



**TITLE VI
ANNUAL
UPDATE**

Federal Fiscal Year

2011

An appraisal of monitoring and review activities of non-discrimination in Federally assisted programs

State of Alaska
Department of
Transportation
&
Public Facilities

TITLE VI STAFF

Civil Rights Office Manager

Jon Dunham joined the Alaska Department of Transportation and Public Facilities ("ADOT&PF"), Civil Rights Office, as Manager on June 28, 1999. This office administers the Disadvantaged Business Enterprise program, the On-the-Job Training Program, the Contractor/Compliance and External Equal Employment Opportunity Program, coordinates Tribal relations on a project by project basis, and implements the Title VI Program. He is also the department's Americans with Disabilities Act Coordinator for all employee accommodations and complaints about accessible facilities.

Jon has a Bachelor of Science degree from Oregon State University. He is a member of the TRB Committee on Disadvantaged Business Enterprises, state DOT representative for the FHWA ADA Committee, and the Alaska Tribal Technical Assistance Program.

Jon came from Barrow, Alaska, where he was employed by the North Slope Borough for three years as Deputy Director of Planning and Community Services. The North Slope Borough, a predominantly Inupiat Eskimo municipal government, encompasses approximately 89,000 square miles above the Arctic Circle at the top of Alaska.

Prior to Moving to Barrow, Jon had been employed by the Municipality of Anchorage, six years as a Land Use Plan Reviewer for the Building Safety Division and over six years as Assistant Ombudsman investigating complaints against the Municipal government and the Anchorage School District.

External Equal Employment Opportunity Officer

Gracieta San Miguel-Morfield joined the Civil Rights Office (CRO) of the ADOT&PF in September 2006 as the Contract Compliance Specialist. In January 2010 she was promoted to the External EEO Officer III position.

This position oversees the Contract Compliance and Title VI sections of the department and all of its components. The External EEO Officer carries out the responsibility of ensuring federal compliance on all three modes, FAA, FTA, and FHWA for these respective programs.

In addition, Grace uses her extensive knowledge of all facets of the different Civil Rights programs and her supervisory skills. She acts on behalf of the CRO Manager whenever unavailable. These duties includes but not limited to-management of staff, AMHS special projects, ADA issues, OJT, Support Services and administrative issues. She provides technical support to all contractors and the public. Grace guides department employees and CRO staff on Disadvantage Business Enterprise matters, EEO issues and general program concerns.

Grace has been a state employee since 1994. Her first State position was with the Department of Environmental Conservation. She gained most of her human resource and supervisory knowledge, skills, and experience with the Department of Fish and Game. When Grace came to ADOT&PF she has expanded her career by bringing her wealth of State experience, extensive knowledge and professionalism to the DOT where she has proven to be an asset to the Department. Grace is an NCIT/CLEAR certified investigator.

Title VI Specialist

Edie Zukauskas joined the Civil Rights Office of the ADOT&PF on October 16, 2008. As the Title VI Specialist, she is the focal point for the Department's compliance with Title VI of the Civil Rights Act of 1964. To ensure compliance at all levels of each program, Edie conducts audits of the Department's Program Areas and Sub-recipients of Federal funds. She reviews environmental documents and policy directives to make sure the process is in agreement with the mandates of Title VI and related Executive Orders. She provides technical assistance, oversight, and training Title VI to ADOT&PF personnel and Federal Highway Administration sub-recipients. Edie is responsible for Title VI monitoring activity and the reports to the FHWA.

Edie received her BA in Sociology from DePaul University in Chicago, and her JD from John Marshall Law School in Chicago. She moved to Alaska in 1991 as the Managing Administrator for the Northwest Airlines Cargo Pilot Base. Rather than relocate out-of-state, Edie left Northwest Airlines to work for a vocational travel school as a teacher, then as the Director of Education and Training. She served as a staff attorney with the Disability Law Center of Alaska where she worked with private and public agencies to protect and advocate for the rights of individuals with disabilities through statutory revision and public testimony. She has conducted workshops on training sessions on a local, statewide and national level. Edie is an NCIT/CLEAR certified investigator.

Statistical Technician

Krystalynn Scott joined the Civil Rights Office of the ADOT&PF on January 8, 2008. As a Statistical Technician II, she supplies the federal agencies (FHWA, FAA, and FTA) with reports pertaining to Disadvantaged Business Enterprise (DBE) participation in construction and professional service contracts. Krystalynn maintains and updates the Civil Rights Office database which is compiled from statewide data sources. The Civil Rights Office database also captures Certification, Contract Compliance, DBE Support Services, Title VI, and OJT program area information for federal reports.

Krystalynn has a Bachelor of Science degree in Mathematics with a minor in Business Administration in 2007 from Southern Oregon University in Ashland, OR. Prior to working at the ADOT&PF, Krystalynn worked with the Anchorage School District and the University of Alaska Anchorage (UAA) in mathematics tutoring. Krystalynn is currently attending UAA part-time in the Masters in Teaching program in Secondary Mathematics Education, but also is participating in technological training to assist the ADOT&PF with database development; Department of Labor certified payroll, and mapping software.

Title VI Liaisons

The Commissioner directed that each program area appoint a credible and reliable representative of each program area as the Title VI Liaison. The Title VI Liaisons have the authority to speak for the area and are responsible for providing information regarding Title VI compliance to the Title VI Specialist. The Liaison program provides a single point of contact for each program area and increases accountability.

