



TITLE VI PROGRAM NON-DISCRIMINATION PLAN

**CITY OF FERGUSON
110 CHURCH STREET
FERGUSON, MISSOURI 63135
314-521-7721**

Date filed with MoDOT Transit Section:

April 25, 2017

DATE

**Title VI Plan
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Introduction/Title VI Assurances

The City of Ferguson agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq.*, and with U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act,” 49 CFR part 21.

The City of Ferguson assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. The City of Ferguson further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

The City of Ferguson meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including The City of Ferguson and its third-party contractors by promoting actions that:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

Agency Information

1. Mission of The City of Ferguson

The council also formulated a mission statement that describes how to achieve and support the vision for the community. The core values and mission statement will be used by the council as a guide for establishing strategic priorities. The mission statement of the council is as follows:

To promote the vitality and growth of our neighborhoods and businesses while preserving the history of our community. To set the standard of excellence in public service, safety, communication, and a commitment to community-oriented policing.

The City Council met in May of 2012 to plan for the continued growth and vitality of the community. The council defined core values that they believed should guide interactions with the business community, private and public sector entities, and most importantly, the citizens of Ferguson.

2. History

In the 1850s, William B. Ferguson, in true entrepreneurial fashion, agreed to deed a strip of land through his farm to the North Missouri Railroad, later known as the Wabash Railroad. This was done on the condition that they build a depot on his land and make it a regular stop. This stop, known as Ferguson Station, became the center of activity around the area, and Mr. Ferguson subdivided his land and sold lots to businesses and homeowners. By 1894, population had reached 1,000 and the town of Ferguson Station was incorporated as a fourth class city.

Thomas January, a wholesale grocer, director of the North Missouri Railroad, and St. Louis County's first Treasurer, contracted with the railroad to enlarge a spring-fed lake on his property, and use the water to supply the tank at the depot. A small part of the January estate was later sold to the railroad for use as recreation area for company employees, and it became known as the Wabash Club. In 1948, the City of Ferguson purchased the property for January Wabash Park, which now contains one of the most heavily fished urban lakes in the State of Missouri.

By the end of the 1800s, Ferguson was a major hub for both freight and passenger rail traffic. As many as six trains a day served commuters working in St. Louis, and Ferguson became a popular location for suburban executive homes. In 1900, a streetcar line opened connecting Ferguson and Kirkwood, another growing suburb 10 miles to the south. Former slaves of Thomas January and other slaves freed after the Civil War contributed to the early establishment of a racially diverse population.

The city boomed during the post-World War II era. Commuter trains were replaced by automobile traffic. Plentiful employment was provided by new industries, including the relocated headquarters of Emerson Electric Company. Scores of new homes were built and the city's population continued to expand. In 1954, Ferguson became a charter city, one of the first in St. Louis County to adopt the council-manager form of government.

Passenger service stopped in 1960 and use of the building for signal crews of the Norfolk Southern Railroad ceased in 1988. At the urging of a citizens' group, the city appointed a committee to pursue

preservation of this important piece of history. In October 1991, the city purchased the building for \$1 and entered into a long-term lease for the land.

In October 2000, the city leased half of the building’s interior to two local families for the establishment of the Whistle Stop Frozen Custard Shop. The business provided most of the interior finish for the building, with historic themes being used throughout. The displays were made possible by a partnership between the City of Ferguson, the Ferguson Historical Society, and a generous contribution from Emerson Electric Company, headquartered in Ferguson.

Valuable assistance was also provided by the Wabash Railroad Historical Society, the Missouri History Museum, and the Museum of Transportation. Many residents also donated their time and expertise to the project.

