

TITLE VI PLAN

**WYOMING DEPARTMENT OF TRANSPORTATION
5300 BISHOP BOULEVARD
CHEYENNE, WY 82009-3340**

DIRECTOR

William T. Panos

CIVIL RIGHTS PROGRAM

TITLE VI Coordinator/Civil Rights Program Manager

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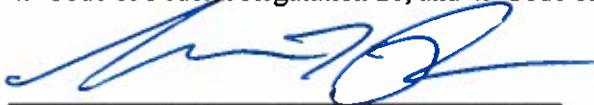
2016-2017

Policy Statement

The Wyoming Department of Transportation (WYDOT) assures that no person shall on the grounds of race, color, national origin, sex, age, disability, low income and LEP (Limited English proficiency), as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. WYDOT further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event WYDOT distributes federal aid funds to another governmental entity, WYDOT will include Title VI language in all written agreements and will monitor for compliance.

WYDOT's Civil Rights Program, is responsible for initiating and monitoring Title VI activities, preparing required reports and other WYDOT responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21, and 49 Code of Federal Regulation (CFR) part 303.



William T. Panos, Director
Wyoming Department of Transportation

10-26-14

Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21 and 49 CFR 303).

Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

Additional Authorities and Citations Include:

Title VI of the Civil Rights Act of 1964, 42 United States Code 2000d to 2000-4; 42 United States Code 4601 to 4655; 23 United States Code 109(h); 23 United States Code 324; Department of Transportation Order 1050.2; Executive Order 12250; Executive Order 12898; 28 Code of Federal Regulations 50.3

Organization and Staffing — General

The Director of the Wyoming Department of Transportation (WYDOT) is responsible for ensuring the implementation of the department's Title VI programs. The Civil Rights Program Manager, on behalf of the Director, is responsible for the overall management of the Title VI programs and the day-to-day administration of the program.

Title VI Coordinator Responsibilities

The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring WYDOT's compliance with Title VI regulations. Title VI Coordinator's contact information and identified responsibilities are as follows:

Lisa Fresquez, Title VI Coordinator
5300 Bishop Blvd. Cheyenne, WY 82009
307-777-4457

1. Process the disposition of Title VI complaints received by WYDOT.
2. Collect statistical data (race, color, sex, and national origin) of participants in and beneficiaries of state highway programs; i.e., relocatees, impacted citizens, and affected communities. Review Environmental Impact Statements for Title VI and Environmental Justice compliance.
3. Conduct annual Title VI reviews of special emphasis program areas (right of way, planning, design, etc.) to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of cities, counties, consultant contractors, suppliers, planning agencies, and other recipients of federal aid highway funds.
5. Review state program directives in coordination with Title VI liaisons for special emphasis program areas and, where applicable, include Title VI language and related requirements.
6. Conduct training programs on Title VI and related statutes for state program officers, civil rights officials, and WYDOT subrecipients of federal funds.
7. Prepare the annual Title VI update report presenting the accomplishments for the past year and goals for the next year.
8. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
9. Conduct post-grant approval reviews of state programs and applicants for compliance with Title VI requirements; i.e., highway location, design and relocation, and persons seeking contracts with the state.
10. Identify, investigate, and eliminate discrimination when found to exist.
11. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 90 days.
12. Provide technical assistance to subrecipients in the development of their Title VI Plan and assurances.
13. Review all proposed policy documents within the Department through the Management Services division to assure compliance with Title VI requirements.

Program Administration — General

The Civil Rights Program shall be responsible for coordinating the overall administration of the Title VI program, plan, and assurances (see Addendum 1).

A. Complaints

If any individual believes that s/he or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services, or on the grounds of race, color, national origin, income, sex, LEP (Limited English Proficiency) or disability, s/he may exercise their right to file a complaint with WYDOT. Every effort will be made to resolve complaints informally at the district, subrecipients, and contractor's level (see Addendum 2).

B. Data Collection

Statistical data on race, color, national origin and sex of participants in, and beneficiaries of WYDOT programs; e.g., relocatees, impacted citizens, and affected communities, will be gathered and maintained by the Right of Way Program for the department. Each of the Title VI special emphasis program areas will maintain data to be incorporated in the Title VI Annual Update. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration.