Central Region

Planning: David Post, Transportation Planner II
Environmental (PD&E): Kim Stricklan, Engineer/Architect IV
Right-of-Way: Alban Burton, ROW Agent IV
Construction: Mike Cray, Engineering Assistant III
Consultant Contracting: Sharon Frascati, Procurement Specialist V
Maintenance & Operations: Todd Vanhove, Manager
CR Environ. Coordinator: Brian Elliott, Environmental Impact Analyst Manager I

Northern Region

Planning: Margaret Carpenter, Transportation Planner I
Environmental (PD&E): Bruce Campbell, Environmental Impact Analysis Manager I
Sonja Kawasaki, Engineer/Architect I (Design support)
Right-of-Way: Kevin Smith, ROW Agent IV
Construction: Celeste Sozoff, Engineering Assistant III
Consultant Contracting: Pam Lord, Procurement Specialist II
Maintenance & Operations: Howard Thies, Division Director
NR Environ. Coordinator Bruce Campbell, Environmental Impact Analysis Manager I

Southeast Region

Planning: Andy Hughes, Transportation Planner III
Environmental (PD&E): Carolyn Morehouse, Engineer/Architect IV
Right-of-Way: Rob Murphy, ROW Agent IV
Construction: Carla Wood, Engineering Assistant III
Consultant Contracting: Bob Saviers, Procurement Specialist IV
Maintenance & Operations: Greg Patz, Maintenance & Operations Supervisor
SER Environ, Coordinator: Jane Gendron, Environmental Impact Analysis Manager I

Headquarters

Internal EEO: Sherilyn Knight, Human Resource Manager (Dept. of Administration)
Research and T2: Clint Adler, Engineer/Architect IV
Alaska Marine Highway: Cisco Flores, AMHS Engineering Manager
Commissioner's Office: Patrick Kemp, Deputy Commissioner for Highways
Steven Hatter, Deputy Commissioner of Aviation
Michael A. Neussl, Deputy Commissioner of Marine Operations
MSCVE: Rex Young, Chief Weights, Measures, & Permits
Statewide Facilities: Joel St. Aubin, Engineer/Architect IV Research
Statewide NEPA Manager: Ben White, Environ. Impact Analyst Mgr. II
Linda Heck, Environ. Impact Analyst Mgr

Alaska Department of Transportation & Public Facilities (ADOT & PF) Demographics

This data was collected from the *State of Alaska Workforce Profile, Fiscal Year 2010*. Employees identify themselves as one of the following ethnicities: American Indian, Asian, Black, Alaska Native, Hispanic, or White. There are currently 3,379 employees working for the Department.

Executive Branch Statewide: Gender

Executive Branch Statewide	Female	Male	Grand Total
Grand Total	7761	8073	15,834
Percent	51%	49%	100.0%

ADOT&PF and top three departments by employee count: Gender

Department	Males	(Percent)	Females	(Percent)
Transportation and Public Facilities	2510	74.3%	869	25.7%
Health and Social Services	929	28.7%	2303	71.3%
Fish and Game	830	58.0%	601	42.0%
Corrections	914	64.2%	510	35.8%

The Executive Branch Statewide as a whole reflects an equitable hiring system regarding gender placement. The second chart shows ADOT&PF compares unfavorably to the state data. When considering the next three most populous Departments, there remains an unfavorable distribution of male versus female employees in the traditionally male departments of ADOT&PF, Fish and Game, and Corrections to the traditionally female department of Health and Social Services. ADOT&PF must take a more proactive approach to attract female employees in all areas of the Department.

Executive Branch Statewide: Minorities

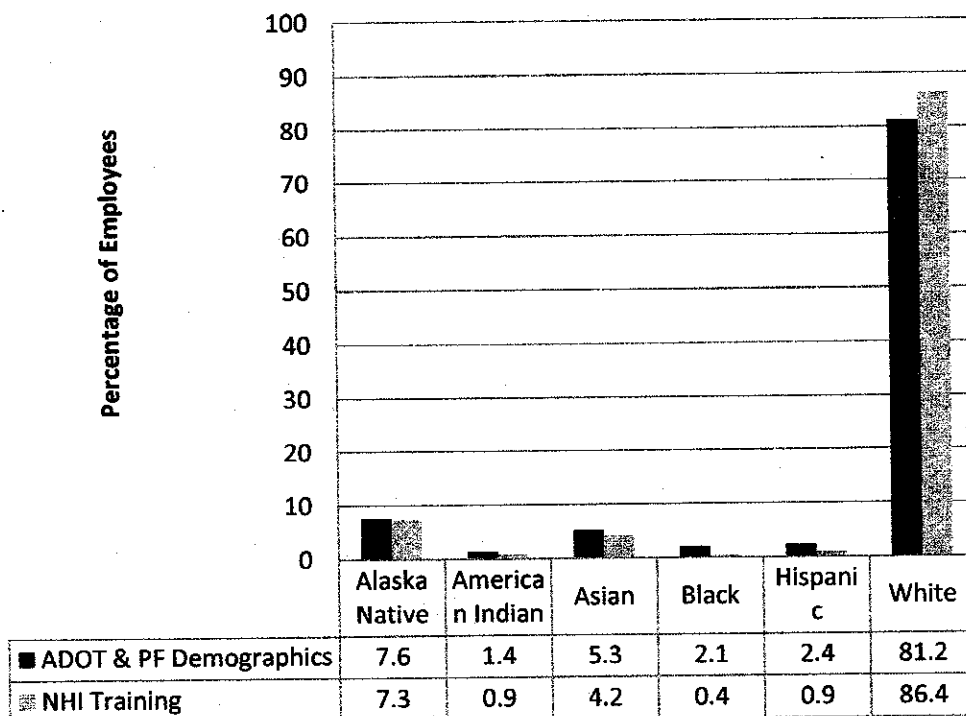
Executive Branch Statewide	Total Count	Minority Count	Minority Percentage
	15,834	3135	19.8%

ADOT&PF and top three departments by employee count: Minorities

Department	Total Count	Minority Count	Minority Percentage
Transportation and Public Facilities	3379	609	18%
Health and Social Services	3232	940	29.1%
Fish and Game	1431	140	9.8%
Corrections	1424	310	21.8%

ADOT&PF compares favorably with the Executive Branch Statewide regarding staffing of minorities. The data reflects that we staff statistically a similar share of minorities available within the Department. ADOT&PF compares favorably to the other top three Departments. Health and Social Services has historically had a higher percentage of minority staff than other Departments. ADOT&PF should continue to reach out to minority populations for additional staffing.