3. Regional Profile (regional population; growth projection) St. Louis County, MO

Population

Total Population	998,954
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Housing Status

(in housing units unless noted)

Total	438,032
Occupied	404,765
Owner-occupied	291,937
Population in owner-occupied (number of individuals)	735,572
Renter-occupied	112,828
Population in renter-occupied (number of individuals)	243,928
Households with individuals under 18	126,823
Vacant	33,267
Vacant: for rent	12,632
Vacant: for sale	6,846

Population by Sex/Age

Male	472,903
Female	526,051
Under 18	234,174
18 & over	764,780
20 - 24	60,220
25 - 34	121,851
35 - 49	199,257
50 - 64	207,707
65 & over	149,493

Population by Ethnicity

Hispanic or Latino	25,024
Non Hispanic or Latino	973,930

Population by Race

White	701,948
African American	233,029
Asian	34,597
American Indian and Alaska Native	1,962
Native Hawaiian and Pacific Islander	307
Other	8,515
Identified by two or more	18,596

4. Population served (in relation to regional population) Ferguson, MO

Population

Total Population	21,203
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Housing Status

(in housing units unless noted)

Total	9,105
Occupied	8,192
Owner-occupied	4,891
Population in owner-occupied (number of individuals)	12,329
Renter-occupied	3,301
Population in renter-occupied (number of individuals)	8,680
Households with individuals under 18	3,202
Vacant	913
Vacant: for rent	297
Vacant: for sale	165

Population by Sex/Age

Male	9,501
Female	11,702
Under 18	6,088
18 & over	15,115
20 - 24	1,503
25 - 34	2,786
35 - 49	4,087
50 - 64	3,864
65 & over	2,189

Population by Ethnicity

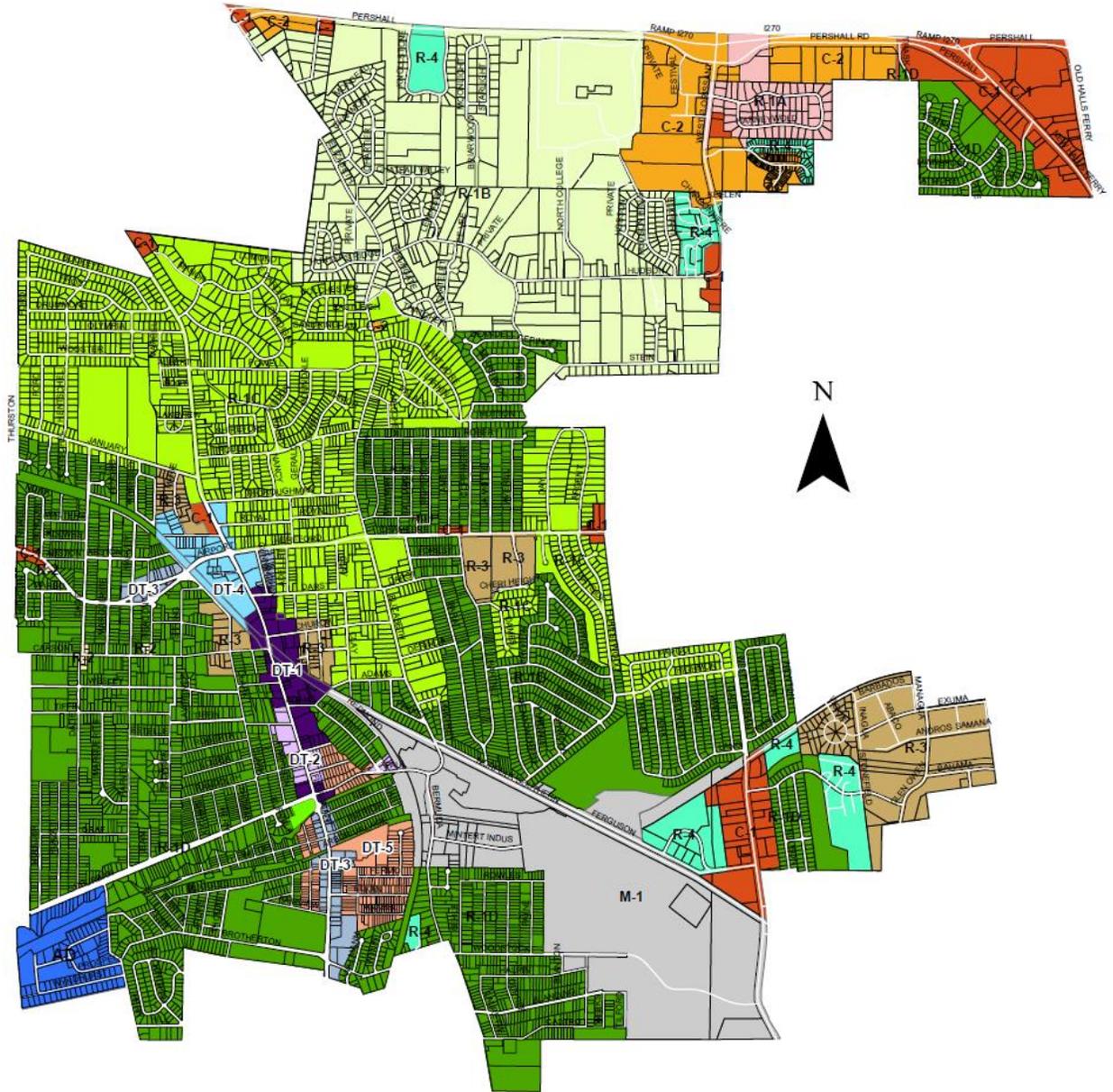
Hispanic or Latino	260
Non Hispanic or Latino	20,943