C. Title VI Program Reviews

Title VI Program reviews will be performed by the Title VI Coordinator to assess administrative procedures, staffing, and resources available for Title VI compliance. Reviews will include verification of documentation

required for Title VI responsibility. Tracking and investigation of complaints or issues related to Title VI, and regulatory requirements. These reviews will be conducted annually and will be based on notification of deficiencies or on rotating bases.

D. WYDOT Annual Reviews

All special emphasis programs will be reviewed with the Compliance Officer(s) annually to assure effectiveness in their compliance of Title VI provisions. This is in addition to the day to day monitoring. The Civil Rights Program and program representative(s) will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. These reviews will be conducted annually and will be based on notification of deficiencies or on rotating bases. Currently WYDOT has not been formally reviewed by a federal entity for Title VI compliance alone.

E. Title VI Reviews on Subrecipients

Title VI compliance reviews will be conducted annually in coordination with the Highways and Local Government Programs. Priority for conducting reviews will be given to those local governments, the Metropolitan Planning Organizations (MPOs), and other recipients of federal highway funds with the greatest potential of impact to those groups covered by the act. The reviews will entail examination of the recipients' adherence to all Title VI requirements. The status of each review will be reported in the annual update and the written report shared with USDOT United States Department of Transportation upon completion. These reviews will be conducted annually and will be based on notification of deficiencies or on rotating bases.

F. Training Program

Title VI training will be made available at least annually to contractors and subrecipients. The training will provide comprehensive information on Title VI provisions, its application to program operations, and identification of Title VI issues and resolution of complaints. A summary of training conducted will be reported in the annual update. All new employees within the organization are informed of Title VI requirements upon hire. This information is also available via policy documents and online. Bi-Annual training is conducted for all sub recipients by the Title VI coordinator.

G. Annual Reports

An annual executive summary will be submitted by the Civil Rights Program reviewing Title VI accomplishments achieved during the year. Annual reports will be required for each of the special emphasis program areas. The Civil Rights Program will be responsible for coordination and preparation of the report. WYDOT will utilize electronic means to track complaints filed and the associated outcomes.

H. Title VI Plan Update

An annual Title VI Plan Update will be submitted to USDOT in October each year. The update will report on any accomplishments and changes to the program occurring during the preceding year. The Update Report will also include goals and objectives for the upcoming year.

I. Public Dissemination

Title VI Program information will be disseminated to WYDOT employees, subrecipients, contractors, and beneficiaries as well as the general public. Public dissemination will include the posting of public statements, inclusion of Title VI language in contracts, and publishing annually the Title VI Policy Statement in newspapers, online, and upon request, having a general circulation in the vicinity of proposed projects and announcements of hearings and meetings in minority publications. This will also include notification that all programs will operate without regard to race, color, sex national origin, age, disability, income and LEP.

J. Consultant Post-grant Reviews

Title VI Compliance reviews will be conducted annually on consultants and other contractors seeking contracts with WYDOT. The reviews will determine the contractor's compliance with Title VI contractual

provisions. Post-grant reviews are conducted on those subrecipients that have already received WYDOT federal funds.

K. Elimination of Discrimination

Procedures will be implemented to identify and eliminate discrimination when found to exist, including, but not limited to, issues of accessibility of National Highway Institute (NHI) training to all qualified WYDOT employees, utilization of Minority/Women/Disadvantaged Business Enterprises (DBE) contractors, public involvement, and property acquisition.

L. Remedial Action

WYDOT will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements, both within WYDOT and its sub recipients of federal USDOT funds. When irregularities occur in the administration of the federal-aid program's operation, corrective action will be taken to resolve Title VI issues. When conducting Title VI compliance reviews on its subrecipients, WYDOT will reduce to writing a remedial action agreed upon by WYDOT and USDOT to be necessary all within a period not to exceed 90 days.

WYDOT will seek the cooperation of the subrecipient in correcting deficiencies found during the review and will provide the technical assistance and guidance needed to aid the subrecipient to comply voluntarily.

Sub recipients found in Non-compliance will be given a reasonable time, not to exceed 30 days after receipt of the deficiency letter, to voluntarily correct deficiencies.

When a subrecipient fails or refuses to voluntarily comply with requirements within the time frame allotted, WYDOT will submit to the USDOT two copies of the case file and a recommendation that the subrecipient be found in noncompliance.

USDOT or an appointee will have the responsibility to conduct a follow-up within 180 days of the initial review to determine if the subrecipient has complied with the Title VI Program requirements and have corrected any deficiencies previously identified. If the subrecipient refuses to comply, USDOT will be required to enact appropriate sanctions per 49 CFR 21.

