

Title VI E-Report



Published by the TDOT Civil Rights Office Title VI Program

May 2011

INSIDE THIS ISSUE:

FiftyFoward Training	2
US DOT's Entrepreneurial Women and Girls Internship	3
CRO Participates in Construction Schools 2011	4
Upper Cumberland Training	5
Save the Date	5
Contact Information	6

TITLE VI NONDISCRIMINATION STATEMENT

It is the policy of the Tennessee Department of Transportation to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex, age, disability or national origin.

MISSION STATEMENT

To plan, implement and provide guidance to prevent discrimination in federal aid programs and activities.

Achieving Title VI Compliance through Training

The Tennessee Department of Transportation (TDOT) Civil Rights Office (CRO) is required to ensure that pass-through federal funds are disseminated without regard to race, color, or national origin and that minorities and low income populations are not excluded from participating in federally funded programs and activities. Additionally, the CRO Title IV Program must ensure that TDOT's subrecipients are aware of and are making efforts to comply with Title VI and other applicable nondiscrimination laws.

Despite the fact that Title VI of the 1964 Civil Rights Act was signed into law forty-seven years ago next month, there are those who are not aware of the law and its provisions. The CRO recognizes that it is not the intent of an entity to have discriminatory programs or to be in noncompliance. For example, a subrecipient is required to have a Limited English Proficiency (LEP) Plan. This is a requirement to assess the language needs of the project area/community and identify the LEP needs based on the identified populations. Once this is achieved, an entity is required to put language assistance measures in place so that an LEP person(s) can have a meaningful method for participating in the project or activity that has been federally funded. Some entities rely on a LEP's family member (usually a minor) for interpreting or others may have, for exam-

"The CRO recognizes that it is not the intent of an entity to have discriminatory programs or to be in noncompliance."

ple, an Hispanic employee on staff that is relied upon for assistance. There are several problems with these often seen scenarios:

1) how can you measure the minor's understanding of English and ensure that your message is clearly articulated, 2) (in the case of the Hispanic employee use) what if someone comes into your facility requiring a Korean interpreter, ect., 3) the use of either measure could set your agency up for a national origin discrimination lawsuit, and most importantly, 4) these

measures are not in keeping with the law's mandates.

In the examples, they would have deficiencies, and be given thirty days to correct

the deficiencies before being placed in the non-compliance status.

Many times than not, deficiencies result because of lack of knowledge. Staff recognizes that it is not the intent of the entity to have discriminatory programs or to be in noncompliance

The CRO Title VI Program staff takes a proactive role to ensuring compliance. This effort is accomplished through training, which plays an intricate role in the CRO Title VI Program. It's how we accomplish our mission of ensuring that TDOT and its subrecipients are in compliance. When a deficient has been noted, staff goes into action, providing one-on-one training until the deficiency is corrected.

FiftyForward Training

Recently, the FiftyForward nonprofit organization invited the Tennessee Department of Transportation (TDOT) Civil Rights Office (CRO) Title VI Program staff to present at its employee's annual update meeting. Over sixty employees attended the two training sessions held at their Madison and Nashville locations.



FiftyForward received a 5310 grant through TDOT Multimodal Transportation Resources to purchase a van to transport the diverse group of adults in which it serves. In an effort to meet their training requirement, a brief overview on the agency's Title VI responsibilities and Limited English Proficiency was presented to the group by Pamela Sharp, Title VI Specialist.

FiftyForward is a resource for adults 50+ years old in Middle Tennessee who seek to live longer, more fulfilling lives. They provide innovative programs and services for older adults and their families. At the centers, members participate in hundreds of educational and wellness programs. There are four centers in Davidson County and four centers in Williamson County.



FiftyForward Employees listening to presentation



US DOT's Entrepreneurial Women and Girls Internship Program

On July 26, 2010, US Department of Secretary Ray LaHood announced the expansion of the Women's Internship program to encourage young women to pursue careers in transportation.