Population by Race

White	6,206
African American	14,297
Asian	103
American Indian and Alaska Native	80
Native Hawaiian and Pacific Islander	4
Other	92
Identified by two or more	421

5. Service area (include map, with any routes utilized)

Zoning Map: A City of Ferguson, Missouri



6. Governing body make-up

The City Council consists of six Council members and a Mayor. Two Council members are elected from each of the three wards, for three-year overlapping terms. The Mayor is elected at large and also serves a three-year term. As elected officials, they are responsible for setting policies for the City and passing ordinances that have the force of law.

Notice to the Public

Notifying the Public of Rights under Title VI

City of Ferguson posts Title VI notices on our agency's website, in public areas of our agency, in our board room, and on our buses and/or paratransit vehicles.

City of Ferguson operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964.

For more information on the City of Ferguson's Title VI program, and the procedures to file a complaint, contact De'Carlton Seewood, City Manager at 314-521-7721; dseewood@fergusoncity.com; or visit City Hall at 110 Church Street, Ferguson, Missouri 63135. For more information visit www.fergusoncity.com.

If you believe you have been discriminated against on the basis of race, color, or national origin by City of Ferguson, you may file a Title VI complaint by completing, signing, and submitting the agency's Title VI Complaint Form.

How to file a Title VI complaint with City of Ferguson:

1. Complaint forms are available at the reception desk at the City of Ferguson City Hall, located at 110 Church St., Ferguson, MO 63135 or by calling 314-521-7721 or download the City's website www.fergusoncity.com.
2. In addition to the complaint process at the City of Ferguson, complaints may be filed directly with the Federal Transit Administration, Office of Civil Rights, Region 6, Attn: Title VI Program Coordinator, 400 7th Street SW, Room 9100, Washington, DC 20590.
3. Complaints must be filed within 180 days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
4. The form must be signed and dated, and include your contact information.

If information is needed in another language, contact 314-521-7721.

Procedure for Filing a Title VI Complaint

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of City of Ferguson's programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by the City of Ferguson may file a Title VI complaint by completing and submitting the agency's **Title VI Complaint Form**. Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website, and in public areas of our agency.

You may download the City of Ferguson's Title VI Complaint Form at www.fergusoncity.com, or request a copy by writing to City of Ferguson, 110 Church Street, Ferguson, Missouri 63135. Information on how to file a Title VI complaint may also be obtained by calling the City Hall receptionist at 314-521-7721.

You may file a signed, dated complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number.
- Specific, detailed information (how, why and when) about the alleged act of discrimination.
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to City of Ferguson, 110 Church Street, Ferguson, Missouri 63135.

COMPLAINT ACCEPTANCE: The City of Ferguson will process complaints that are complete. Once a completed Title VI Complaint Form is received, the City of Ferguson will review it to determine if the City of Ferguson has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by the City of Ferguson.

INVESTIGATIONS: The City of Ferguson will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, the City of Ferguson may contact the complainant. Unless a longer period is specified by the City of Ferguson, the complainant will have ten (10) days from the date of the letter to send requested information to the City of Ferguson's investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTERS OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or letter of finding (LOF).