2011 Comparison of NHI Trainees to ADOT & PF Employee Demographics



This chart shows a demographic comparison of the percentage of ADOT&PF employees receiving NHI training to a percentage of ADOT&PF employees as a whole. For example, 7.6% of the ADOT&PF employee population is Alaska Native. 7.3% of that population has participated in NHI training.*

Conclusion: The proportionate increase in the Alaska Native population reflects efforts to increase minority training. There is also a proportionate increase in the Asian population. The percentages of American Indian, Black, and Hispanic continue to compare unfavorably to the percentage of white employees receiving NHI training. This office will continue to encourage minority training through discussions with Title VI Liaisons.

* Information provided by: Michael Rader and Sherilyn Knight, Division of Personnel & Labor Relations, DOT HR Service Center.

**FHWA-Funded Contracts Commitments/Awards
October 1, 2010-September 30, 2011**

FHWA Funded Contracts	Total Dollars	Total Number	Total DBE	Total DBE Dollars	Total Percentage of DBE Dollars
Prime Contracts awarded	\$247,781,582	71	5	\$2,290,736	0.9%
Subcontracts awarded	\$41,506,027	248	67	\$14,549,438	35.1%
Total			72	\$16,840,173	

**FHWA-Funded Contracts Commitments/Awards
October 1, 2010-September 30, 2011
Breakdown by Ethnicity & Gender**

FHWA Funded Contracts	Black	Hispanic	Indian/ Alaska Native	Asian or Pacific Islander	Non- Minority Women	Totals
Total Number	1	14	11	2	44	72
Total Dollar Value	\$9,102	\$3,243,743	\$3,599,697	\$619,551	\$9,368,081	\$16,840,173

This update will be covering the federal fiscal year of 2011 whereas the Title VI update of 2010 covered the calendar year. The data tables previously reported will not be completed for the 2011 Title VI Update as the due date for DBE participation on ADOT&PF contracts is December 1, 2011. These are the preliminary numbers for the Uniform Report of DBE Commitments/Awards and Payments.

Planning

Meetings

Central Region (CR)

STIP meetings in the regions are cyclical, depending upon which year is being considered. For example, nominations for the STIP are accepted in year one and account for the most active meeting calendar. Alaska Headquarters is responsible for, and complies with, the annual STIP statewide public meeting. CR participated in the statewide public meeting which is included in the SER meetings and therefore not accounted for here.

CR performed additional outreach activities to make sure that when the draft STIP was published, all interested parties would be aware of its availability. Most of this STIP outreach was done by e-mail, phone, and mail to local government officials and tribal officials. Mailing lists, email and other, are as follows: Local Governments – 69; Tribes – 135; Corporations – 113, for a total of 317 recipients.

Every legally defined incorporated community and tribal government in Central Region was contacted in preparation for development of the upcoming 2012 to 2015 STIP. There were also personal visits by planners from the respective areas with local government staff for the cities of Soldotna, Homer, Kenai, Palmer, Wasilla, Houston, Kenai Peninsula Borough, Aleutians East Borough (Anchorage office) and the Matanuska-Susitna Borough. These meetings were held with local planners, mayors, or other staffs as necessary to ensure these entities are aware of the draft STIP and ADOT&PF activities in the area.

Meetings in which Planning participated in FFY11

Total meetings and hearings: 2 (listed below the chart)

Total Attendees: 362 (door count)

Total signed in: 311

Interpreters: None reported

Translations: 0 (Available on request)

Total attendance and demographic breakdown: sign-in documentation was done by hosts other than Planning. The demographic breakdown reflects those who provided information. Not everyone signed in. ADOT&PF attempts to do a door count which is why the total numbers differ.

CM	CF	BM	BF	HM	HF	AM	AF	IM	IF	UNK	Total Male	Total Female
66	43							1	1	200	unk	unk

M-Male F-Female

A-Asian or Pacific Islander B-Black C-Caucasian H-Hispanic I-Indian/Alaska Native UNK-Unknown

CR participated in two outreach meetings: 1) MatSu Transportation Fair, and 2) Wasilla bypass. The purpose for these meetings was to increase awareness of ADOT&PF in general, and Planning in particular. It provided an opportunity for attendees and other participants to engage in the Planning process and to encourage future participation in ADOT&PF activities. CR Planning did not have independent sign-in sheets for demographic information.

Training Provided:

Alaska Tribal Transportation Symposium

Presented information on STIP process and current procedural changes with a focus on how to give your project the best chance of getting funded.

4/18/11 Location: Anchorage – mostly Alaskan Native

Training Received:

No formal training for Title VI in FFY11. The quarterly Title VI Liaison teleconferences inform Planning of Title VI requirements and respond to issues presented by the section.

