train stations and maintenance services. Maintenance compiles, logs and tracks all calls resulting in Work Orders by facility through VueWorks. RIDOT's GIS Unit has enhanced VueWorks with informational layers of race, color, national origin, and LEP to assess impact of maintenance activity to Title VI populations. The procedure is as follows:

- Maintenance collects all calls and generates appropriate Work Orders;
- The GIS Unit generates annually mapping overlaying data of Title VI populations (depicting race, color, national origin, and LEP) and the array of maintenance Calls and Work Orders across its facilities statewide. The GIS Unit provides this mapping to the Title VI Coordinator;
- The Title VI Coordinator analyzes this mapping and compiles a report noting areas of potential disproportionate impact to Title VI populations, and provides this information to the OCR Implementation Director Policy and Programs for the review and approval before forwarding this information to the Planning Department.
- The Planning Department assesses whether and what type of a project should be added to RIDOT's 10-Year Plan and/or be considered as part of the STIP, and assesses the potential benefit or impact to Title VI populations. The Planning Department notifies the GIS Unit of any updates; and
- The GIS Unit updates the VueWorks database, accordingly.

The next 2 pages depict the state maps overlaid with maintenance work orders for limited English Proficiency - Spanish populations and Title VI populations.

**State of Rhode Island
Department of Transportation
Title VI Analysis**

Maintenance Work Orders
Limited English Proficiency : Spanish



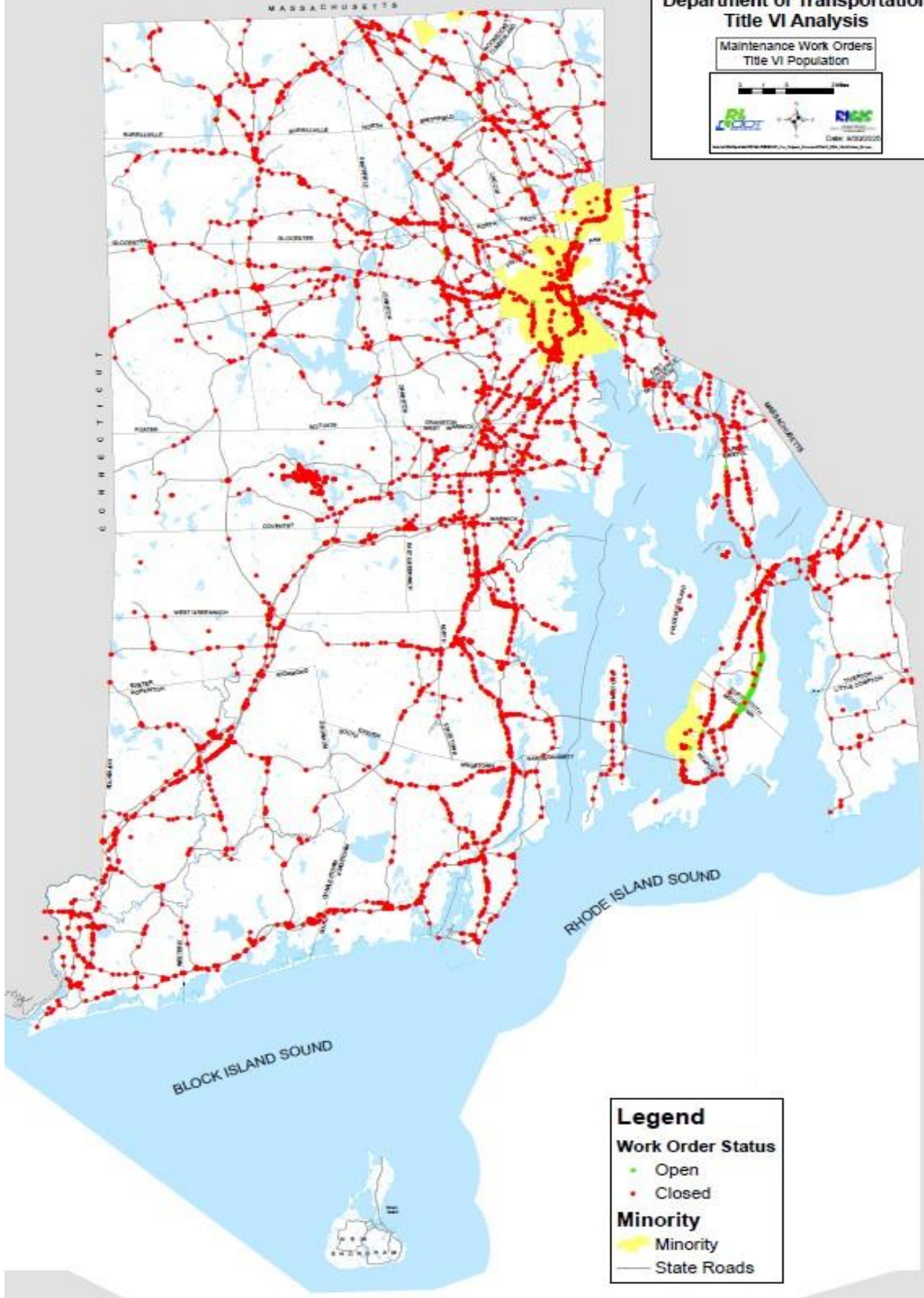
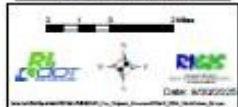
Legend

Work Order Status

- Open
- Closed
- LEP Spanish > LEP RI Average (5.9%)
- State Roads

**State of Rhode Island
Department of Transportation
Title VI Analysis**

Maintenance Work Orders
Title VI Population



Legend

Work Order Status

- Open
- Closed

Minority

- Minority
- State Roads

Title VI Analysis of RIDOT's Future Facility Distribution

RIDOT conducts an annual analysis of the distribution of proposed location and/or relocation of RIDOT facilities (not yet programmed in RIDOT's 10-Year Plan or the STIP) and likely impacts to Title VI populations. RIDOT facilities are comprised of roads, bridges, traffic signals, sidewalks, drainage appurtenances, train stations and maintenance services. This analysis focuses on the proposals that may:

- Substantively change one or more of RIDOT's existing facilities;
- Remove an existing facility; and/or
- Provide for new RIDOT facilities.

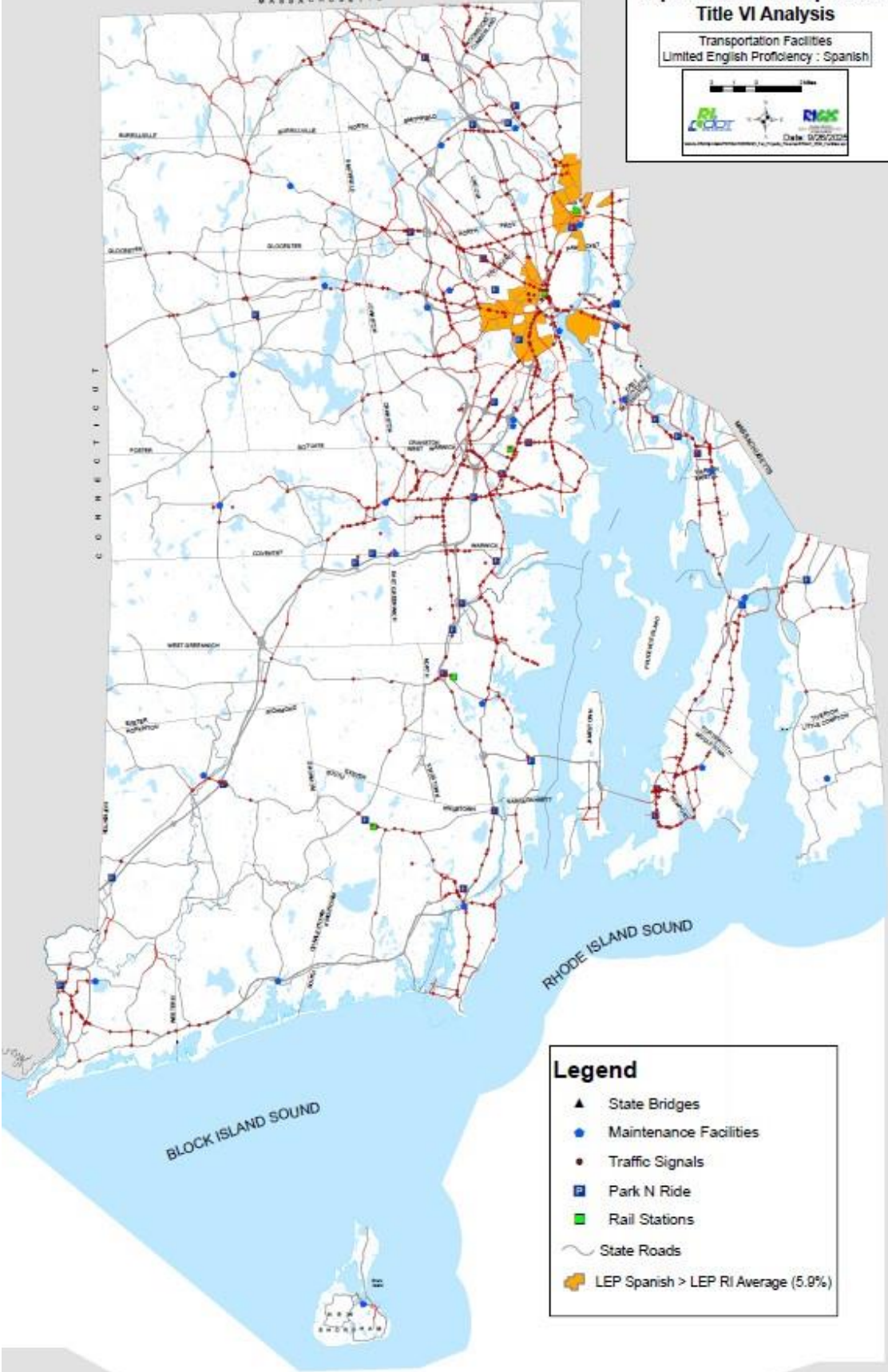
The procedure is as follows:

- RIDOT's Planning Department provides, annually, a list of new projects and concepts not yet identified in the 10-Year Plan that have arisen over the past year. This list of projects includes those projects carried forward from the Maintenance Response analysis, projects potentially funded by TIGER grants or any other award-based grants overseen by FHWA, and any project subject to FHWA funding, including but not limited to projects related to freight planning;
- The GIS Unit generates mapping overlaying data of Title VI populations (race, color, national origin, and LEP) and the proposed new projects and project concepts compiled by the Planning Department; and
- The Title VI Coordinator analyzes the mapping identifying those projects with potential Title VI impact and provides this information to the Planning Department for planning purpose.