M. LEP (Limited English Proficiency).

LEP will be addressed as any situation arises. Currently Spanish materials are available for situations that would require such translation. Our LEP program will assess any situation that requires LEP assistance and will assure requirements are met. Please contact the Civil Rights office for assistance.

Civil Rights Program 5300 Bishop Blvd. Cheyenne, WY 82009.

N. Public Participation Requirements.

Public participation requirements are attached. WYDOT believes that consulting with as many interests as can be identified will help the Department better understand and reflect the full range of identifiable community values, with specific focus on community-defined livability standards. The Wyoming Department of Transportation's goal is to proactively involve the public in addressing transportation issues. The Department will communicate the agency's mission and goals to the widest audience possible and consider feedback received from outside organizations and the public.

http://www.dot.state.wy.us/home/news_info/public_involvement.html

O. Environmental Justice (EJ).

Throughout the planning, programming, environmental and preliminary engineering phases EJ will be addressed. Please see attached operating policy 2-13.

P. Records requirements.

Federally funded recipients are to provide documents relating to compliance reviews or complaint investigations either in hard copy or electronic format during normal business hours.

Q. Activities Covered for FMCSA Specifically.

Activities that are currently listed in the FMCSA grant are: traffic enforcement, compliance reviews, safety audits, roadside inspections, hazardous materials enforcement, motor coach inspection details, data reporting, and public education and awareness outreach.

Title VI Responsibilities for Special Emphasis Program Areas

Planning

A. Local Government

The Planning Office has the responsibility to develop long and short-range plans for WYDOT to provide efficient transportation services to the citizens of the state of Wyoming. The Local Government Coordinator is located within the Planning Branch of WYDOT.

B. Operational Guidelines 23 CFR 450

C. Planning Process

A comprehensive transportation planning process is used to incorporate input from the public in coordination with the various Metropolitan Planning Organizations (MPO's), and Transportation Planning Organizations. The process further entails the monitoring and collection of varied data pertaining to transportation issues. The Local Government Office coordinates with the MPO, urban transportation planning, public involvement, and provides technical support when needed.

D. Title VI Responsibilities

- Ensure that all aspects of the planning process operation comply with Title VI.
- Ensure that participation of a cross section of various social, economic, and ethnic interest groups is represented in the planning process by disseminating program information to minority media and ethnic/gender related organizations and participating in roundtable meetings in predominantly minority communities.
- Assist the Civil Right Program in gathering and organizing Local Governments portion of the Annual Title VI Update Report.
- Review the Planning Office work program, MPO Procedures Manual, and other directives to ensure compliance with Title VI program requirements.
- Ensure equal participation on Citizens Advisory Committees (CAC) by requesting the MPO to provide information pertaining to their selection criteria for members and to furnish information on membership makeup (race, gender, and position within the organization) for evaluation.
- Visit Community Action Group meetings as well as public meetings to verify the level of participation of Title VI protected group members when offered in predominantly ethnic minority communities. Collect data on gender, race, and national origin off public forum attendees.
- Perform annual reviews totaling a minimum of 10% of all of the MPO's work and transportation programs to ensure Title VI adherence.

Design

A. The Highway Development Program

Project Development Section performs studies to assess various environmental factors as they relate to project development, which include social and economic elements. The office also provides technical support to the 5 districts during the project development process. Project Development is located in Cheyenne and is part of the Highway Development Program.

B. Operational Guidelines

Federal Aid Policy Guide for Hearings
23 CFR, 771

Executive Order 12898 on Environmental Justice

C. Design Process

Economic, social, topographic, and environmental issues, impact a proposed project and are key factors weighing in on location considerations. Federal, state, local, and departmental policies and procedures require that public hearings and/or informational meetings be held to give all citizens, including minorities, an opportunity to obtain information and express their opinions on proposed project locations. Special efforts shall be made to inform members of minority communities of public hearings and other public involvement activities. These efforts include public notices in newspapers and selection of accessible location and time for public hearings.

D. Title VI Responsibilities

- Ensure that all aspects of the location selection process comply with the Title VI requirements.
- Consult and seek input from affected populations.
- Develop mechanisms to identify affected populations.
- Assure public participation in the selection process.
- Provide notice of public hearings and meetings in minority newspapers and newsletters.
- Maintain required Title VI compliance documentation and statistical data on hearing attendees.
- Monitor program components for compliance with the Title VI requirements.
- Review activities associated with public hearings to enhance the participation of targeted communities.
- Develop and update operational manuals and directives to ensure the inclusion of Title VI language and provisions.
- Gather program area data to be included in the Title VI Annual Update Report.