Outreach conferences:

- Southwest Alaska Municipal Conference (SWAMC)
- BIA Providers Conference
- Community Impact Assessment and Environmental Justice Class/Training
- Alaska Regional Port Study Conference

Northern Region (NR)

WAAPS (Western Alaska Access Planning Study) public meetings and hearings for FFY11:

Total meetings and hearings: 31

Total Attendees: 772

Interpreters: 3 Inupiat

Translations: 0 (Available on request)

Total attendance and demographic breakdown

CM	CF	BM	BF	HM	HF	AM	AF	IM	IF	UNK	Total Minorities	Total Female
86	43	0	0	1	2	0	1	175	124	339	298	211

M-Male F-Female

A-Asian or Pacific Islander B-Black C-Caucasian H-Hispanic I-Indian/Alaska Native UNK-Unknown

Training:

Title VI, 2010 AMPO Conference (1 CF)

Environmental Justice (1 CF)

Public Participation (1 CF)

Title VI liaison orientation (1CF)

3 Quarterly Title VI Liaison teleconferences inform Planning of Title VI requirements and respond to issues presented by the section. (1CF)

Southeast Region (SER)

STIP:

Total meetings and hearings: 9

Total attendees: 40

Interpreters: 0

Translations: 0 (Available on request)

Total attendance and demographic breakdown

CM	CF	BM	BF	HM	HF	AM	AF	IM	IF	UNK	Total Minorities	Total Female
23	3	0	0	0	0	0	0	11	3	0	14	6

M-Male F-Female

A-Asian or Pacific Islander B-Black C-Caucasian H-Hispanic I-Indian/Alaska Native UNK-Unknown

SE Area Plan Update:

Total meetings and hearings: 3

Total attendees: 52

Interpreters: 0

Translations: 0 (Available on request)

Total attendance and demographic breakdown

CM	CF	BM	BF	HM	HF	AM	AF	IM	IF	UNK	Total Minorities	Total Female
28	20	0	0	0	0	0	0	2	2	0	4	2

M-Male F-Female

A-Asian or Pacific Islander B-Black C-Caucasian H-Hispanic I-Indian/Alaska Native UNK-Unknown

Training: 3 Quarterly Title VI Liaison teleconferences inform Planning of Title VI requirements and respond to issues presented by the section.

Preliminary Design and Environmental (PD&E)

Meetings

Central Region

11/18/10-Seward Highway Dimond-Tudor Reconstruction
No demographics reported

12/9/10- Seward Highway Dimond-Tudor Reconstruction
No demographics reported

2/23/11-Kipnuk Boardwalk Improvements Phase II: Total attendees-64
IM 24; IF 3; UNK 37

3/30/11-Kanakanak Rd: D St to Squaw Cr Resurfacing: Kanakanak Rd: Squaw Creek to Hospital:
Total attendees-6
No demographics reported

5/5/11-Parks Hwy: Lucas to Big Lake Road MP 44-52: Total attendees-102
CM 37; CF 36; BF 1; IM 1; UNK 27

9/20/11-Kipnuk Boardwalk Improvements Phase II: Total attendees-42
CM 2; IM 25; IF 7; UNK 15

9/28/11-Seward Highway MP 75 - 90 Rd and Bridge Rehab project-Total attendees-29
CM 7; CF 8; UNK 14

9/28/11-Bethel Ridgecrest Drive
No demographics reported

Interpreters: 0

Translations: 0 (Available on request)

Training: 3 Quarterly Title VI teleconferences inform PD&E of Title VI requirements and respond to issues presented by the section.

Northern Region

12/9/10-Gold Hill Road Bike/Pedestrian Facility: Total attendees-90
CM 51, CF 37, HF 1, UNK 1

12/16/10-North Pole Bike/Pedestrian Facility: Total attendees-18
CM 10, CF 4, HF 1, IM 1, UNK 2

1/5/11-North Pole Bike Trail Rehab: Total attendees-17
CM 7; CF 9; AM 1

3/24/11-Pedestrian Facilities 63768 & Farmers Loop to Chena Hot Springs Rd: Total attendees-42
CM 23, CF 16, HF 1, IF 1, UNK 1

3/31/11-Goldstream Road Improvements: Total attendees-77
CM 44, CF 30, BM 1, IM 2

4/21/11-Glenn Hwy MP 172-189 Rehabilitation 60922: Total attendees-29
CF 16, CF 10, HM 1, IF 2

5/24/11-Plack Road Bicycle/Pedestrian Facility 77248: Total attendees -66
CM 28, CF 37, BM 1

9/1/11-Parks Hwy MP 237 Riley Creek Bridge Replacement 63763: Total attendees-96
CM 50, CF 44, BM 1, IM 1

Interpreters: 0

Translations: 0 (Available on request)

Training: 3 Quarterly Title VI teleconferences inform PD&E of Title VI requirements and respond to issues presented by the section

Southeast Region

11/15/10-Klawock to Hollis Pavement Rehabilitation: Total attendees-10
Male 6; Female 4. No ethnic/race data

1/27/11-Juneau Glacier Highway Fritz Cove to Seaview-Total attendees-87
Male 44; Female 22, UNK 21
C 28, A 1, UNK 58

7/28/11-Gustavus Ferry Terminal AK139: Total attendees-10
CM 8; UNK 2

Interpreters: 0

Translations: 0 (Available on request)

Training: 3 Quarterly Title VI Liaison teleconferences inform PD&E of Title VI requirements and respond to issues presented by the section

Right-of-Way (ROW)

Central Region

Acquisitions: 115 – no demographics reported

Relocations: 53 – all C

Appraisal Contracts:

Interpreters: 0

Translations: 1

Northern Region

Acquisitions: 77-no demographics reported

Relocations: 10 – no demographics reported

Appraisal Contracts: 6, all CM

Interpreters: 0

Translations: 0

Southeast Region

Acquisitions: 19 – 9 M owned businesses, 2 governmental agencies, 3 corporations, 5 M&F owners
(Transactions were by mail and without face-to-face contact)

Relocations: 0

Appraisal Contracts: 5 – all CM

Interpreters: 0

Translations: 0

Training:

Land Titles in Rural Alaska (1 CF)

AK Survey & Map Conference (3 CM)

Negotiating Effectively with a Diverse Clientele (2 CF)

Title VI Specialist provided Title VI webinar training to ROW on all three regions on 2/9/11.