An example of a map overlaying facilities and Spanish speakers can be found on the next page.

**State of Rhode Island
Department of Transportation
Title VI Analysis**

Transportation Facilities
Limited English Proficiency : Spanish



Legend

- ▲ State Bridges
- Maintenance Facilities
- Traffic Signals
- Park N Ride
- Rail Stations
- State Roads
- LEP Spanish > LEP RI Average (5.9%)

Title VI Analysis of RIDOT Pavement Condition

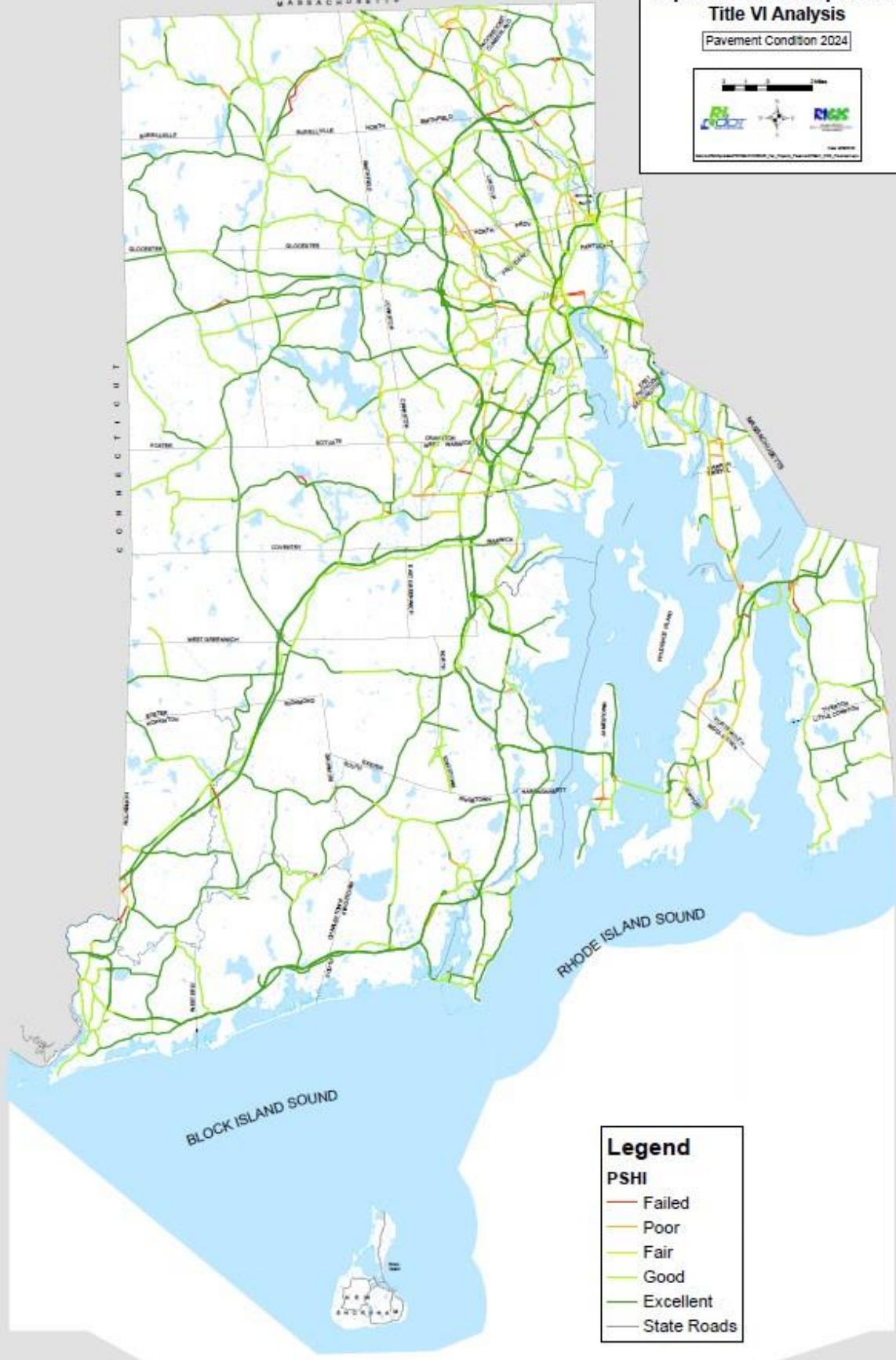
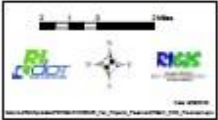
RIDOT reviews pavement condition to assess potential impact to Title VI populations. The procedure is as follows:

- RIDOT's Planning Department generates the most current map of pavement condition for RIDOT facilities;
- The GIS Unit generates mapping overlaying data of Title VI populations (race, color, national origin, and LEP) and data of pavement condition;
- The Title VI Coordinator analyzes the mapping and cross-check all areas with potential Title VI implications;
- The Title VI Coordinator:
 - In instances where pavement condition is classified as failed within a Title VI served area and/or no project exists, coordinates with the Planning Department and the ADA Coordinator to establish and expedite a project through scoping to be recommended as part of the next annual update of the STIP.
 - In those instances where a project does exist and pavement condition is classified as failed, coordinates with the Project Management Division to explore acceleration of the project, where warranted.

An example of a Pavement Condition Map can be found on the next page.

State of Rhode Island
Department of Transportation

Pavement Condition 2024



- Legend**
- PSHI**
- Failed
 - Poor
 - Fair
 - Good
 - Excellent
 - State Roads

8. TRAINING & TECHNICAL ASSISTANCE PROCEDURES

23 CFR 200.9(b)(9)

RIDOT underwent a major reorganization that positions the Department to more effectively and efficiently manage and deliver transportation projects. Core to this reorganization is the adoption of industry best practices for project management.

RIDOT's project management model requires the Project Managers and the Title VI Coordinator to actively participate in all Scoping and Design project meetings to incorporate Title VI principles into RIDOT's business operations.

RIDOT's Title VI Coordinator ensures the delivery of annual Title VI training to all RIDOT staff, including, but not limited to, Project Managers and RIDOT Departments, particularly Planning, Environmental, Right-of-Way, Contract Administration, Construction, and those with direct interface with the public. RIDOT automatically assigns and registers current and new employees to complete the required Title VI trainings within a requested timeframe. A weekly training report is sent to the Title VI Coordinator to monitor participant completion of the trainings.

The training sessions focus on general requirements and specific requirements for each department. The Title VI Coordinator also will develop training materials appropriate for new employee orientation. An OCR Library containing introductory Title VI videos is being created within RIDOT's Learning Management System (LMS) to familiarize new hires with their main responsibilities of Title VI.

Title VI training also will be provided to RIDOT's stakeholders, particularly its subrecipients of federal-aid (Metropolitan Planning Organization, Municipalities, Universities, and state agencies). RIDOT's website is being updated to serve as subrecipients' first resource tool. Records of training materials and attendance will be maintained for three (3) years.

The Title VI Coordinator will continue to provide formal and informal training to RIDOT's employees and consultants. Training to subrecipients will be delivered in conjunction with the Transportation Alternative Program (TAP) unit to disseminate the TAP Manual currently being designed.

For a full list of trainings by program area, see [Appendix F](#).

9. COMPLAINT PROCEDURE

23 CFR 200.9(a)(3); (b)(3); (b)(15)

The following procedure covers complaints filed under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. Any person who believes they - or any specific class of persons - were subjected to prohibited discrimination (based on race, color, national origin, and sex) may, by themselves or by a representative, file with a written complaint (49 C.F.R. § 21.11(b)). A complaint must be filed not later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by the FHWA. RIDOT will ensure that all complaints are sent to the appropriate authority for disposition.