Education and Training (Staff Development)

A. Training Services

The Training Services Program is under the Supportive Services Division of WYDOT. The Training Services Program provides employee training including training provided by the National Highway Institute (NHI).

B. Education and Training Process

A training matrix (a list of training courses that are recommended, and in some cases required) has been established for WYDOT managers and employees. All employees are trained upon hire.

C. Title VI Responsibilities

- In conjunction with managers and executives, all employees have equal access to training.

- Maintain program administration documentation and data necessary for preparation of Annual Title VI Update, including attendance data for NHI courses.
- Review directives and manuals to ensure the adherence with Title VI requirements.

Right-of-Way Program

A. Right of Way Program

Right of Way manages and coordinates the appraisal and acquisition of real property for transportation needs in addition to Relocation Assistance Services.

B. Operational Guidelines

Right-of-Way Manual
23 CFR 130
49 CFR 24

Acquisition Process

Property acquisition follows the *Right-of-Way Manual* and all applicable laws and regulations, including Title VI. The right of way acquisition process entails appraisal of property, negotiation of terms and conditions for acquisition and assistance in the relocation of displaced individuals, business, farm operations, and nonprofit organizations, as well as property management.

D. Title VI Responsibilities

- Apprise affected property owners, tenants, and others involved of their rights and options regarding negotiation, relocation, condemnation and other aspects of the acquisition process.
- Conduct annual implementation reviews of Title VI provisions within the entire real estate acquisition process.
- Incorporate Title VI language and assurance statements in all surveys of property owners and tenants after the conclusion of all business.
- Ensure that appraised values and communications associated with the appraisal and negotiation operations result in equitable treatment.
- Ensure comparable replacement dwellings are available and assistance is given to all displaced persons and entities by the property acquisition process.
- Coordinate the preparation of deeds, permits and leases to ensure the inclusion of the appropriate Title VI clauses (Appendices 2, 3 and 4 and Title VI Assurances).
- Gather the statistical data required for completion of department's Annual Title VI Update Report including number of relocations, etc.

Environmental Services Section

A. Environmental Services Section

Environmental Services assists the districts in integrating environmental considerations and regulatory requirements into WYDOT's transportation program. The Section provides technical expertise for project analyses and develops environmental policies, procedures, manuals, and training. Environmental Services works with the regulatory agencies to streamline the environmental permit process.

A systematic process is used to study and evaluate all necessary environmental aspects of a proposed project, including social and economic sectors. Depending on the scope, complexity, and impacts of the project, a National Environmental Policy Act (NEPA) Categorical Exclusion (CE), NEPA Environmental Assessment (EA), State Environmental Policy Act (SEPA) checklist, SEPA Determination of Non-significance (DNS), or

NEPA and/or SEPA Environmental Impact Statement will be completed. The Environmental Services also develops agreements, guidance documents, and training programs with the other WYDOT Programs.

B. Operational Guidelines

Executive Order 12898 on Environmental Justice
49 CFR 622, 635, 640, 712, 771, and 790

C. Title VI Responsibilities

- Monitor compliance with Title VI requirements in all aspects of the environmental process.
- Conduct meetings to review the project impact.
- Disseminate to the public their rights to call or write the department to view plans and discuss environmental problems.
- Coordinate the gathering of environmental information for the Annual Title VI Update Report including awards to DBE firms.
- Notify and make accessible to affected protected group residents public meetings or hearings regarding a proposed project.
- Develop mechanisms to identify population affected by a project.
- Ensure public participation in the location selection process.
- Ensure Title VI/Environmental Justice compliance in all Environmental Impact Statements.

Engineering Services Section

A. Engineering Services Section

Engineering Services is responsible for consultant selection, negotiation, and the administration of consultant contracts.

B. Operational Guidelines

48 CFR 31
23 CFR 172

C. Consultant Selection Process

The Engineering Services Office operates under M 27-50, as revised, Title 23 Code of Federal Regulations Part 172, Title 48 Code of Federal Regulations Part 31. Selection of consultants is made from a scored and ranked register.