Construction

Central Region

Conducted 12 FHWA funded preconstruction meetings in FFY/11.

CR did not participate in any additional public meetings.

Training: 3 Quarterly Title VI Liaison teleconferences inform Construction of Title VI requirements and address Title VI issues that arise.

Northern Region

Conducted 31 FHWA funded preconstruction meetings in FFY11

NR participated in the following public meetings:

Stevens Village Sanitation Road, 2/23/11: Total attendees, 24; CM-6, IM-6, IF-6, UNK-6
Wendell Ave. ADA Improvements, 4/27/11: Total attendees, 12; CM-5, CF-3, UNK-4
Geist Rd Rehabilitation, 4/28/11: Total attendees, 30; CM-1, CF-1, F-11 and M-14 but no ethnicity, UNK 3

Leasure Subdivision Improvements, 5/2/11: Total attendees, 8; CM-2, UNK, 6.

Nome-Council, 5/11/11: Total attendees, 14; minorities, 5; female 1.

CM-9, BM-1, IM-3, IF-1

23rd Avenue improvements, 5/11/11: Total attendees, 11; UNK, 11.

Marshall Airport Bridge, 7/26/11: Total attendees, 24; CM-1, IM-20, IF-3

Training: 3 Quarterly Title VI Liaison teleconferences inform Construction of Title VI requirements and address Title VI issues that arise.

Southeast Region

Conducted 14 FHWA funded preconstruction meetings in FFY11

SER did not participate in any additional public meetings.

Training: 3 Quarterly Title VI Liaison teleconferences inform Construction of Title VI requirements and address Title VI issues that arise.

Alaska Marine Highway System (AMHS)

Meetings

AMHS Southwest Warehouse, 4/28/11: Total attendees, 5; minorities-0, female-2.

Alaska Ferry MTSB meetings: dates and number of general public attendees. Unless otherwise noted, meetings were held at the DOT Commissioner's Conference Room, DOT&PF Headquarters Bldg. 3132 Channel Drive, Juneau. There are no demographic data collected. The CRO has instructed AMHS that the sign-in sheets must provide for this information and will work with the Title VI Liaison to begin getting this information.

1/24/11: 3

2/9/11: 3

3/29/11: 15 (Including ADOT&PF Commissioner Luiken)

5/3/11: 10

6/28/11:20 (Including CRO Manager Jon Dunham) (Kodiak Convention Center, Kodiak)

7/12/11: 14

9/9/11: 29 (Skagway)

Interpreters: 0

Translations: Title VI/ADA policy statements were translated into Vietnamese and Russian at the request of AMHS.

Civil Rights brochures are on all ferries. These are available on the Title VI Civil Rights website:

<http://dot.alaska.gov/cvlrts/titlevi.shtml>

Training: None reported

Sub-recipients

AMATS meetings (Reported by AMATS representative)

Number of public meetings and public hearings held for specific projects, including demographics.

10/14/2010	AMATS Technical Advisory Committee Meeting 7 present, 1 Minority, 3 Women, No Interpreter Required
11/04/2010	AMATS Technical Advisory Committee Meeting 15 present, 0 Minority, 7 Women, No Interpreter Required
11/18/2010	AMATS Policy Committee Meeting 6 present, 0 Minority, 1 Women, No Interpreter Required
12/02/2010	AMATS Technical Advisory Committee Meeting 9 present, 0 Minority, 3 Women, No Interpreter Required
12/16/2010	AMATS Policy Committee Meeting 7 present, 0 Minority, 4 Women, No Interpreter Required
01/13/2011	AMATS Technical Advisory Committee Meeting 20 present, 1 Minority, 8 Women, No Interpreter Required
01/27/2011	AMATS Policy Committee Meeting 7 present, 0 Minority, 3 Women, No Interpreter Required
02/02/2011	AMATS Technical Advisory Committee + Meeting 18 present, 1 Minority, 7 Women, No Interpreter Required
02/10/2011	AMATS Technical Advisory Committee Meeting 10 present, 0 Minority, 6 Women, No Interpreter Required
03/10/2011	AMATS Technical Advisory Committee Meeting 8 present, 0 Minority, 5 Women, No Interpreter Required
03/23/2011	AMATS Freight Advisory Committee 3 present, 0 Minority, 1 Women, No Interpreter Required
03/24/2011	AMATS Policy & Technical Advisory Committee Meeting 26 present, 0 Minority, 15 Women, No Interpreter Required
04/14/2011	AMATS Technical Advisory Committee Meeting 4 present, 0 Minority, 1 Women, No Interpreter Required
04/28/2011	AMATS Policy Committee Meeting 28 present, 0 Minority, 8 Women, No Interpreter Required
05/12/2011	AMATS Technical Advisory Committee Meeting 13 present, 0 Minority, 7 Women, No Interpreter Required
05/26/2011	AMATS Policy Committee Meeting 12 present, 1 Minority, 6 Women, No Interpreter Required
06/09/2011	AMATS Technical Advisory Committee+ Meeting 9 present, 2 Minority, 6 Women, No Interpreter Required
07/14/2011	AMATS Technical Advisory Committee Meeting 16 present, 1 Minority, 10 Women, No Interpreter Required
07/20/2011	AMATS Technical Advisory Committee Meeting 8 present, 0 Minorities, 3 Women, No Interpreter Required
07/28/2011	AMATS Policy Committee Meeting 9 present, 0 Minority, 7 Women, No Interpreter Required