Complaints alleging violations of Title VI by the RIDOT or a subrecipient of RIDOT (e.g. city, county, college or university, contractor, consultant, sub-contractor, etc.) can be filed in writing directly with the following agencies:

Federal Highway Administration
Rhode Island Division
380 Westminster St
Providence, RI 02903
Phone: 401-528-4541
Fax: 401-528-4542

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81 - 105
Washington, DC 20590
E. CivilRights.FHWA@dot.gov
F. (202) 366-1599
Questions: (202) 366-0693

Rhode Island Department of Transportation
Office of Compliance and Regulation
Attn: Title VI Coordinator
Two Capitol Hill
Providence, RI 02903
Phone: 401.563-4256
Email: DOT.TitleVI@dot.ri.gov

RIDOT's Title VI Complaint Form (See [Appendix C](#)) is available at: http://www.dot.ri.gov/documents/about/civilrights/Title_VI_Complaint_Form.pdf. Title VI Complaint Forms are also available in [Spanish](#), [Portuguese](#), [French](#), [Chinese](#), and [Khmer](#). Copies of these documents may be requested by contacting RIDOT's Title VI Coordinator.

NOTE: Additional information regarding the Title VI complaint process will be made available to the public via RIDOT's website at: http://www.dot.ri.gov/about/who/civil_rights.php.

Complaint and investigation files are confidential and will be maintained by RIDOT's Office of Compliance and Regulation. The contents of such files will only be disclosed to appropriate RIDOT personnel and federal authorities in accordance with Federal and State laws. RIDOT will retain files in accordance with records retention schedules and all Federal guidelines.

RIDOT'S COMPLAINT PROCEDURE

RIDOT's Title VI Coordinator will, upon receipt of correspondence or communication concerning alleged discrimination, proceed according to the following process:

- The Title VI Coordinator will date-stamp and review the correspondence to confirm that it is a complaint within the meaning of RIDOT's Complaint Procedure named *Procedures for Processing and Disposition of Discrimination Complaints* ([Appendix C](#));
- The Title VI Coordinator will record the complaint into RIDOT's Title VI Complaint Log ([Appendix C](#)) and assess whether (a) additional information is required, (b) the complaint is timely filed, and (c) jurisdiction exists over the subject matter of the complaint;
- Per the *FHWA Title VI Complaints Q&A Guidance Document* dated April 11, 2017 (HCR-20), the Title VI Coordinator will forward any complaints filed against RIDOT to the FHWA Headquarters Office of Civil Rights (HCR) for processing and potential investigation;
- The Title VI Coordinator will mail a letter of acknowledgement to complainant informing whether the complaint filed against RIDOT's subrecipients, consultants, and contractors will be investigated by RIDOT;
- The Title VI Coordinator will handle all complaints in a confidential manner and will not disclose complainant's identity to a respondent unless (a) disclosure is necessary in order to conduct a preliminary investigation, and (b) complainant has submitted a Complainant Consent/Release Form authorizing said disclosure (See [Appendix C](#)).

INVESTIGATION PLAN & SUMMARY

In accordance with the Complaint Procedure, the Complaint Investigation Plan contains a unique numeric identifier by year (e.g. T6-FYY2026-01) and provides the name of complainant, the respondent, date of the last incident, and date when the investigation report is due. The Investigation Plan provides for notes pertaining to the allegations made, legal theory involved, questions to be answered as part of the investigation, and a list of the information on file as part of the complaint.

The Investigation Summary is a document prepared by the Title VI Coordinator based on information gathered according to the Investigation Plan. The Investigation Summary provides for an introduction, allegations, the applicable laws and regulations, bases, evaluation/investigation methodology, and analysis of each allegation and recommendations. Said summary must be transmitted to FHWA within 60 days of receipt of the complaint. The Preliminary Investigation Summary shall reflect the following format:

- Introduction
- Allegations
- Applicable laws/regulations
- Bases Evaluation/Investigation
- Methodology

COMPLAINT AND ADJUDICATION REPORTING

The Title VI Coordinator will compile annually a list of all Title VI complaints filed, all complaints investigated, and the status of each investigation in the annual update of this Plan.

The Title VI Coordinator will analyze all complaints for patterns of discrimination and provide follow up and recommendation to appropriate officials, as needed.

These procedures do not deny the right of the complainant to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

10. DISSEMINATION OF TITLE VI INFORMATION

23 CFR 200.9(b)(12)

RIDOT fulfills its requirement of notifying the public of its programs, services, and activities as well as notifying them of their rights under Title VI by translating vital documents in other languages, updating its website with a translation tool, providing interpreters when conducting public meetings on certain transportation projects, developing a Title VI brochure, and engaging in outreach activities.

VITAL DOCUMENTS

RIDOT provides translation of vital documents in other languages in accordance with the Safe Harbor Provision. The Department's Title VI Program has identified its vital documents as:

- Nondiscrimination Policy;
- Complaint Form;
- RIDOT Website;
- Meeting notices on certain projects;
- Title VI Brochure;
- Notices of Free Language Services;
- Letters or Notices that require a response;
- Information related to certain specific projects.

The Nondiscrimination Policy and the Complaint Form have been translated into Chinese, Spanish, French, Khmer, and Portuguese and are available at: http://www.dot.ri.gov/about/who/civil_rights.php.

RIDOT will continually identify, translate, and publish documents deemed to be vital documents.

LANGUAGE ASSISTANCE PLAN:

Language assistance is provided at no cost to the public and may be requested by contacting the RIDOT's Title VI Coordinator. Given that RIDOT's mission is mostly project specific, it will assess whether certain project-specific information falls under the vital documents threshold for which translation is needed.

WEBSITE UPDATE

RIDOT has updated its website to equip it with the Google Translate application for the translation of the website content in several languages. RIDOT will make provisions on its website advising the public to contact RIDOT's Customer Service Office for translation services if Google Translate does not provide a satisfactory translation.

PUBLIC MEETINGS AND HEARINGS

Public meetings are held at times and locations convenient and accessible for all communities. It also advertises its meetings in other languages and provides interpreters when the project's impact area reaches communities with significant concentration of Title VI populations.

RIDOT employs a variety of meeting formats and coordinates with educational institutions, community and other organizations to reach and engage all populations in the transportation decision-making process.

RIDOT also conducts meetings at locations accessible to individuals with physical disabilities and provides CART services for the hearing impaired and individuals with vision impairments (See Appendix D).

Since the COVID 19 pandemic, meetings have been held both in-person and virtually. RIDOT continues to offer opportunities for participation via a virtual platform to accommodate a population that may find it easier to participate in this manner.

NOTICE TO THE PUBLIC

RIDOT has developed a brochure that provides an overview of Title VI, explains its commitment to protecting the rights of all persons, and outlines the process for filing a Title VI complaint. The brochure is available on RIDOT's website at:

http://www.dot.ri.gov/documents/about/civilrights/Title_VI_flier.pdf.

11. LIMITED ENGLISH PROFICIENCY (LEP)

23 CFR 200.9(b)(12)

RIDOT, as a recipient of federal financial assistance, and as part of its compliance with Title VI, the Department must ensure that all individuals have meaningful access to RIDOT programs and activities. As such, RIDOT has developed procedures—in accordance with USDOT guidance—to effect compliance regarding language assistance for all.

While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by RIDOT to people's lives; and
4. The resources available to RIDOT and costs.

RIDOT'S ASSESSMENT

RIDOT is committed to prevent impacts and to ensure that all populations have meaningful access to RIDOT's programs, projects, and information on its programs, projects and services at no additional cost. To that end, RIDOT conducts an extensive [Assessment](#) annually ([Appendix E](#)) and has established the policy that:

- Interpretation services will continue to be provided to individuals through competent interpreters where oral language services are needed and reasonable; and
- Written translations will be provided for Title VI and project-specific vital documents. According to RIDOT's Assessment, the State of Rhode Island has language groups that constitute either 5% of Rhode Island's population or more than 1,000 individuals within a given language group (USDOT Safe Harbor Provisions) who speak Spanish, Portuguese, French/French Creole, Chinese, and Mon-Khmer/Cambodian.

Through the annual Assessment, the Title VI coordinator distributes and updates a list of employees that are available for translation (written) and interpretation (spoken) services to better serve our clients.

RIDOT'S VITAL DOCUMENTS

RIDOT has translated several vital documents in languages other than English.

- RIDOT's Nondiscrimination Policy and Complaint Procedure in Spanish, Portuguese, French, Chinese, and Khmer
- Title VI Complaint Form in Spanish, Portuguese, French, Chinese and Khmer

- FTA Title VI Notice in Spanish

12. REVIEW OF RIDOT'S DIRECTIVES

23 CFR 200.9(b)(8)

RIDOT's Office of Compliance and Regulation (OCR) will conduct periodic reviews of RIDOT's directives affecting program areas, subrecipients, and the public to determine whether these directives incorporate and comply Title VI requirements and assess whether adherence to these directives result in trends and patterns of discrimination.

The Title VI Coordinator (Coordinator) will follow a three-phase review methodology, comprised of a desk-assessment, field assessment, and findings and recommendations, to conduct internal reviews.

During the desk-assessment phase, the coordinator gathers and reviews the directives to assess whether they integrate and comply Title VI requirements. During the field assessment, the coordinator analyzes demographic data available and results from the implementation of the directives to assess whether adherence to the directives result in trends or patterns of discrimination and/or disparate impact. During the findings and recommendation phase, the coordinator submits a written report documenting the findings. The coordinator, when warranted, recommends revision of the directive to further integration with Title VI requirements, and/or assists with the development of a directive with non-discriminatory outcomes.

13. COMPLIANCE & ENFORCEMENT PROCEDURES

23 CFR 200.9(a)(3); (b)(14)&(15)

The Title VI Coordinator will make use of the data collection tools and monitoring procedures to examine for patterns of discrimination, identify any departmental programs potentially falling within the definition of Special Emphasis Areas,” and assess whether the identified departmental programs merit the designation of Special Emphasis Areas.”