D. Title VI Responsibilities

- Monitor DBE program requirements.
- Ensure that all federally funded consultant contracts administered by Engineering Services have the appropriate Title VI provisions included.
- Review directives and procedures to ensure Title VI compliance.
- Maintain necessary data and documentation required for completion of the department's Title VI Update Annual Report.
- Provide Title VI Training and assistance in the development of Title VI Plans for the Consultants.

Construction Engineers

A. Construction Offices

Construction Engineers are responsible for the administration of new construction projects, contract special provisions, contractor prequalification and act as construction liaison for WYDOT.

B. Operational Guidelines

Construction Administrations Manual
Standard Specifications for Road, Bridge
General Special Provisions for Disadvantaged Business Enterprise
General Provisions for Equal Employment Opportunity

C. Construction Process

The Construction Office sets policy and provides guidance and oversight for the decentralized administration of transportation construction projects by the districts and the resident project engineers.

D. Title VI Responsibilities

- Monitoring all construction operations to ensure nondiscrimination.
- Review activities and programs to assure that construction efforts and resources are applied uniformly and fairly.
- Review all projects for application of DBE program requirements.
- Include DBE general special provisions in those projects with assigned goals.
- Include Title VI language in contract advertisements and award letters to encourage use of DBE firms. Award of construction contracts shall be granted on the basis of the lowest responsive bidder including DBE requirements.
- Ensure through reviews that prime contractors with DBE requirements award previously committed work to proper DBEs and that DBEs actually perform a commercially useful function on the contracts.
- Title VI language shall be included in every contract to ensure nondiscrimination in contract awards due to race or gender.
- Coordinate the gathering of construction information regarding DBE participation for the Title VI Annual Update Report.

Maintenance Engineers

A. Maintenance Offices

The Maintenance Office is responsible for the preservation and upkeep of the state transportation system.

B. Operational Guidelines

Maintenance Manual
Standard Specifications for Road, Bridge Construction

C. Maintenance Process

The Maintenance Office is responsible for developing an efficient program for highway maintenance by utilizing the resources of people, equipment, and materials in the most economic way.

D. Title VI Responsibilities

- Monitoring all maintenance operations to ensure nondiscrimination.

- Review activities and programs to assure that maintenance efforts and resources are applied uniformly and fairly.
- Include Title VI language in contract advertisements and award letters to encourage use of DBE firms. Award of construction contracts shall be granted on the basis of the lowest responsive bidder including DBE requirements.
- Title VI language shall be included in every contract to ensure nondiscrimination in contract awards due to race or gender.

WYDOT District Offices

District offices have oversight responsibilities to ensure that all their special emphasis program areas comply with Title VI requirements within the region. District offices will coordinate efforts with the Civil Rights Program for Title VI compliance.

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The Wyoming Department of Transportation (herein referred to as the “Recipient”), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the **Federal Motor Carrier Safety Administration (FMCSA)**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 *et seq.*), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
- 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation*);
- 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
- 49 C.F.R. Part 303 (FMCSA’s Title VI/Nondiscrimination Regulation);
- 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

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

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898, 3 C.F.R. 859 (1995), entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI,

to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice: <http://www.fhwa.dot.gov/environment/ejustice/facts/index.htm>;

Additionally, Executive Order 13166, 3 C.F.R. 289 (2001) on Limited English Proficiency, according to the U.S. Department of Justice in its Policy Guidance Document dated August 16, 2000 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the “*application of Title VI’s prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency.*” When receiving Federal funds Recipients are expected to conduct a Four-Factor Analysis to prevent discrimination based on National Origin. (See also U.S. DOT’s “*Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons,*” dated December 14, 2005, (70 Fed. Reg. at 74087 to 74100); the Guidance is a useful resource when performing a Four-Factor Analysis).

General Assurances

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

“No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FMCSA.”

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

Specific Assurances

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted FMCSA Program:

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

*“The **(Title of Recipient)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant*

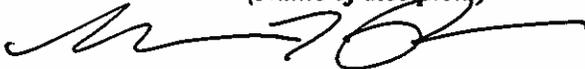
to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.”;

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

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

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

William T Panas
(Name of Recipient)

by 
(Signature of Authorized Official)

DATED 10-17-16

APPENDIX A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FMCSA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FMCSA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FMCSA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

APPENDIX B

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

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

(HABENDUM CLAUSE)

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

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

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

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

APPENDIX C

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

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

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

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

APPENDIX D

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

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

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

APPENDIX E

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

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 *et seq.* and 49 C.F.R. § 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (102 Stat. 28.), (“...*which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.*”);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*), as implemented by 49 C.F.R. § 25.1 *et seq.*

The United States Department of Transportation

Standard Title VI Assurances/Non-Discrimination Provisions

DOT Order No. 1050.2A

The Wyoming Department of Transportation (herein referred to as the “Recipient”), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the Federal Highway Administration (FHWA), is subject to and will comply with the following:

Statutory/Regulatory Authorities

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

Modal Operating Administration may include additional Statutory/Regulatory Authorities here.