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

- A Letter of Finding (LOF) summarizes the allegations and provides an explanation of the corrective action taken.

If the complainant disagrees with the City of Ferguson's determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. The City of Ferguson will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, the City of Ferguson will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact City Hall receptionist at 110 Church Street, Ferguson, MO 63135, or at 314-521-7721.

**Monitoring Title VI Complaints, Investigations, Lawsuits
and Documenting Evidence of Agency Staff Title VI Training**

Documenting Title VI Complaints/Investigations

All Title VI complaints will be entered and tracked in City of Ferguson’s complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency’s Title VI Coordinator shall maintain the log.

Agency Title VI Complaint Log

Date complaint filed	Complainant	Basis of complaint R-C-NO	Summary of allegation	Pending status of complaint	Actions taken	Closure Letter (CL)	Letter of Finding (LOF)	Date of CL or LOF

Staff Title VI Training

City of Ferguson staff will be provided training on the requirements for Title VI compliance.

Public Engagement Plan

Goal

The goal of the Public Participation Plan is to have significant and ongoing public involvement, by all identified audiences, in the public participation process for major agency outreach efforts.

Objectives

- To understand the service area demographics and determine what non-English languages and other cultural barriers exist to public participation.
- To provide general notification of meetings and forums for public input, in a manner that is understandable to all populations in the area.
- To hold public meetings in locations that are accessible to all area stakeholders, including but not limited to minority and low income members of the community.
- To provide methods for two-way communication and information and input from populations which are less likely to attend meetings.
- To convey the information in various formats to reach all key stakeholder groups.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by an outreach effort, system or service plan or recommendations of that plan. Stakeholders include but are not limited to the following:

- City Council – the governing board of the agency. The role of the Board is to establish policy and legislative direction for the agency. The Board defines the agency’s mission, establishes goals, and approves then budget to accomplish the goals.
- Advisory Bodies – non-elected advisory bodies review current and proposed activities of the agency, and are encouraged to be active in the agency’s public engagement process. Advisory bodies provide insight and feedback to the agency.
- Agency Transit riders and clients
- Minority and low income populations, including limited English proficient persons
- Local jurisdictions and other government stakeholders
- Private businesses and organizations
- Employers
- Partner agencies

Elements of the Public Engagement Plan

It is necessary to establish a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations.

Elements of the Public Engagement Plan include:

1. Public Notice

- a. Official notification of intent to provide opportunity for members of the general public to participate in public engagement plan development, including participation in open Board/council meetings, and advisory committees.

2. Public Engagement Process/Outreach Efforts:

- a. Public meetings
- b. Public hearings
- c. Surveys
- d. Services for the Disabled (Notices of opportunities for public involvement include contact information for people needing these or other special accommodations.)

Events such as public meetings and/or open houses are held at city hall, schools, churches, libraries, the community center and other non-profit locations easily accessible to public transit and compliant with the Americans with Disabilities Act.

3. Public Comment

- a. Formal public comment periods are used to solicit comments on major public involvement efforts around an agency service or system change.
- b. Comments are accepted through various means:
 - i. Dedicated email address.
 - ii. Website.
 - iii. Regular mail.
 - iv. Phone calls to city hall receptionist (314) 521-7721.

4. Response to Public Input

All public comments are provided to the city council prior to decision-making. A publicly available summary report is compiled, including all individual comments.

Title VI Outreach Best Practices

City of Ferguson ensures all outreach strategies, communications and public involvement efforts comply with Title VI. City of Ferguson's Public Engagement Plan proactively initiates the public involvement process and makes concerted efforts to involve members of all social, economic, and ethnic groups in the public involvement process. Aligned with the above referenced communication tactics, the City of Ferguson provides services for Limited English Proficient persons. Upon advance notice, translators may be provided.

Language Assistance Plan

City of Ferguson Limited English Proficiency Plan

This limited English Proficiency (LEP) Plan has been prepared to address City of Ferguson’s responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964; Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which states that the level and quality of transportation service is provided without regard to race, color, or national origin.

Executive order 13166, titled “Improving Access to Services for Persons with Limited English Proficiency,” indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discriminations do not take place. This order applies to all state and local agencies which receive federal funds.