The Title VI Coordinator will engage in periodic review and monitoring of the following data and program elements in order to early identify potential special emphasis areas:

- Project distribution of transportation investments under a particular program;
- Response time of maintenance services prompted by public request;
- Percentage of projects having direct impacts on traditionally underserved Title VI populations, including projects with minor Right-of-Way (ROW) acquisitions;
- Number and type of Title VI related complaints and findings;
- Subrecipient Monitoring; and

Any significant and measurable modifications to programs or program activities that potentially impact the level of access, service or benefit afforded the public. Such modifications include, but are not limited to, tolling, E-Z Pass discounts, ferry services, resurfacing cycles or schedules, permitting, maintenance policies and schedules, etc.

Process to Identify/Eliminate Discrimination

RIDOT reviews its programs for trends and patterns of discrimination from multiple sources:

- Outreach activities - internal and external input and feedback
- Compliance reviews
- Referrals from Title VI liaisons

Similarly, RIDOT address the discriminatory practices with a multi-faceted approach.

- With complaints, RIDOT uses the investigative process to determine whether there has indeed been discriminatory action.
 - If discrimination under Title VI is not found, the complainant is briefed on how RIDOT arrived at that finding;
 - If evidence exist that discrimination may have occurred, RIDOT analyzes whether it was intentional or unintentional;
 - RIDOT evaluate options for redress of discriminatory practices;
 - We work with contractor to develop and implement an effective Corrective Action Plan.

- Training is a key tool used to address discriminatory trends or patterns.
 - RIDOT will provide training to the subrecipient or contractor engaged in the apparent discriminatory behavior to ensure that the trend or pattern does not continue;
 - RIDOT provides Title VI training to as many different audiences as possible, internal and external, to reduce the occurrence or likelihood of discrimination. That training includes a component that details the history and reason for the law to help those antagonistic to the law and its purpose to find it more acceptable. We believe that reduces the occurrence of discrimination;
 - RIDOT examples, stripped of any identifying information, of behavior or practices we have observed that we believe to be potentially discriminatory with the contractor community. This has been effective in letting them know that we are cognizant of those potentially discriminatory trends and patterns and they are advised not to engage in them.
 - We are continuously monitoring our programs and projects to identify any instances of discrimination, at the earliest point.

Process to Resolve Deficiencies Identified by FHWA

FHWA may find that RIDOT's implementation efforts are deficient despite its good faith efforts. RIDOT is committed to work closely with FHWA to identify the causes of the deficiency, establish a timeframe for correcting the deficiency, and promptly resolve such deficiencies.

Specifically, upon receipt of a notice of deficiency from FHWA, RIDOT's Title VI Coordinator will contact the FHWA Specialist and schedule a meeting to discuss the notice and any findings within 30 days. The Title VI Coordinator will cooperate with the Specialist to resolve identified deficiencies within 90 days of the receipt of the notice of deficiency. In the event more time is required, RIDOT will cooperate with the Specialist in preparation of a corrective action plan outlining specific timeframes for resolving the identified deficiencies.

Process to Resolve Deficiencies of a Subrecipient

RIDOT has developed the following enforcement steps to address subrecipients with great deficiencies and/or unwilling to cooperate (See page 57).

	Description	Monitoring	RIDOT Action
Corrective Action	Increase Title VI Awareness	Share links to online resources. Provide training (FHWA Resource Center). Review results of Title VI Training Assessment Tool.	Provide training addressing critical deficient areas.
	Facilitate Compliance with Title VI	Provide technical assistance.	Develop checklists and templates, and provide one-one-one training.
	Compliance Assessment	Review the results of the Title VI Sub-Recipient Compliance Assessment Tool.	Complete a Title VI Program Review Checklist for each sub-recipient. Request missing information. Generate a recommendation report. Identify deficiencies for immediate enforcement.
Administrative Remedies	Initial Administrative Remedies	Potential discrimination patterns, improper handling of complaints, no progress on Title VI Implementation Plan, missing assurances, deficient agreements, and no submission of assessment tool.	Discuss deficiencies with sub-recipient. Notification that reimbursements may be withheld or project may be placed on hold. Provide firm deadline.
	Advanced Administrative Remedies	Failure to handle complaints or remedy deficiencies. Missing information after repeated requests.	Meeting and firm plan with sub-recipient. Notify Director. Notification of withholding of reimbursement or notification of project being placed on hold. Provide firm deadline.
Enforcement	Sanctions	Detected discrimination patterns. Failure to Cooperate.	Referred to Legal Counsel. Notifications of project rescinded and/or request for return of funding.

14. GOALS & ACCOMPLISHMENTS REPORT

23 C.F.R. §200.9(b)(10)

RIDOT's Goals and Accomplishments Report for FHWA summarizes the Title VI accomplishments of the ending fiscal year, and goals for the upcoming fiscal year. The report summarizes information pertaining to internal reviews, external reviews, training and technical assistance, community outreach, and complaints.

2025 ACCOMPLISHMENTS

1. Internal Reviews: A summary of internal reviews conducted, the results, and any actions taken as a result;
2. External Reviews: A summary of the external (subrecipient) reviews conducted, the results, and any actions taken as a result;
3. Training & Technical Assistance: A list of all Title VI training given by the RIDOT, the topics covered, and the number of attendees;
4. Complaints: A summary of all complaints received by RIDOT, and the outcomes for those complaints;

2026 GOALS

1. Internal Reviews: A description of the reviews planned for the next year;
2. External Reviews: A description of the reviews planned for the next year;
3. Training & Technical Assistance: A description of any training sessions planned (both internal and external); and
4. Complaints: Any other Title VI related activities RIDOT intends to undertake for the year.

APPENDIX A - NONDISCRIMINATION POLICY



RIDOT POLICY

REFERENCE: Title VI/Nondiscrimination

It is the policy of the Rhode Island Department of Transportation (the Department) to comply fully with both Title VI of the Civil Rights Act of 1964 and the Department's Title VI/Nondiscrimination Program Assurances. To that end the Department certifies that no person in the United States shall, on the grounds of race, color, sex, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of the Department's programs or activities, whether or not such programs and activities are federally-assisted.

Specifically, the Department **will not**, on the basis of race, color, sex, national origin, age, or disability:

- deny any service, financial aid, or other benefit to a beneficiary of the Department's programs;
- provide any service, financial aid, or benefit that is different—in quality, quantity, or manner—from that provided to other beneficiaries under Departmental programs;
- subject a person to segregation or separate treatment in any matter related to receipt of any service, financial aid, or other benefit under its programs;
- treat a person differently from others in determining whether the person is eligible for a service, financial aid, or other benefit under a departmental program;
- restrict a person in the enjoyment of any advantage or privilege enjoyed by others receiving services, financial aid, or other benefits of its programs;
- deny a person the opportunity to participate in advisory or planning councils that are an integral part of its programs;
- discriminate in any activities related to highway, facility, or infrastructure built or repaired with federal funds;
- discriminate in any employment resulting in a program which has a primary purpose of providing employment; or
- discriminate in the selection and retention of contractors and consultants.

Furthermore, the Department will not administer its programs in a manner that, directly or by contract, defeats or substantially impairs its goal of effective nondiscrimination. Rather, the Department will identify and address the effects of its programs, policies and activities on minority and low-income populations, as well as provide meaningful access to benefits, information, and services to beneficiaries who are of limited English-speaking ability.

Any person with questions or seeking additional information about the Department's non-discrimination obligations should contact Solight Sou, Title VI Coordinator, at 2 Capitol Hill, Providence, Rhode Island 02903; (401) 222-3260, Ext. 4256, or DOT.TitleVI@dot.ri.gov. Similarly, any person who believes that the Department or any of its sub-recipients or contractors have violated Title VI of the Civil Rights Act of 1964 or this Nondiscrimination Policy should contact the Department's Title VI Coordinator to file a written complaint.

Peter Alviti, Jr, P.E.
Director, Rhode Island Department of Transportation

Date

9/25/22

APPENDIX B - ASSURANCES



**Rhode Island Department of Transportation
Standard Title VI/Non-Discrimination Assurances
DOT Order No. 1050.2A**

The Rhode Island Department of Transportation (herein referred to as the “Recipient”), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, through the Federal Highway Administration, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, 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 Recipient receives Federal financial assistance from U.S. Department of Transportation, including the Federal Highway Administration.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Federal-Aid Highway Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program activities and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Rhode Island Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.


8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Rhode Island Department of Transportation also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the U.S. Department of Transportation and the Federal Highway Administration access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the U.S. Department of Transportation and the Federal Highway Administration. You must keep records, reports, and submit the material for review upon request to the U.S. Department of Transportation and the Federal Highway Administration, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Rhode Island Department of Transportation gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Aid Highway Program. This ASSURANCE is binding on State of Rhode Island, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Rhode Island Department of Transportation (Recipient)


By: Peter Alviti, Jr. P.E.
Director, Rhode Island Department of Transportation


Date _____

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

**APPENDIX B
CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Rhode Island Department of Transportation will accept title to the lands and maintain the project constructed thereon in accordance with 23 U.S. Code § 107, the Regulations for the Administration of Federal Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Rhode Island Department of Transportation all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Appendix A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Rhode Island Department of Transportation and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Rhode Island Department of Transportation, its successors and assigns.