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

General Assurances

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

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FHWA.”

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

Modal Operating Administration may include additional General Assurances in this section, or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted FHWA Program:

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

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

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

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Modal Operating Administration may include additional Specific Assurances in this section.

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

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

Wyoming Department of Transportation

by 

(Signature of Authorized Official)

DATED 10-17-16

APPENDIX A

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

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

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

APPENDIX B

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

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

(HABENDUM CLAUSE)

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

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

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

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

APPENDIX C

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

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

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

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

APPENDIX D

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

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

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

APPENDIX E

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

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

Addendum 2 — External Complaint Procedures for Federally Assisted Programs or Activities

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, (including its Disadvantage Business Enterprises (DBE), Equal Employment Opportunity (EEO) and Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by WYDOT as they relate to subrecipients, consultants, and contractors.

Intimidation or retaliation of any kind is prohibited per Title 49, Code of Federal Regulations, Part 21.11 (c) (e).

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process and do not provide for any type of punitive damages compensation to the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution, at each stage of the process. The investigator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

Procedure

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the WYDOT's Civil Rights Program. A formal complaint must be filed within 180 calendar days of the alleged occurrence. The complainant must meet the following requirements:
 - a. Complaint shall be in writing and signed by the complainant(s).
 - b. Present the date of the alleged act of discrimination (date when the complainant became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
 - c. Present a detailed description of the issues including names and job titles of those individuals perceived as parties in the complained-of incident.
 - d. Allegations received by fax or e-mail will be acknowledged and processed. Allegations received by telephone will be reduced in writing and provided to the complainant for confirmation or revision before processing.
2. Upon receipt of the complaint, the Civil Rights Program will determine its jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint. In cases in which the complaint is against one of WYDOT's sub recipients of USDOT funds, the Department will assume the jurisdiction and will investigate and adjudicate the case. Complaints against WYDOT will be referred to the USDOT for proper disposition. In special cases warranting intervention to ensure equity, USDOT may assume jurisdiction and either complete or obtain services to review or investigate matters.
3. Acceptance of a complaint will be determined by:
 - a. Whether the complaint is timely filed;
 - b. Whether the allegations involve a covered basis such as race, color, national origin, gender, age, disability, income, LEP, or retaliation;
 - c. Whether the allegations involve a program or activity of a Federal-aid recipient, subrecipient, or contractor; or, in the case of ADA allegations, an entity open to the public.
4. A complaint may be dismissed for the following reasons:
 - a. The complaint is untimely filed;
 - b. The complaint does not allege a basis covered by the statutes for which OEO is responsible;
 - c. The complainant does not allege any harm with regard to covered programs or statutes;

- d. The complainant requests the withdrawal of the complaint;
 - e. The complainant fails to respond to repeated requests for additional information needed to process the complaint;
 - f. The complainant cannot be located after reasonable attempts;
 - g. The complainant fails to accept reasonable resolution (reasonability to be determined by the Civil Rights Manager) or;
 - h. The complainant has filed a legal action in Federal District Court with the same basis and issues involved in the complaint.
5. The Civil Rights Program has sole authority for accepting complaints for investigation. Once accepted, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint basis will be identified on the basis, the race, color, national origin, and gender of the complainant.

When WYDOT assumes the investigation of the complaint, the Civil Rights Program will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days to furnish the Civil Rights Office his/her response to the allegations.