Service Area Description: City of Ferguson, MO

City of Ferguson has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by the City of Ferguson. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

In order to prepare this plan, City of Ferguson undertook the **four-factor LEP analysis** which considers the following factors:

Four Factor Analysis

1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area:

A significant majority of people in the City of Ferguson service area are proficient in the English language. Based on estimated 2015 Census data, 0.6% of the population five years of age and older speak English “less than very well” – a definition of limited English proficiency

LEP Population in City of Ferguson Service Area					
Population 5 years and over by language spoken at home and	City of Ferguson			Service Area Total	Percentage of Population 5 Years and

ability to speak English					Older
Population 5 Years and Over	19,450			19,450	100%
Speak English "less than very well"	117			117	0.6%
Spanish	235			235	1.2%
Speak English "less than very well"	11			11	0.1%
Other Indo-European	107			107	0.6%
Speak English "less than very well"	41			41	0.2%
Asian and Pacific Island	44			44	0.2%
Speak English "less than very well"	44			44	0.2%
All Other	37			37	0.2%
Speak English "less than very well"	21			21	0.1%

2. Frequency of Contact by LEP Persons with City of Ferguson's Services:

The City of Ferguson staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons. To date, City of Ferguson has, on average, only one or two requests per year for an interpreter. City of Ferguson averages [8,400-11,000] phone calls per month.

LEP Staff Survey Form	
City of Ferguson is studying the language assistance needs of its riders so that we can better communicate with them if needed.	
1. How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them? DAILY WEEKLY MONTHLY LESS THAN MONTHLY	
2. What languages do these passengers speak?	
3. What languages (other than English) do you understand or speak?	
4. <u>Would you be willing to serve as a translator when needed?</u>	

Frequency of Contact with LEP Persons	
Frequency	Language Spoken by LEP Persons
Daily	
Weekly	
Monthly	
Less frequently than monthly	Spanish

3. The importance of programs, activities or services provided by City of Ferguson to LEP persons:

Outreach activities, summarized in City of Ferguson’s Title VI Public Engagement Plan, include events such as public meetings and/or open houses held at schools, churches, libraries and other non-profit locations, and include specific outreach to LEP persons to gain under-standing of the needs of the LEP population, and the manner (if at all) needs are addressed.

<p>Outside Organization LEP Survey</p> <p>Organization: _____</p> <ol style="list-style-type: none">1. What language assistance needs are encountered?2. What languages are spoken by persons with language assistance needs?3. What language assistance efforts are you undertaking to assist persons with language assistance needs?4. When necessary, can we use these services?
--

4. The resources available to City of Ferguson and overall cost to provide LEP assistance:

Strategies for Engaging Individuals with Limited English Proficiency include:

1. Language line. Upon advance notice, translators can be provided.
2. Language identification flashcards.
3. Written translations of vital documents (identified via safe harbor provision)
4. One-on-one assistance through outreach efforts.
5. Website information.
6. To the extent feasible, assign bilingual staff for community events, public hearings and Board of Directors meetings and on the customer service phone lines.

As applicable: Based on our demographic analysis (Factor 1) City of Ferguson has determined that no language group(s) within its service area meets Safe Harbor criteria requiring written translated “vital documents” by language group(s).

City of Ferguson will provide assistance and direction to LEP persons who request assistance.

Staff LEP Training

The following training will be provided to City of Ferguson staff:

1. Information on City of Ferguson Title VI Procedures and LEP responsibilities.
2. Description of language assistance services offered to the public.
3. Use of Language Identification Flashcards.
4. Documentation of language assistance requests.

Monitoring and Updating the LEP Plan

The LEP Plan is a component of City of Ferguson’s Title VI Plan requirement.

City of Ferguson will update the LEP plan as required. At minimum, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in the City of Ferguson service area. Updates include the following:

1. How the needs of LEP persons have been addressed.
2. Determine the current LEP population in the service area.
3. Determine as to whether the need for, and/or extent of, translation services has changed.
4. Determine whether local language assistance programs have been effective and sufficient to meet the needs.
5. Determine whether City of Ferguson's financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether City of Ferguson has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning City of Ferguson's failure to meet the needs of LEP individual.