The Rhode Island Department of Transportation, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Rhode Island Department of Transportation will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

**APPENDIX C
CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER
THE ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Rhode Island Department of Transportation pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the Rhode Island Department of Transportation will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Rhode Island Department of Transportation will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Rhode Island Department of Transportation and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D
CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED
UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by Rhode Island Department of Transportation pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the Rhode Island Department of Transportation will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the Rhode Island Department of Transportation will there upon revert to and vest in and become the absolute property of the Rhode Island Department of Transportation and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

APPENDIX C - COMPLAINT PROCEDURE



Rhode Island Department of Transportation Procedures for the Processing and Disposition of Discrimination Complaints

Purpose and Applicability

The purpose of this document is to establish a procedure for the processing and disposition of discrimination complaints filed directly with the Rhode Island Department of Transportation (RIDOT) under Title VI of the Civil Rights Act of 1964 (Title VI) and related nondiscrimination authorities, including the Americans with Disabilities Act (ADA).

The procedures describe an administrative process aimed at identifying and eliminating discrimination in federally-funded programs and activities. The procedures do not provide an avenue for relief for complainants seeking individual remedies, including punitive damages or compensatory remuneration, nor prohibit complainants from filing complaints with other state or federal agencies, nor deny complainants the right to seek private counsel to address acts of alleged discrimination.

The procedures described in this document apply to RIDOT, its sub-recipients, contractors, and subcontractors in their administration of federally-funded programs and activities.

Definitions

Complainant – a person who files a complaint with the Rhode Island Department of Transportation.

Complaint – written or electronic statement concerning an allegation of discrimination that contains a request for the receiving office to take action. Where a complaint is filed by a person with a disability, the term complaint encompasses alternative formats to accommodate the disabled complainant.

Discrimination – that act or inaction, whether intentional or unintentional, through which a person in the United States, solely because of race, color, national origin, gender, age or disability, has been otherwise subjected to unequal treatment or disparate impact under any program or activity receiving Federal assistance.

Operating Administrations – agencies of the U.S. Department of Transportation, including the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Federal Rail Administration (FRA), that fund transportation programs or activities.

Respondent – the person, agency, institution, or organization alleged to have engaged in discrimination.

Filing of Complaints

A. Persons eligible to file

Any person who believes that RIDOT, a RIDOT sub-recipient or a RIDOT contractor has engaged in discrimination, against that person or a specific class of persons, may submit a written complaint to:

RI Department of Transportation
Office of Compliance and Regulations
Two Capitol Hill
Providence, RI 02903
Attn: Title VI Coordinator
Phone: (401) 222-3260 Ext. 4256
E-mail: DOT.TitleVI@dot.ri.gov
Fax: (401) 222-6168

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590
E-mail: CivilRights.FHWA@dot.gov
Fax: (202) 366-1599
Questions: (202) 366-06963
<https://www.fhwa.dot.gov/civilrights/programs/iecd.htm>

Federal Transit Administration
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590
<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta>

B. Time Limits for Filing

Pursuant to 49 C.F.R. § 21.11(b), any person who believes that RIDOT, a RIDOT sub-recipient or a RIDOT contractor has engaged in discrimination must file a complaint within 180 days after the last date of the alleged discrimination. Complainants who file a complaint beyond 180 days of the last date of the alleged discrimination must request a waiver from the Office of Civil Rights at the Operating Administration.

C. Form of Complaints

A complainant may complete and submit a signed Title VI/Nondiscrimination Complaint Form provided by the Rhode Island Department of Transportation.¹ Alternatively, a complainant may submit correspondence² that:

1. explains the alleged discrimination or violation;
2. provides contact information for the complainant (if the complaint is filed electronically, RIDOT should request the sender's full name, telephone number and mailing address, if not provided);
3. identifies the person or group injured by the alleged discrimination, as well as the person, agency, organization, or institution alleged to have discriminated;
4. states the basis for the alleged discrimination (e.g., race, sex, age, disability, etc.); and
5. provides sufficient information to understand the facts that led the complainant to believe that discrimination has occurred, as well as the date of the alleged discrimination.

Any complainant requiring technical assistance with filing a complaint may contact RIDOT's Title VI/ADA Coordinator at (401) 222-3260.

Processing Complaints

The Operating Administrations each have an Office of Civil Rights that is responsible for all phases of the Title VI complaint process, including accepting, rejecting and investigating complaints; making and issuing compliance findings; and obtaining voluntary compliance.

A. Responsibility of RIDOT

RIDOT will process discrimination complaints filed directly with RIDOT according to the procedure described below.

1. Complaints against RIDOT
Where RIDOT receives a complaint alleging that RIDOT has discriminated against a complainant in its programs or activities on the basis of race, color, national origin, gender, age or disability, RIDOT shall forward the complaint to the Office of Compliance and Regulations at the appropriate Operating Administration.
2. Complaints against RIDOT sub-recipients or contractors
Where RIDOT receives a complaint alleging that a RIDOT sub-recipient or contractor has discriminated against a complainant in its programs or activities on the basis of race, color, national origin, gender, age or disability, RIDOT shall review, log and forward the complaint to the appropriate Operating Administration within 60 days of receipt.
 - a. For discrimination complaints regarding the Federal-aid highway program, RIDOT shall review and log the complaint, conduct a preliminary investigation of the allegations, and forward the complaint and preliminary investigation summary to the Rhode Island Division Office of FHWA for resolution and issuance of the final agency decision.

¹ A copy of RIDOT's Title VI Complaint Form is included as Attachment 1.

² RIDOT will receive complaints in alternative formats from persons with disabilities.

- b. For discrimination complaints regarding FTA sponsored grant programs, RIDOT shall review, log and forward the complaint to the FTA Office of Civil Rights for resolution and issuance of the final agency decision. RIDOT may also conduct a preliminary investigation of the allegations.
- c. For discrimination complaints regarding FRA sponsored grant programs, RIDOT shall review, log and forward the complaint to the FRA Office of Civil Rights for resolution and issuance of the final agency decision. RIDOT may also conduct a preliminary investigation of the allegations.
- d. Where RIDOT receives a complaint alleging that a sub-recipient or contractor has engaged in employment discrimination against a complainant, RIDOT will refer such complaints to the U.S. Equal Employment Opportunity Commission or Rhode Island Commission for Human Rights.
- e. Where RIDOT's Title VI Coordinator receives a complaint alleging that a RIDOT contractor has violated one or more nondiscrimination provisions of Form FHWA-1273, RIDOT's Title VI Coordinator will refer such complaints to RIDOT's Contractor Compliance Office for investigation and resolution pursuant to RIDOT's Contractor Compliance Manual.

B. Receipt, Review and Handling of Complaint

Upon receipt of correspondence concerning alleged discrimination, RIDOT's Title VI Coordinator will proceed according to the following process:

1. The Title VI Coordinator will date stamp and review the correspondence to confirm that it is a complaint within the meaning of these procedures.³
2. The Title VI Coordinator will record the complaint in RIDOT's Title VI Log⁴ and assess whether (a) additional information is required, (b) the complaint is timely filed, and (c) jurisdiction exists over the subject matter of the complaint.
3. The Title VI Coordinator will handle all complaints in a confidential manner and will not disclose complainant's identity to a respondent unless (a) disclosure is necessary in order to conduct a preliminary investigation, and (b) complainant has submitted a Complainant Consent/Release Form⁵ authorizing disclosure.

C. Acknowledge Receipt of Complaint

After reviewing and recording the complaint, RIDOT's Title VI Coordinator will acknowledge receipt of complainant's correspondence and notify complainant of the right to file the complaint directly with the Office of Civil Rights at the Operating Administration.

1. Requests for additional information

Where RIDOT requires additional information to identify more precisely the nature of the discrimination complaint or the nexus to RIDOT's federally-funded programs and activities, RIDOT

³ The following are not complaints within the meaning of these procedures: anonymous complaints, requests for advice or information, courtesy copies of letters or complaints filed with other agencies, and oral assertions. However, RIDOT will receive complaints in alternative formats from persons with disabilities.

⁴ A sample copy of RIDOT's Title VI Log is included as Attachment 2.

⁵ A copy of the Complainant Consent/Release Form is included as Attachment 1.

will request that the complainant provide such information within 15 days of the date of RIDOT correspondence acknowledging receipt of the complaint.

2. Complainant Consent/Release Form

RIDOT will provide a Complainant Consent/Release Form and request that complainant complete and return the form within 15 days of the date of RIDOT correspondence acknowledging receipt of the complaint.

3. Right to request a waiver of timeliness requirement

Where a complainant files a complaint beyond 180 days of the last date of the alleged discrimination, RIDOT will notify the complainant of the right to request a waiver from the Office of Civil Rights at the Operating Administration.

4. Referral to appropriate agency

a. Where a complaint alleges that RIDOT has discriminated against a complainant in RIDOT's programs or activities on the basis of race, color, national origin, gender, age or disability, RIDOT shall forward the complaint to the Office of Civil Rights at the appropriate Operating Administration and notify complainant of such referral.

b. Where the allegations in a complaint do not involve discrimination relating to RIDOT's federally-funded programs or activities, RIDOT will refer the complaint to the appropriate agency and notify complainant of such referral.

c. Where RIDOT receives a complaint alleging that a sub-recipient or contractor has engaged in employment discrimination against a complainant, RIDOT will refer the complaint to the U.S. Equal Employment Opportunity Commission or Rhode Island Commission for Human Rights.