The US DOT Women's Internship program was historically available to applicants in one Small and Disadvantaged Business Utilization (OSDBU) region. However, because of a successful pilot program with Spelman College the program expanded to all eleven OSDBUs. In short, qualifying women and girls throughout the US to apply for and, if selected, participate in the internship program.

Applicants for the internship are selected based on the following criteria:

- G.P.A. of 2.8 or higher
- Letter of interest
- Letter of Recommendation
- Interview



Cammie Davenport Woodle and Sherree Hall Crowder discussing Internship Program Goals with group

In April 2011, TDOT participated in the internship program for the first time ever at no cost to the department in a collaborative effort with the US DOT Mid-South Atlantic Small Business Transportation

Resource Center (SBTRC). Angelic Washington, Program Coordinator in Atlanta coordinated the efforts and Lakecia Trotter, Tennessee State University (TSU) Career Counselor, served as the point of contact. Cammie Davenport Woodle coordinated the internship effort on the TDOT end.



Cynthia Howard, CRO, Jennifer Lloyd, Design and Delores Townsend, Long Range Planning Division

Five students from TSU's School of Engineering were selected: Lore' Al K. Spear, Engineering major, was assigned to the Design Division with Carolyn Stonecipher; Kiara McCummings, Engineering major, was assigned to Long Range Planning Division with Jeanne Stevens; Ericka Bennett, Chemistry major, was assigned to Environment Division with Suzanne Herron; Cicely N. Wiseman and Frenisha R. Rollins, Engineering majors, were assigned to the CRO with Cammie Davenport Woodle. The interns were strategically placed with women who head-up divisions so that they could witness transportation women in action.

The goals of the program are to increase the participation of women in transportation industry and prepare young women to become our nation's future leaders. The goals were accomplished by:

- Identifying the current situation for women participation in the transportation industry, address those challenges, and seek to improve statues quo; and
- Educating young women on the exciting opportunities available in the transportation infrastructure industry.

After completing their scheduled hours, the interns departed. Each division had to complete an evaluation on their respective intern.

CRO Participates in Construction Schools 2011

Annually, the CRO undertakes an aggressive schedule moving from region to region providing training and updates to TDOT's Construction staff. Cammie Davenport Woodle, CRO's Executive Director, and the CRO's program directors, Sherree Hall Crowder (Affirmative Action Program/Deputy Director), Deborah Luter (Small Business Development Program Director), and Cynthia Howard (Title VI Program Director) provided first-hand examples in their presentations.



Cynthia Howard presenting at Construction School

Ms. Luter provided an update, focusing largely on the Commercially Useful Function (CUF). The CUF is the expectation of the state DBE Program. Specifically, Ms. Luter shared that, "a DBE firm performs a commercially useful function when it takes on the responsibility to execute the work of the contract, performing, managing and supervising the work involved". Ms. Luter emphasized the need to complete required forms, specifically, the Commercially Useful Function Checklist (CUF). Prior to concluding, she stressed four key points to the audience:

- 1) Include the actual date the DBE work was observed,
- 2) Information in Site Manager should match CUF Checklist,
- 3) Initial and date any changes on CUF Checklist, and
- 4) sign CUF Checklist on last page.

Ms. Hall Crowder spoke to the attendees on the topic, "What You Should Discuss At Pre-Cons." Participation

in a "pre-con" or pre-conference meeting is a requirement of TDOT's contractors, subcontractors, suppliers, vendors, etc. Pre-cons outline all of the governmental requirements that must be accomplished by the contractors/subcontractors during the life of the TDOT project. Ms. Hall Crowder focused her discussion on the civil right requirements, which included: stating the Training Special Provisions (TSP) 1240, reviewing the Equal Employment Opportunity (EEO) Provisions, explaining the bulletin board requirements, EEO compliance, DBE compliance, and EEO/ Contract compliance. Ms. Hall ended her presentation stating that the civil rights requirements are "everyone's responsibility" and reminding the audience that they must have approved On-the-Job Training (OJT) Plans.

