

# South Carolina Department of Transportation

## Title VI Review - Corrective Action Report

**Subrecipient:** City of North Augusta

**General Information Section:**

*No Concerns*

### I. Title VI Resources

Agencies should dedicate sufficient resources to administer their Title VI responsibilities.

#### Section 1: Concerns

##### Corrective Action

- The City will designate a Title VI Designee to administer the Title VI program and responsibilities.
- Include in the Title VI Designee's Position Description (PD) the amount of time dedicated to the administration of Title VI compliance.
- Provide an organizational structure/chart that identifies the Title VI Designee's placement within their department or the City.

### II. Training for Title VI Designee

Agencies must take the necessary steps to ensure that Title VI professionals and officials who are responsible for integrating Title VI requirements into programs and activities receive the technical training necessary to properly carry out their responsibilities.

#### Section 2: Concerns

##### Corrective Action

- The City will schedule training for the Title VI Designee when available.
- The City will make a commitment to ensure on-going Title VI training for the Title VI Designee and any staff that has Title VI responsibilities.
- Title VI Designee will maintain and provide documentation of Title VI training received.

# South Carolina Department of Transportation

## Title VI Review - Corrective Action Report

### III. Public Notification and Outreach

Agencies must have in place an effective public notification system that adequately informs applicants and participants of the availability of programs, benefits and services, SCDOT's policy of nondiscrimination, and procedures for filing a discrimination complaint.

#### Section 3: Concerns

##### Corrective Action

- The City will develop a nondiscrimination Policy Statement that is signed and dated by the City Administrator or Authorized Agency Official.
- The City will develop a Public Participation Plan that includes written procedures for community outreach methods, public education and notification, and addresses how to make the public aware of their rights under Title VI. Plan should include strategies used to engage minority and low income populations into the public involvement/participation process.
- Post Public Participation Plan on City's website and provide link to where the plan is posted.
- Provide copies of public hearings notices, minutes and sign-in sheets.
- Advertised public notices must include contact information for any individuals that have special needs or require special assistance.
- Include minority newspapers on list of local newspapers and media sources where public notices and meetings are published.

### IV. Data Collection Systems

Agencies must develop, implement and maintain data collection systems that yield accurate, relevant and reliable statistical information.

#### Section 4: Concerns

##### Corrective Action

- The City will establish procedures for collecting, analyzing and maintaining data that shows the composition of service areas by race, national origin, sex and disability.
- The City will collect data on LEP persons and indicate the primary languages of each LEP group.

# South Carolina Department of Transportation

## Title VI Review - Corrective Action Report

### V. Service to Limited English Proficiency (LEP) Persons

SCDOT at all levels has an affirmative responsibility pursuant to Executive Order (EO) 13166 to provide LEP persons with meaningful opportunity to participate in programs and activities conducted by SCDOT and its subrecipients. During compliance review, it will be ascertained what actions have been taken (or are planned) to communicate with and assist individuals with LEP and other special needs.

#### Section 5: Concerns

##### Corrective Action

- The City will conduct an assessment of the language needs of the population to be served.
- The City will develop a LEP Plan based on the four-factor analysis and census data.

### VI. Complaints Processing

From public notification to complaint closure or settlement, agencies are required to cooperate in the processing of complaints filed in DOT-conducted programs. SCDOT will review implementation and cooperation issues relevant to the agency and/or the agency's sub-components, and include in the compliance review the agency's/sub-component's performance in the implementation and use of these procedures. SCDOT will also review the effectiveness and efficiency of the interface with agency civil rights professionals and/or the agencies' headquarters requirements.

#### Section 6: Concerns

##### Corrective Action

- The City will develop Title VI complaint procedures.
- The City will develop a discrimination complaint form.
- The City will develop a Title VI complaint log.