D. Assess Jurisdiction and Identify Issues

Upon receipt of a complaint, Complainant Consent/Release Form and, if necessary, any additional information needed to identify more precisely the nature of the alleged discrimination or the nexus to RIDOT's federally-funded programs and activities, RIDOT will assess whether it has jurisdiction over the subject matter of the complaint. RIDOT will also identify the specific practice, procedure, policy, or service involved in the alleged discrimination.

1. Referral to appropriate agency

Where a complaint alleges matters that are outside of RIDOT's jurisdiction, RIDOT will make a good-faith effort to refer the complaint to the appropriate agency and notify complainant accordingly.

E. Recommend Dismissal

RIDOT will contact the Office of Civil Rights for the Operating Administration and recommend dismissal in the following circumstances:

1. The complainant withdraws the complaint;

2. The complainant fails to respond to repeated requests for information needed to process the complaint, or otherwise fails to cooperate in the investigation;

3. The complaint is so weak, insubstantial, or lacking in detail that it is without merit, or so replete with incoherent or unreadable statements that RIDOT cannot consider the complaint, on the whole, to be grounded in fact; or
4. RIDOT cannot locate the complainant after making reasonable attempts to contact him or her.

Preliminary Investigations

The Operating Administrations have sole authority for accepting Title VI complaints. Nevertheless, RIDOT may conduct a preliminary investigation of discrimination complaints filed directly with RIDOT as described below.

A. Preliminary Investigation Plan

After assessing jurisdiction and identifying the specific practice, procedure, policy, or service involved in the alleged discrimination complaint, RIDOT's Title VI Coordinator may assign the preliminary investigation to an investigator, who will prepare a Preliminary Investigation Plan. The Preliminary Investigation Plan highlights the issues raised in the complaint and serves as a guide for completing the preliminary investigation. The Preliminary Investigation Plan includes the following elements:

1. Complainant name and contact information.
2. Respondent name and contact information.
3. Date filed.
4. Date of last discrimination.
5. Complaint allegations.
6. Potential violations (applicable laws).
7. Basis/bases.
8. Background/Information on file.
9. Information needed.
10. Sources of information needed.

B. Notifications and Requests for Information

RIDOT will notify the complainant and respondent that RIDOT is investigating matters raised in the complaint. The notification letter will state the following:

1. The basis/bases for the complaint.
2. Allegations over which RIDOT has jurisdiction.
3. RIDOT's jurisdiction over the respondent.
4. An admonition that respondent shall not intimidate, threaten, coerce, retaliate, or discriminate against anyone involved in the investigation of the complaint, including the complainant, witnesses and sources of information regarding matters alleged or related to the complaint.
5. A request that the respondent submit a position statement to RIDOT responding to the allegations within 15 days of the date of RIDOT's notification letter.
6. A request for additional information relevant to matters raised in the complaint, if appropriate, to be submitted to RIDOT within 15 days of the date of RIDOT's notification letter.

C. Interviews, Data Collection and On-site Visits

After preparing a Preliminary Investigation Plan, RIDOT will gather information needed to complete the preliminary investigation by conducting interviews and on-site visits, if necessary, and collecting relevant data, if available.

D. Preliminary Investigation Summary

No later than 60 days after receiving a complaint, RIDOT will transmit the complaint and preliminary investigation summary to the Rhode Island Division Office of FHWA. The Preliminary Investigation Summary will discuss the issues raised in the complaint, describe the information obtained during the preliminary investigation, and explain how RIDOT obtained and evaluated that information. The Preliminary Investigation Summary will also analyze each allegation and provide RIDOT's recommendations.

The Preliminary Investigation Summary shall follow the following format:

1. Introduction
2. Allegations
3. Applicable laws/regulations
4. Bases
5. Evaluation/Investigation: Methodology
6. Analysis of each allegation
7. Recommendations

Nondiscrimination Authorities

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d – 2000d-4

42 U.S.C. § 2000d states: "No person in the United States shall, on the ground 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 receiving Federal financial assistance."

Title VIII of the Civil Rights Act of 1968, 42 U.S.C. §§ 3601 – 3619 (Fair Housing Act)

42 U.S.C. § 3601 declares that "[i]t is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States."

Federal-Aid Highway Act of 1973, 23 U.S.C. §§ 140, 324

23 U.S.C. § 324 provides:

No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title. This provision will be enforced through agency provisions and rules similar to those already established . . . under title VI of the Civil Rights Act of 1964.

Section 504 of the Rehabilitation Act of 1973

29 U.S.C. § 794 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Age Discrimination Act of 1975, 29 U.S.C. §§ 6101 – 6107

42 U.S.C. § 6102 states, in relevant part, that “no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.”

The Civil Rights Restoration Act of 1987, 100 Pub. L. No. 100-259, 102 Stat. 28 (1988)

Enacted in response to Grove City College v. Bell, 465 U.S. 555 (1984), the Civil Rights Restoration Act restores the broad scope of coverage of various nondiscrimination statutes and clarifies that statutory prohibitions against discrimination extend to all programs and activities of an entity receiving Federal financial assistance, regardless of whether those programs and activities are federally-funded.

Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12131 – 12134

42 U.S.C. § 12132 provides, in relevant part, that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

23 C.F.R. Part 200: Title VI Program and Related Statutes—Implementation and Review Procedures.

49 C.F.R. Part 21: Nondiscrimination in Federally-assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964.

External Civil Rights Programs Division, U.S. Dep’t of Transp., Order No. 100.18, External Civil Rights Complaint Processing Manual (2007).

Federal Transit Administration, U.S. Dep’t of Transp., Circular No. 4702.1A, Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients (2007).

R.I. Governor’s Commission on Disabilities Rules and Regulations

Chapter D Grievance Procedures Regarding Complaints Alleging Discrimination by a State Agency on the Basis of Disability

Federal Highway Administration, U.S. Dep’t of Transp., External Complaint Processing Procedures (20xx).

Updated 9/2025

APPENDIX D - ADA & TITLE VI PUBLIC MEETING CHECKLIST




Department of Transportation
Two Capitol Hill
Providence, RI 02903

Office 401-222-2450
Fax 401-222-3905

MEMO:

To: Lisbeth Pettengill, Director, Office of Communications

From:  Dina Quezada, Title VI Coordinator, Office of Civil Rights
 Barry Simpson, ADA Coordinator, Office of Civil Rights

Approved by:  Kelly M. Caesar, Esq., Administrator, Office of Civil Rights

Subject: Technical Assistance - ADA & LEP Standard Statement for Notices of Public Meetings, and, ADA & LEP Public Meeting Checklist.

Date: June 28, 2018

Purpose and Legal Requirements:

The Office of Civil Rights submits this technical assistance memorandum to support the Office of Communications in the fulfillment of its role of managing "RIDOT's public information program, including media relations, social media, customer service, ad campaigns, video production, events, and speech writing" (RIDOT 2018 Communication Policy, 4/26/18).

To ensure compliance with regulatory requirements under the Americans with Disabilities Act (ADA) of 1990, Title VI of the Civil Rights Act of 1964, and other federal civil rights laws and policies prohibiting discrimination, all notifications and planning for public meetings or any other advertisement inviting the public to utilize/participate in activities, services, and projects sponsored by RIDOT shall contain the *ADA & Limited English Proficiency (LEP) Standard Statement*, which:

- 1) Affirms the physical accessibility of the meeting facility -- to accommodate those with mobility impairments;
- 2) Offers reasonable accommodations -- to accommodate those with hearing or visual impairments;
- 3) Offers language accommodations -- to accommodate those with Limited English Proficiency (LEP);
- 4) Provides e-mail and telephone contact information -- to accommodate those with visual impairments and users of relay services; and
- 5) Appears in English and Spanish -- to comply with *RIDOT's 2013 LEP Assessment and Plan* (attached).

Proposed ADA & LEP statement

Statement in English:

This event is accessible to persons with disabilities and individuals who do not speak English. To request a sign language interpreter, assistive devices, and/or language interpreter, please contact name/title of contact person, email of contact person and phone number of contact person at least 10 business days prior to the event. These services are provided free of charge upon request.

Statement in Spanish: [adjust as necessary based upon "English" statement]

Este evento es accesible para personas discapacitadas y que no hablan inglés. Para solicitar un intérprete de lenguaje de señas y servicios auditivos, o un intérprete de idiomas, por favor contactar name/title of contact person, email of contact person o phone number of contact person con por lo menos 10 días de anticipación. Estos servicios son proveídos gratuitamente, por solicitud, y disponibilidad.

Font and Size Considerations:

To make printed public notices more legible for individuals with visual impairment, please consider using font size 16 or larger, and font type Roman, Sans Serif, or Arial, as recommended by the American Foundation for the Blind. For more information, see <http://www.afb.org/info/reading-and-writing/making-print-more-readable/35>.

To ensure that the above-listed elements and other requirements are not overlooked, the following checklist is offered. The Office of Communication's public participation/engagement activities should address, at minimum, the following items:

Scheduling the Public Meeting:

- Is the venue ADA accessible (parking, bathrooms, ramps, elevators, integrated seating for wheelchairs, etc.)?
- Is the venue accessible via public transportation (when feasible) and is there an accessible path of travel provided from the public transportation stop to the meeting location and meeting room?
- If the main entrance to the building is not accessible, is there directional signage towards the accessible entrance?
- Is the accessible entrance unlocked and able to be used independently?
- Has the meeting been scheduled during times and at locations that are easily accessible to low-income and minority communities (if applicable)?
- Have community-based stakeholders/community leaders servicing ADA and LEP populations been identified within the project area?