Advisory Bodies

Table Depicting Membership of Committees, Councils, By Race

Committee [examples]	Caucasian	Latino	African American	Asian American		Total
Population Committee						100%
Access Committee						100%
Citizens Advisory Council						100%

Description of efforts made to encourage minority participation on committees:

- **The City of Ferguson does not have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, therefore this requirement is not applicable.**

Subrecipient Assistance

Subrecipient Assistance

City of Ferguson does not have any subrecipients.

Subrecipient Monitoring

Subrecipient Monitoring

City of Ferguson does not have any subrecipients.

Equity Analysis of Facilities

City of Ferguson has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.

Attachment 1

CITY OF FERGUSON TITLE VI COMPLAINT FORM

“No person in the United States shall, on the basis 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.”

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return this form to:

De'Carlton Seewood
City Manager
City of Ferguson
10 Church Street
Ferguson, MO 63135
314-524-5151

dseewood@fergusoncity.com

PLEASE PRINT

1. Complainant's Name:
a. Address:
b. City: State: Zip Code:
c. Telephone (include area code): Home () or Cell () Work () - () -
d. Electronic mail (e-mail) address: Do you prefer to be contacted by this e-mail address? () YES () NO
2. Accessible Format of Form Needed? () YES specify: _____ () NO
3. Are you filing this complaint on your own behalf? () YES If YES, please go to question 7. () NO If no, please go to question 4
4. If you answered NO to question 3 above, please provide your name and address. a. Name of Person Filing Complaint:
b. Address:
c. City: State: Zip Code:
d. Telephone (include area code): Home () or Cell () Work () - () -
e. Electronic mail (e-mail) address: Do you prefer to be contacted by this e-mail address? () YES () NO
5. What is your relationship to the person for whom you are filing the complaint?
6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. () YES, I have permission. () NO, I do not have permission.
7. I believe that the discrimination I experienced was based on (check all that apply): () Race () Color () National Origin (classes protected by Title VI) () Other (please specify)

continued
TITLE VI COMPLAINT FORM – PAGE 2

8. Date of Alleged Discrimination (Month, Day, Year):
9. Where did the Alleged Discrimination take place?
10. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of this form or separate pages if additional space is required.</i>
11. Please list any and all witnesses' names and phone numbers/contact information. <i>Use the back of this form or separate pages if additional space is required.</i>
12. What type of corrective action would you like to see taken?
13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? () YES If yes, check all that apply. () NO a. () Federal Agency (List agency's name) b. () Federal Court (Please provide location) c. () State Court d. () State Agency (Specify Agency) e. () County Court (Specify Court and County) f. () Local Agency (Specify Agency)
14. If YES to question 14 above, please provide information about a contact person at the agency/court where the complaint was filed.
Name: _____ Title: _____
Agency: _____ Telephone: () _____ - _____
Address: _____
City: _____ State: _____ Zip Code: _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date is required:

Signature

Date

If you completed Questions 4, 5 and 6, your signature and date is required:

Signature

Date

Attachment 2

Title VI Self-Survey Form

Date filed with MoDOT Transit Section:

DATE

Survey Date:

Period Covered:

Name of Program/Grant:

- A. Summary of Complaints:
- B. Number of complaints for the period:
- C. Number of complaints voluntarily resolved:
- D. Number complaints currently unresolved:
- E. Attach a summary of any type of complaint and provide:
 - Name of complainant
 - Race
 - Allegation
 - Findings
 - Corrective Action
 - Identify any policy/procedure changes made as a result of the complaint.
 - Provide the date history (date complaint received through resolution)

continued
Title VI Self-Survey Form – Page 2

Distribution of Title VI Information

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

YES _____ NO _____

2. Do new employees receive this information via employee orientation?

YES _____ NO _____

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

YES _____ NO _____

4. Is Title VI information prominently displayed in the organization and on relevant program materials?

YES _____ NO _____

5. Identify any improvements you have implemented since the last self-survey to support Title VI communication to employees and program applicants.

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

7. Identify any problems encountered with Title VI compliance, and discuss possible remedies.

Signature: _____

Title: _____

Date: _____