08/11/2011	AMATS Technical Advisory Committee+ Meeting 16 present, 1 Minority, 7 Women, No Interpreter Required
08/18/2011	AMATS Technical Advisory Committee Meeting 9 present, 1 Minority, 2 Women, No Interpreter Required
08/23/2011	AMATS Technical Advisory Committee Meeting 11 present, 0 Minority, 5 Women, No Interpreter Required
08/25/2011	AMATS Policy Committee Meeting 6 present, 1 Minority, 5 Women, No Interpreter Required
08/29/2011	AMATS Technical Advisory Committee Meeting 9 present, 1 Minority, 5 Women, No Interpreter Required
09/15/2011	AMATS Technical Advisory Committee Meeting 6 present, 0 Minority, 4 Women, No Interpreter Required
09/22/2011	AMATS Technical Advisory Committee Meeting 7 present, 0 Minority, 3 Women, No Interpreter Required
09/22/2011	AMATS Policy Committee Meeting 7 present, 0 Minority, 3 Women, No Interpreter Required
09/29/2011	AMATS Policy Committee Meeting 2 present, 0 Minority, 1 Women, No Interpreter Required

Number of public meetings and public hearing held for specific projects, including demographics.
Official Streets and Highways Plan (OSHP), Metropolitan Transportation Plan (MTP) outreach activities at various boards and commissions

10/27/2010	OSHP-Anchorage Bowl workshop No Sign-in Sheet Available, No Interpreter Required
10/27/2010	OSHP – Anchorage Bowl Open House No Sign-in Sheet Available, No Interpreter Required
11/4/2010	OSHP – Anchorage Bowl workshop No Sign-in Sheet Available, No Interpreter Required
11/4/2010	OSHP – Anchorage Bowl Open House No Sign-in Sheet Available, No Interpreter Required
11/10/2010	OSHP – Bayshore Klatt Community Council No Sign-in Sheet Available, No Interpreter Required
11/10/2010	OSHP – Koyuk Community Hall No Sign-in Sheet Available, No Interpreter Required
3/24/2011	MTP – Native Village of Eklutna No Sign-in Sheet Available, No Interpreter Required
4/6/2011	MTP – Anchorage Women’s Commission No Sign-in Sheet Available, No Interpreter Required
4/7/2011	MTP – Youth Advisory Commission No Sign-in Sheet Available, No Interpreter Required
4/14/2011	MTP Public Transit Advisory Board 18 present, 2 Minority, 3 Women, No Interpreter Required
5/4/2011	MTP – Bridge Builders No Sign-in Sheet Available, No Interpreter Required
5/10/2011	MTP – Bridge Builders No Sign-in Sheet Available, No Interpreter Required

5/10/2011 MTP ADA Commission
No Sign-in Sheet Available, No Interpreter Required

5/19/2011 MTP – Anchorage Equal Rights Commission
No Sign-in Sheet Available, No Interpreter Required

6/15/2011 MTP – Anchorage Diversity Commission
No Sign-in Sheet Available, No Interpreter Required

9/7/2011 MTP – Title VI and Environmental Justice discussion with the Highway to
Highway Project.

FMATS meetings (Reported by NR Planning)

Number of public meetings and public hearings held for specific projects, including demographics.

10/06/2010	FMATS Technical Committee Meeting 15 present, 1 Minority, 4 Women, No Interpreter Required
10/20/2010	FMATS Policy Committee Meeting 20 present, 2 Minorities, 8 Women, No Interpreter Required
10/27/2010	FMATS Interagency Consultation for PM2.5 Project Level 15 present, 1 Minority, 6 Women, No Interpreter Required
11/03/2010	FMATS Technical Committee Meeting 13 present, 1 Minority, 4 Women, No Interpreter Required
11/10/2010	FMATS Policy Committee Meeting 19 present, 1 Minority, 8 Women, No Interpreter Required
12/01/2010	FMATS Technical Committee Meeting 20 present, 1 Minority, 4 Women, No Interpreter Required
12/15/2010	FMATS Policy Committee Meeting 20 present, 0 Minority, 6 Women, No Interpreter Required
01/04/2011	Fairbanks Area CMAQ Project Evaluation Board Mtg 9 present, 0 Minority, 3 Women, No Interpreter Required
01/05/2011	FMATS Technical Committee Meeting 21 present, 0 Minority, 7 Women, No Interpreter Required
01/11/2011	Fairbanks Area CMAQ Project Evaluation Board Mtg 7 present, 0 Minority, 3 Women, No Interpreter Required
01/18/2011	Fairbanks Area CMAQ Project Evaluation Board Mtg 7 present, 0 Minority, 3 Women, No Interpreter Required
01/19/2011	FMATS Policy Committee Meeting 21 present, 0 Minority, 6 Women, No Interpreter Required
02/02/2011	FMATS Technical Committee Meeting 14 present, 0 Minority, 4 Women, No Interpreter Required
02/16/2011	FMATS Policy Committee Meeting 16 present, 0 Minority, 5 Women, No Interpreter Required
03/02/2011	FMATS Technical Committee Meeting 12 present, 1 Minority, 4 Women, No Interpreter Required
03/16/2011	FMATS Policy Committee Meeting 17 present, 1 Minority, 4 Women, No Interpreter Required
03/23/2011	Fairbanks Area CMAQ Project Evaluation Board Meeting 8 present, 0 Minority, 3 Women, No Interpreter Required
04/06/2011	FMATS Technical Committee Meeting 17 present, 1 Minority, 5 Women, No Interpreter Required
04/20/2011	FMATS Policy Committee Meeting 19 present, 0 Minority, 5 Women, No Interpreter Required
04/21/2011	Non-Motorized Transportation 20 present, 0 Minority, 8 Women, No Interpreter Required
05/04/2011	FMATS Technical Committee Meeting 17 present, 1 Minority, 4 Women, No Interpreter Required