# South Carolina Department of Transportation

## Title VI Review - Corrective Action Report

### VII. Program Availability and Accessibility to Persons with Disabilities

SCDOT will review conducted programs and activities to ensure that requirements of Section 504 of the Rehabilitation Act, as amended, are being implemented. In conducting compliance reviews, it will be determined if a self-evaluation of the facility under review has been conducted. If the self-evaluation has been conducted, the Coordinator will acquire a description or copy of the self-evaluation.

#### Section 7: Concerns

##### Corrective Action

- The City will develop an ADA Transition Plan.
- Post ADA Transition Plan on City's website and provide link where posted.

### VIII. Local Planning and Advisory Committees and Boards

Agencies should diversify internal and external advisory boards and committees. During compliance reviews, the internal and external planning and advisory committees should be reviewed.

#### Section 8: Concerns

##### Corrective Action

- County will justify why Boards and Commissions lack diversity, if applicable; and demonstrate plans to ensure diverse representation on all Boards and Commissions with a timeline.

# South Carolina Department of Transportation

## Title VI Review - Corrective Action Report

### IX. Program Delivery

Agencies are required to ensure nondiscrimination in its conducted programs and activities, including those affecting minorities, women, persons with disabilities and Native American tribes, thereby improving service delivery to historically under-served populations. This includes programs and activities having environmental justice implications.

#### Section 9: Concerns

##### Corrective Action

- Provide a narrative on how the City will implement Environmental Justice - Executive Order 12898 (to include and improve minority and low income participation) and involvement in the City's transportation planning decisions and activities.

### X. Contracting Opportunities

Agencies are required to ensure equal opportunity for minority, women-owned and small and disadvantaged business in all USDOT contracting activities

#### Section 10: Concerns

##### Corrective Action

- Provide two (2) copies of contracts and subcontract agreements that contain the nondiscrimination language clause.

##### Corrective Action Summary:

County will provide a Statement of Affirmation agreeing to address the following concerns:

- The City will designate a Title VI Designee to administer the Title VI program and responsibilities.
- On-going commitment to ensure Title VI training for the Title VI Designee.
- Post the ADA Transition Plan on the City's website and provide link where the plan is posted.
- City will include minority newspapers and media outlets for notifying the public.
- The City will include the Nondiscrimination language clause in all contracts and subcontract agreements.

## **South Carolina Department of Transportation Title VI Review - Corrective Action Report**

**Submit the following documents to SCDOT within ninety (90) days:**

- Write a Position Description (PD) for the Title VI Designee and include the amount of time dedicated to the administration of Title VI compliance and their responsibilities.
- The Title VI Designee PD is to be signed and dated by the immediate supervisor/higher level supervisor to certify that the PD is an accurate statement of major duties and responsibilities of the position.
- Provide a dated organizational chart that identifies the Title VI Designee's placement within their department.
- Develop a Public Participation Plan.
- Provide copies of advertised public hearing notices, minutes and sign-in sheets.
- Develop Title VI complaint processing procedures, discrimination form and complaint log. SCDOT will provide samples or they can be found on our website at [http://www.scdot.org/doing/businessDevelop\\_TitleVI.aspx](http://www.scdot.org/doing/businessDevelop_TitleVI.aspx)
- County will justify why Boards and Commissions lack diversity, if applicable; and demonstrate plans to ensure diverse representation on all Boards and Commissions with a timeline.
- Provide a narrative on how the City will implement Environmental Justice - Executive Order 12898 (to include and improve minority and low income participation) and involvement in the City's transportation planning decisions and activities.
- Develop a LEP Plan.
- Develop a Title VI Plan that includes:
  - Section III. Public Notification and Outreach/Public Participation Plan
  - Section IV. Data Collection Systems
  - Section V. Service to Limited English Proficiency (LEP) Persons
  - Section VI. Complaints Processing
  - Section IX. Program Delivery/Environmental Justice
  - All the nine (9) key elements listed on the SCDOT/FHWA Title VI Implementation Plan Checklist. **SCDOT will provide the City with the SCDOT/FHWA Title VI Program Implementation Plan checklist for guidance to develop a Title VI Plan.**