Drafting and Distributing the Public Notice

- Has the ADA & LEP Standard Statement been added to the public notice?
- Has the public notice been translated into languages other than English (per demographic data or individual request) relevant to the communities within the project area of potential impact?
- Has the public notice been published with sufficient processing time for language and accessibility accommodation requests?
- Has the public notice in English and translated version (when applicable or requested prior to event) been distributed among minority media (see email attached), community-based organizations and community leaders servicing ADA and LEP populations?

- Have welcome signs been displayed in languages other than English (when applicable or requested prior to event)?

Ensuring Appropriate Accommodations

- Have the attendees who requested accommodations been contacted to confirm that they still plan to attend? Best to contact 48hrs prior to the meeting to allow for cancelation of service without incurring cost. If unsure, do not cancel the service.
- Have language arrangements (if requested) been made?
To procure interpreters for languages other than English, follow procedure set by RI Master Price Agreement (MPA), MPA Number 54, Solicitation number CR-34, interpreting and translation services (see attached). Please consider Certified Minority Business Enterprise in your solicitation.
- Have disability accommodation arrangements (if requested) been made? *
To procure American Sign Language (ASL) interpreting services or CART services for individuals with a hearing impairment, submit the *RI Commission on the Deaf and Hard of Hearing's* request form at least 10 business days prior to the event to procure these services.
- Have assistive listening devices been reserved for the public meeting? *
One possible source for headsets for language interpretation: Providence Public Schools, Office of Family and Community Engagement (FACE), Attn: Janet Pichardo, Director, 797 Westminster St., Providence, RI 02903. Email: janet.pichardo@ppsd.org; Phone: 401-456-0686.
- Has someone been trained to operate and test the assistive devices? Has someone been designated to distribute the devices? For large meetings, consider asking for a driver's license or other form of picture ID as collateral, to avoid the loss of equipment.
- Has seating been made available for deaf or hard of hearing attendees near the front of the meeting room to view the speaker, the interpreter and closed captions?
- Has a well-lit area in the front of the room been designated for sign language interpreters?
- Have the videos to be shown during the presentation been captioned?
- Do the directions on the sign-in sheets appear in English, Spanish, or any other requested language?

Day of Event:

- Announce at the opening of the meeting, if applicable, that language services are available.
- Announce at the opening of the meeting, if applicable, that sign language interpreters are present during the meeting.
- Announce at the opening of the meeting the locations of emergency exits, of accessible restrooms and areas of refuge.
- Document all efforts to provide services for the project file and for future update of *RIDOT's 2013 LEP Assessment and Plan*.

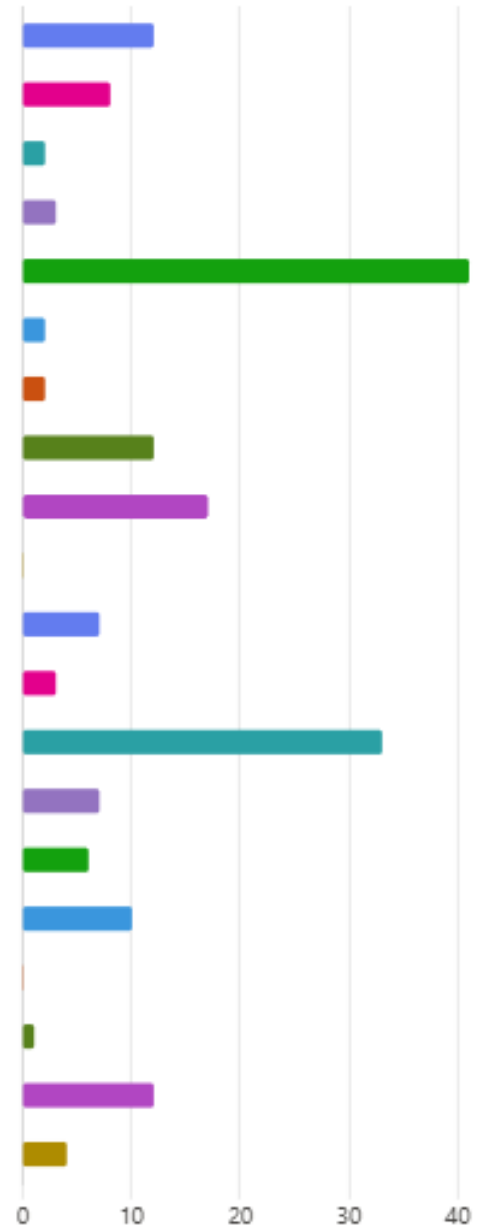
* In the event of a last-minute request for service(s) or a cancelation by a service provider, RIDOT should make a good faith effort to arrange/make other arrangements for the requested service(s). If efforts to obtain the requested service(s) in time for the scheduled event fail, an alternate meeting/presentation or other means to participate should be offered to the requestee(s).

APPENDIX E - ASSESSMENT

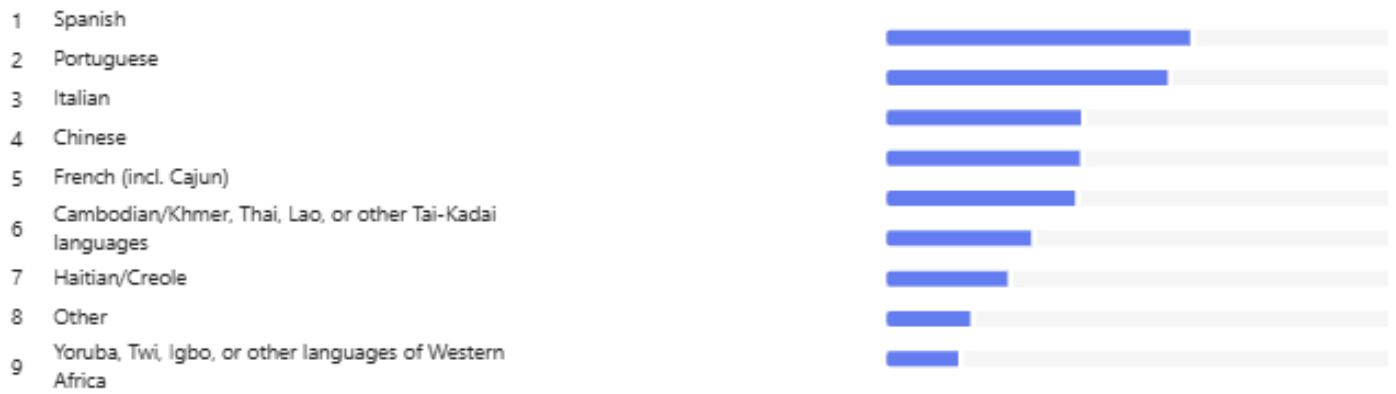
RIDOT FFY 2025

1. In which RIDOT division do you work?

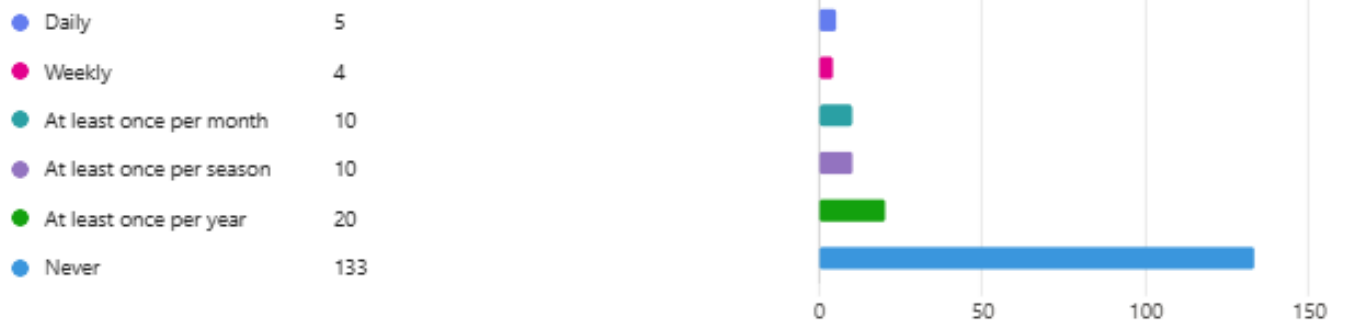
● Bridge Egnineering	12
● Civil Rights	8
● Communications and Customer Service	2
● Contract Administration	3
● Construction & Maintenance	41
● DoIT	2
● Finals and Compliance	2
● Financial Management	12
● Highway and Bridge Maintenance	17
● Human Resources/Payroll	0
● Legal Services	7
● Office of the Director	3
● Project Management	33
● Planning	7
● Real Estate	6
● Safety	10
● Environmental Division	0
● Transit	1
● Other	12
● Other	4



2. In order of frequency, which language groups do you encounter most when communicating with the LEP population in your current role? (1 = most frequent, 7 = least frequent)

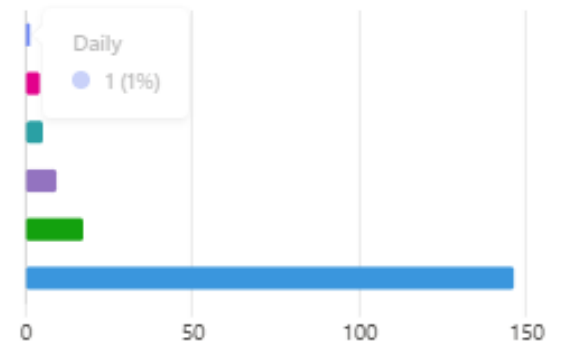


3. How often do you communicate with LEP persons at work via telephone?



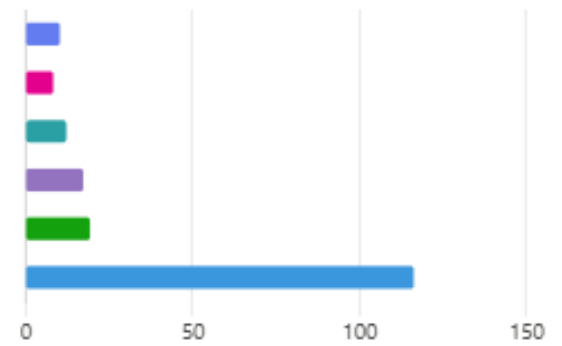
4. How often do you communicate with LEP persons at work via written communication?