Ms. Howard presented training on, "Identifying Title VI Impacts and Opportunities for Mitigating. The primary objective of the training was to ensure that attendees recognize that Title VI complaints can and do arise at any phase of a project, from planning through to completion. The training focused on construction activities, specifically, detailing areas where negative Title VI Impacts often occur. Safety through construction zones, noise and air impacts, and employment and contracting goals, were examples utilized by Ms. Howard. She recommended to the attendees, as a way to mitigate and/ or eliminate Title VI complaints, to continuously review processes, provide Title VI training to staff, and to solicit feedback from public involvement on transportation.

For more information on any of these topics, please visit the CRO's web site:

<http://www.tdot.state.tn.us/civil-rights/>

Upper Cumberland Human Resource Agency Training

The Civil Rights Office Title VI Program was invited to participate in the District Senior Center Directors' Meeting/ Training on March 30, 2011, in Cookeville, TN. The Area Agency on Aging and Disability functions as the district's focal point and advocates for older adults and adults with disabilities in the Upper Cumberland region.

Sylvia Odum, Title VI Coordinator, conducted the specialized training, providing an overview of Title VI of the 1964 Civil Rights Act and other applicable laws. To ensure that the attendees were paying close attention, Ms. Odum tested the *eager group*. There were no surprises, all twenty-two directors passed, and were sent certificates of completion.

The participants represented the following counties: Putnam, Smith, Granville, Cumberland, Sparta, Algood, DeKalb, Liberty, Alexandria, Cannon, Warren, Clay, Overton, Fentress, Van Buren, Monterey and Jackson.



Upper Cumberland Employees



Sylvia Odum presenting to group

The Civil Rights Office would like to invite and encourage local governments to attend the STCREC 2011 Civil Rights Training Symposium. Link: <http://www.sashfordconsulting.com/srctcrsweb.html>

*** Save the Date ***

2011 CIVIL RIGHTS TRAINING SYMPOSIUM

The Southern Transportation Civil Rights Executive Council (STREC), in partnership with the Federal Highway Administration (FHWA), and the Georgia Department of Transportation (GDOT) will host the Transportation Civil Rights Training Symposium. The theme of the symposium is "Civil Rights: A Stimulus in Transportation." The 2011 symposium will be headquartered at the Hyatt Regency Hotel in Atlanta Georgia on July 10-13, 2011.

The Symposium will provide one-stop training on major FHWA civil rights programs. There will be guest speakers, training sessions, and plenty of networking and sharing of best practices.

This forum will also devote one full day to Minority Institutions of Higher Education (MIHE), exploring opportunities and building partnerships.

2011 Training Symposium

Civil Rights:
A Stimulus in
Transportation

Save the Date
July 10 - 13, 2011
Atlanta, Georgia - Hyatt Regency Hotel
Hosted By Southern Transportation Civil Rights Executive Council

GDOT
Georgia Department of Transportation

Contact Information

Cammie Davenport Woodle, Executive Director

Cammie.davenportwoodle@tn.gov

Cynthia Howard, Title VI Program Director

Cynthia.Howard@tn.gov

Peggy Nolan, Administrative Assistant

Peggy.Nolan@tn.gov

Sylvia Odum, Title VI Coordinator

Sylvia.Odum@tn.gov

Kelsey Finch, Title VI Specialist

Kelsey.Finch@tn.gov

Pamela Sharp, Title VI Specialist

Pamela.Sharp@tn.gov

If you would like to receive the quarterly Title VI E-Report, please contact

Pamela Sharp at Pamela.Sharp@tn.gov

To request Title VI Training, please contact Sylvia Odum at Sylvia.Odum@tn.gov

Tennessee Department of Transportation

Civil Rights Office Title VI Program

505 Deadrick Street, Suite 1800

Nashville, Tennessee 37243

Phone

615.741.3681

Toll Free

1.888.370.3647

Fax

615.741.3169

John Schroer, Commissioner