05/18/2011 FMATS Policy Committee Meeting
22 present, 0 Minority, 6 Women, No Interpreter Required

05/18/2011 Non-Motorized Transportation Plan
44 present, 3 Minorities, 22 Women, No Interpreter Required

05/19/2011 Non-Motorized Transportation Advisory Group Meeting 2
15 present, 0 Minority, 6 Women, No Interpreter Required

05/25/2011 Preventive Maintenance Subcommittee Meeting
7 present, 1 Minority, 3 Women, No Interpreter Required

06/01/2011 FMATS Technical Committee Meeting
18 present, 0 Minority, 5 Women, No Interpreter Required

06/15/2011 FMATS Policy Committee Meeting
24 present, 0 Minority, 6 Women, No Interpreter Required

07/06/2011 FMATS Technical Committee Meeting
17 present, 1 Minority, 5 Women, No Interpreter Required

07/21/2011 FMATS Policy Committee Meeting
20 present, 1 Minority, 6 Women, No Interpreter Required

07/25/2011 2012-2015 TIP Open House
10 present, 2 Minorities, 3 Women, No Interpreter Required

07/26/2011 2012-2015 TIP Open House
6 present, 0 Minority, 3 Women, No Interpreter Required

08/02/2011 Non-Motorized Transportation Plan Design Guidelines Advisory
12 present, 0 Minority, 2 Women, No Interpreter Required

08/03/2011 FMATS Technical Committee Meeting
17 present, 0 Minority, 3 Women, No Interpreter Required

08/10/2011 UPWP Subcommittee Meeting
6 present, 0 Minority, 1 Women, No Interpreter Required

08/24/2011 FMATS Policy Committee Meeting
22 present, 1 Minority, 5 Women, No Interpreter Required

08/25/2011 SB46 Allocation Subcommittee Meeting
8 present, 0 Minority, 1 Women, No Interpreter Required

09/07/2011 FMATS Technical Committee Meeting
25 present, 0 Minority, 6 Women, No Interpreter Required

09/07/2011 Non-Motorized Transportation Advisory Group Meeting #3
19 present, 0 Minority, 8 Women, No Interpreter Required

09/08/2011 Non-Motorized Transportation Plan Open House
21 present, 2 Minorities, 4 Women, No Interpreter Required

09/22/2011 FMATS Policy Committee Meeting
21 present, 0 Minority, 5 Women, No Interpreter Required

09/26/2011 FMATS Coordinator's Authority Subcommittee Mtg
5 present, 0 Minority, 2 Women, No Interpreter Required

09/27/2011 FMATS NMTP Design Solution
16 present, 0 Minority, 5 Women, No Interpreter Required

09/29/2011 Seasonal Mobility Task Force Meeting
10 present, 0 Minority, 3 Women, No Interpreter Required

The Civil Rights Office Accomplishments

Program Area Reviews:

Each review addresses the following goals: 1) outreach and public involvement, 2) identify and mitigate adverse impacts, 3) self-monitoring, 4) demographic and statistical data, 5) complaints, and 6) Title VI training.

Environmental and Design: All regions are minimally compliant with Title VI mandates for outreach and public involvement. All regions must increase proactive efforts for outreach and involvement for traditionally underrepresented populations. All regions respond positively to public participation, and do a commendable job following up with comments.

There is no statewide, consistent method available to provide comprehensive and accurate demographic data in the regions. Each region has its own means to get the information it needs. The regions will work together to improve collection of the information required to comply with Title VI. The CRO will provide Title VI training in FFY12.

ROW: All regions use the knowledge of community leaders to identify low-income, minorities and Limited English Proficiency (LEP) populations. All regions use the Department of Commerce, Community and Economic Development website, and Northern and Central regions use school district information. All regions attend meetings of the planning and PD&E sections.

None of the regions have vital documents translated into major languages. The CRO will work with having this done. All of the regions meet personally with individuals who will lose a property interest due to ADOT&PF activities, and will engage an interpreter if there is any possibility of misunderstanding the process.

There is no standard, consistent means to evaluate or gather demographic data. All regions are advised to continue to use the currently available resources while ADOT&PF works to develop a more comprehensive and reliable program for gathering demographic information.

All regions are bound by legal requirements and maintain documentation to support actions taken.

Subrecipient Review:

AMATS: The municipality uses proactive means to reach traditionally underrepresented groups. Examples include listening posts, meeting with broad based representative groups, sharing with other government agencies, translating documents. AMATS follows-up with comments from the community. AMATS uses various websites for minority groups to improve outreach and has an email list for anyone interested in information.

AMATS does not have a Work Plan, an LEP Plan, or a complaint process for Title VI. The CRO will work with AMATS to complete these requirements with a target date by the end of calendar year 2011.

Directives and Policies Reviewed

The following documents were referred for review.

2/28/11: Revised Administrative Services P&P 11.01.031 - New Equipment Warranty Recover:
There were no Title VI issues.

8/24/11: ROW P&P Manual: Comments and suggestions submitted to ROW and FHWA

Liaisons

1. Initiated the Quarterly teleconference meetings with the Title VI Liaisons representing Planning, Preliminary Design & Environmental (PD&E), Right-of-Way (ROW), Consultant Contracting, Construction and Maintenance & Operations (M&O). Construction and M&O meet jointly.