● Daily	1
● Weekly	4
● At least once per month	5
● At least once per season	9
● At least once per year	17
● Never	146



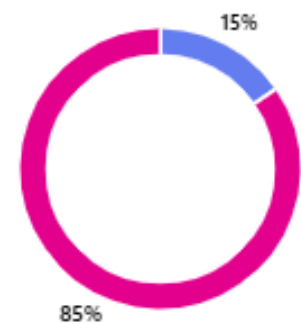
5. How often do you communicate in person with LEP persons at work?

● Daily	10
● Weekly	8
● At least once per month	12
● At least once per season	17
● At least once per year	19
● Never	116



6. Are you proficient or fluent in speaking and/or writing in another language?

● Yes	28
● No	154



8. Please share the language(s) you agree to interpret and/or translate for on behalf of RIDOT.

19
Responses

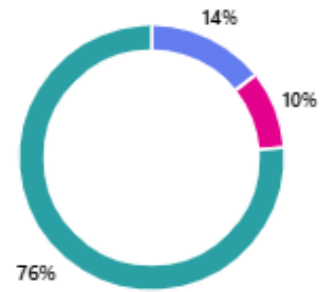
Latest Responses

"italian"

...

9. Please indicate the type of bilingual or multilingual service(s) you can provide assistance for. (Choose all that apply.)

- Can verbally interpret 3
- Can translate short documents 2
- Both 16



APPENDIX F - TRAINING BY PROGRAM AREA

WEB-BASED TRAINING BY PROGRAM AREA

Title VI

[Title VI Essentials](#). FHWA

[Title VI Data Collection](#). FHWA

[Title VI - Intentional Discrimination and Disparate Impact](#). FHWA

[Equity Analysis Data, Measures, and Methods for MPOs and Transit Agencies](#). Travel Model Improvement Portal (TMIP) webinar. An overview of best practices to systemize and standardize equity analysis and perform comparative assessments. Includes a discussion of the broader trends in transportation equity research and practice.

[Ethics Awareness for the Transportation Industry](#). National Highway Institute (1h, Free). An introduction to fairness, conflict of interest, safety, fraud, falsification of documentation, reporting ethical concerns, gifts and favors, personal use of agency property, and consequences.

Planning

[Basics of Transportation Planning](#). National Highway Institute (4h, Free). An introduction to the Statewide, metropolitan, and rural transportation planning requirements, processes and techniques. This course identifies the key stakeholders and describes their roles, responsibilities, and relationships in informed decision making.

[Census Transportation Planning Products \(CTPP\) Training](#). An introduction to the American Community Survey (ACS), ACS-based CTPP Data Tabulations, Geography, Margin of Error, etc.

[Census Data Gems](#). A series of "how-to" videos to assist with navigating the website, applying concepts and techniques, using data-access tools, creating tables and visualizations, etc.

Environmental

[Introduction to NEPA and Transportation Decision making](#). National Highway Institute (4h, Free). An introduction to the National Environmental Policy Act of 1969 and FHWA's NEPA transportation decision making process. The training covers NEPA requirements established by the Council on Environmental Quality and FHWA's regulations and guidance to consider the potential impacts of transportation projects on the human and natural environment balanced with the public's need for safe and efficient transportation. Topics covered: purpose and need, alternatives development and analysis, impact analysis, public involvement, interagency coordination, mitigation, and documentation.

[NEPA Regulatory Framework and Process: The Social Environment](#). Evaluate a project's impacts on the social environment, people and communities.

[Air Quality Planning: SIP and TCM Requirements and Policies](#). National Highway Institute (1h, Free). This course provides an overview of the Clean Air Act, requirements and policies for SIP and TCM, the SIP Development Process, and Transportation Conformity.

[How to Mitigate Construction Noise](#). National Highway Institute (1h, Free). This course helps learners understand the regulations, foundational scientific concepts, and processes associated with performing highway noise studies that lead to design and construction.

Right of Way

[Real Estate Acquisition under the Uniform Act: An Overview](#). National Highway Institute (6h, Free). An introduction to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). Topics covered: the three key elements (valuation, acquisition, and relocation), and importance of following Uniform Act requirements when acquiring property for a Federally-funded transportation project.

[Local Public Agency Real Estate Acquisition](#). National Highway Institute (6h, Free). An introduction to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) and the Federal requirements for acquisition of real property and relocation of individuals and businesses for Federally-assisted transportation projects. Topics covered: project development and administrative challenges; valuation; acquisition and negotiation; relocation; and property management; case studies and important resources.

[Plan Reading: Right-of-Way Plans](#). National Highway Institute (1h, Free). Topics covered: purpose of right-of-way plans; information provided in right-of-way plans; acquisition of land for easements; use of parcels in right-of-way plans; utilities. Audience: inspectors, technicians, and others required to review right-of-way plans for a highway project

Construction

[Plan Reading: Highway Plan Reading Basics](#). National Highway Institute (1h, Free). Topics covered: Bridge Plans, Traffic Control Plans, Right-of-Way Plans, County Plans, Grading Plans, Erosion and Sediment Control Plans, Culvert Plans.

Safety

[Highway Safety Manual Online Overview](#). National Highway Institute (12h, Free). An introduction to understanding the HSM. Topics include: terminology, examples of the Roadway Safety Management Process and Predictive Methods, the relationship of Crash Modification Factors (CMFs) to decision making and quantitative safety analysis, and human factors.

[Safety Data and Analysis Fundamentals Training](#). National Highway Institute (5 h, Free). A web-based training course for transportation professionals to understand safety data and collection methods,

including how to interpret safety data and use it to support key decision-making efforts, identify basic terms and concepts, and explain the various methods used to analyze safety data.

[Safety Data and Analysis Fundamentals Training for Senior Managers and Safety Advocates](#) (5h, Free), [Safety Data and Analysis Fundamentals Training for Project and Program Managers](#) (5h, Free), [Safety Data and Analysis Fundamentals Training for Data Analysts](#) (7h, Free). National Highway Institute. An introduction for transportation professionals to understand safety data and collection methods, identify application and limitations of these methods, interpret safety data, use data to support key decision-making efforts and forecast trends, and learn about the latest safety data analysis tools and methodologies to identify weaknesses in current practice and strengthen the use of safety data in transportation programs, projects, and communities. Topics include: data types, terms; and concepts; sources, storage, and collection methods; data analysis process; identify safety issues and select countermeasures to mitigate issues; data evaluation and enhancement; countermeasure evaluation; forecast of optimal times for project deployment; identify types, sources, strengths, and weaknesses of transportation safety data; case studies.

Public Participation

[Basics of Public Involvement in Transportation Decision Making](#). National Highway Institute (4h, Free). An introduction on how to effectively engage the public in transportation decisions to build support for the project and ultimately save cost by reducing project delays and improving the project delivery process. Topics include: Federal public involvement regulatory requirements and directives in planning, programming, and project development; relationship between public involvement and transportation decision making tools, strategies, techniques to identify and meaningfully engage the public in transportation decisions.

Performance Management

[Introduction to Performance Measurement](#) (2h, Free). [Implementing Performance-Based Planning and Programming](#) (1h, Free). [Performance-Based Management of Highways Bridges](#) (4h, Free). National Highway Institute. The passage of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing America's Surface Transportation (FAST) Act ushered in a range of new provisions for the Federal-aid highway program related to transportation performance management in highway infrastructure. Transportation Performance Management is a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals. Performance Management helps inform decisions on the use of available resources, strengthens our accountability, and allows us to better understand and communicate what works and what does not. Performance measures help us see if targets and goals are being reached and give us clear information to communicate with decision-makers and stakeholders. Performance measures also help ensure program alignment with investments and customer expectations. This series of trainings will provide an overview of the definition of performance management and concepts, key elements and new requirements of transportation performance management (TPM), the role of FHWA in developing performance measures and the criteria for developing effective performance measures, the critical role that the planning process plays in implementing a

performance management program, discusses the importance of data in developing performance measures, requirements and the performance-based planning and programming (PBPP) framework, in addition to: tools available for collecting data; application of performance measurement information; noteworthy practices; the traditional approach to bridge management (addressing the deficiencies of the worst performing structures in the inventory first) vs. preservation approach (preserve structures before they slip into deficiency). The Performance-based Management of Bridges course uses video-based testimonies from transportation professionals to illustrate the ways in which their agencies have used performance-based management to estimate the cost-effectiveness of decisions and assess risk. The intended audience is State Departments of Transportation (DOTs), metropolitan planning organizations (MPOs), FHWA Division Offices and other stakeholders.

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