The Title VI Liaison meetings serve as on-going training sessions as we discuss relevant questions and ideas. For example, the Title VI Specialist may describe an issue and explain Title VI expectations. Liaisons express possible barriers to accomplishing the Title VI mandates, and work cooperatively to resolve the issue by addressing available resources and possible solutions. The goal is to meet the mandates of Title VI in the most time efficient and comprehensive manner while going beyond the minimal requirements. We continually seek best results.

2. The meetings are done by teleconference and occurred as follows:

February 7: Orientation meeting in which we met with all Liaisons from each region to discuss mutual expectations. Future meetings will be held with program area Liaisons from the three regions.

March 22: Planning, PD&E

March 23: ROW, Construction and M&O, Consultant Contracting

June 15: ROW

June 16: Planning, PD&E, Construction and M&O, Consultant Contracts.

September: Postponed until after the reviews and updates have been completed so we can discuss.

Minutes of each meeting are sent by the Title VI Specialist to participants for corrections and comments and filed as part of our self-monitoring, training, and mitigation efforts.

3. Worked with PD&E to develop an excel form to record summary information of public meetings and hearings held during the Federal fiscal reporting year for the Annual update. The form was used effectively this year by some of the regions in both Planning and PD&E sections for this report.

Training

1. Training provided via webinar for ROW on all regions: February 9th
2. Developed webinar materials for PD&E , AMATS, and Title VI Program
3. Held orientation teleconferences for liaisons in all program areas and provided introductory information of Title VI Program

Post-Award Conferences (PAC) – Total – 1

5/10/11 Nome-Council MP 62-73.6 Total 14
Female-1, Male-13, White-9, Black-1, Alaska Native-4

Limited English Proficiency

- Updated LEP Plan to reflect newly prevalent language groups in Alaska, and additional activities promoted by the CRO such as listing specific items to assist in what should be translated, dissemination of information to the public regarding the availability of interpreters, etc.
- Translated complaint questionnaire into Spanish, Tagalog, Korean, Hmong and Russian
- Translated complaint brochures and instructions into Spanish, Tagalog and Korean
- Translated Title VI/ADA Policy Statements into Russian and Vietnamese at the request of AHMS
- All documents are available on our website

Environmental documents

The CRO is included in the distribution of draft and final environmental documents. These are forwarded to the Title VI Specialist who reviews the document and forwards Title VI comments. The CRO attends review meetings of draft environmental documents when Title VI issues are involved.

Environmental Impact Statements

Seward Meridian Parkway Rd, Improvements

Environmental Assessments

Parks Hwy MP 44-52

Sterling Hwy MP 45- 60

Galena Campion Road Erosion Protection

Steese Hwy Birch River Boat Launch

Illinois Street Reconstruction (Reevaluation)

Hyder Causeway

Uivaqsaagiag Road - Barrow Roads North Slope Borough Road Improvements

University Avenue Rehabilitation and Widening

Categorical Exclusions:

Nome-Council MP 62-76-6 (Reevaluation)

Dillingham Downtown Streets Rehabilitation

The Title VI Specialist researched and reviewed the statutory, regulatory, and policies and procedures implementing the process for compliance with catex mandates. We are in the process of establishing a process whereby the Title VI Specialist will spot check catex documents for Title VI issues in catex documents.

Miscellaneous Accomplishments

ADOT&PF CRO recognized various ethnic heritage and history months by featuring a representative for the featured group and who had accomplishments in transportation and/or Alaska. E.g., for National American Indian and Alaska Native Heritage Month we featured Ellen Paneok, the first Alaska Native Woman Bush Pilot, writer and artist. See, Appendix for copies of the articles.

DBE and Support Services

- **Certification:**
 - Annual Affidavits Approved: 169
 - New Certified DBE Firms: 32
 - Withdrawn Applications: 6
 - Withdrawn Firms: 13
 - Firms Decertified: 20
 - Certification Denials: 5

- Completed survey of Trainee and Apprenticeship programs and established that the Apprenticeship program is more effective in achieving goals of long-term construction employment for Alaskans.

- Held Construction Career Days for Anchorage/Mat-Su on April 20 and Kenai on April 27, 2011.

- Published quarterly *Transporter* for construction industry to which the Title VI Specialist contributed an article each quarter.

- Specific activities and accomplishment is reported separately by Support Services in their 2010 yearend report and 2011 2nd quarter report.

Contract Compliance Reviews

Central Region	Northern Region	Southeast Region
4 initial reviews 2 compliant 2 in progress	2 initial reviews 1 compliant 1 in progress	2 initial reviews 1 compliant 1 in progress
3 Follow-up Reviews		1 Follow-up Review
3 compliant		1 compliant

External Complaint Process

The complaint process has been updated and posted on the CRO website.

The Civil Rights Office Goals

Program Area Reviews for FFY12:

AMHS
Maintenance & Operations

Subrecipient Review for FFY12:

FMATS

LEP

Work with ROW to get vital documents translated into the major languages for each region.
Work with AMATS to develop appropriate Work Plan, an LEP program, and a complaint process for Title VI complaints received.

Training

Train PD&E in Title VI
Develop Title VI training for AMHS and Maintenance & Operations.
Develop a basic orientation power point in Title VI for new employees in all program areas.
Work towards getting NHI Training in Title VI and how it applies to program areas.

Title VI Work Implementation Plan

Revise Plan to (1) reflect actual reporting requirements for program areas, (2) reflect process for reviewing environmental documents, (3) update process for reviewing directives and P&P manuals, (4) establish definite dates for completion of all FHWA reports, specifically program area reviews and Annual Update.

Desk Procedural Manual for Title VI Plan and Title VI Specialist.