6. Within 50 calendar days of receipt of the complaint, the WYDOT's investigator will prepare an investigative report. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
7. The investigative report and its findings will be forwarded to the Attorney General's Office (AGO) for review. The AGO will review the report and associated documentation and will provide input within 10 calendar days.
8. Any comments or recommendations from the AGO will be reviewed by the Civil Rights Program Manager. The report will be modified as needed and made final for its release to USDOT.
- Once WYDOT investigative report becomes final, the parties will be properly notified of the outcome and appeal rights. This will take place within 180 days from the initial acceptance of the complaint.
9. WYDOT's investigative report and a copy of the complaint will be forwarded to USDOT, Washington Division Office, within 60 calendar days of the receipt of the complaint.
10. If the complainant is not satisfied with the results of the investigation, s/he shall be advised of their rights to appeal WYDOT's determination to the USDOT— Washington Division Office, or USDOJ. Appeals must be filed within 180 days after WYDOT's final resolution. Unless new facts not previously considered come to light, reconsideration of WYDOT's determination will not be available.
11. WYDOT will serve as appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by a WYDOT subrecipient. WYDOT will analyze the facts of the case and will issue its conclusion to the appellant within 60 days of the receipt of the appeal.

*This can be WYDOT's Title VI Coordinator; or any other qualified investigator designated by the Civil Rights Program.

Addendum 3 — WYDOT Title VI Notice to Public

WYDOT hereby gives public notice that it is the policy of the department to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, national origin, income, sex, LEP (Limited English Proficiency) or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WYDOT receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the WYDOT. Any such complaint must be in writing and filed with the WYDOT Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the Civil Rights Program at no cost by calling (307) 777-4457.

Appendix 1

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

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, income, sex, LEP (Limited English Proficiency) or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, national origin, income, sex, LEP (Limited English Proficiency) or disability.

4. Information and Reports

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Wyoming Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a recipient is in the exclusive possession of another who fails or refuses to furnish this information, the recipient shall so certify to the Wyoming Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. *Sanctions for Noncompliance*

In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Wyoming Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the contractor under the contract until the recipient complies, and/or;
2. Cancellation, termination, or suspension of the contract, in whole or in part.

6. *Incorporation of Provisions*

The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The recipients shall take such action with respect to any sub-recipient or procurement as the Wyoming Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Wyoming Department of Transportation enter into such litigation to protect the interests of the state and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Title VI Compliance Questionnaire Internal Program Reviews:

Agency/Div: _____

Date: _____

Name/Title: _____

I. Administration

A. Staff Composition and Program Administration

1. Provide breakdown of your administrative staff by race, color, national origin, sex, and their positions. (Y/N)
2. How many federally funded projects have you managed during the last two years? What was their dollar amount? (Y/N)
3. Have you designated an EEO Officer or Title VI Coordinator? Provide name and time in the position. (Y/N)
4. Do you have a Title VI Policy, Assurances and Plan in place? Provide proof of public dissemination of your Title VI policy. (Y/N)

B. Complaint Procedure

1. Do you have a Title VI complaint procedure for external discrimination complaints? (Y/N) If so, please provide a copy. To what extent is the community aware of it?
2. Have you received any Title VI related complaints during the past two years? (Y/N) If you have received any complaints, how many complaints were received? What were the outcomes? Where there any Title VI complaint lodged by beneficiaries or participants? (Y/N) If so, explain the issues involved.
3. Do you have a Title VI Notice to Public? (Y/N) If so, please provide copy.

C. Training

1. Has your staff received any training (formal or informal) regarding Title VI? (Y/N)
2. Are you considering scheduling Title VI training sometime soon? If so, when and who will present it? (Y/N)

II. Planning Activities

A. Public Involvement

1. Are minority members of the community invited to participate in public hearings? (Y/N) How do you go about doing that?
2. Were accessible location, adequate time, and translation services considered or provided during the coordination of hearings? (Y/N)
3. Is the Hearing Coordinator keeping records in attendance? (Y/N) Is the information broken down by race, color, national origin, and sex (by visual identification)? (Y/N)
4. Have planning manuals, directives, guidelines, and policies been reviewed for Title VI compliance purposes? (Y/N)

III. Consultant Contracts Activities

1. Are Title VI assurances and provisions included within consultant contracts? (Y/N)
2. Have DBE firms been solicited for all subcontracting opportunities available to them? (Y/N)
What percentage of DBE commitments/attainments were made to these firms?
3. Have directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes? (Y/N)

IV. Design/Environmental Activities

1. Are minority members of the community invited to participate in public hearings? How do you go about doing that? (Y/N)
2. Are accessibility of locations, adequate time, and translation services considered during the coordination of hearings? (Y/N) Was any other effort made to promote maximum attendance by those affected by the project, including member of minority communities? (Y/N)
3. Is the Hearing Coordinator keeping records in attendance? (Y/N) Is the information broken down by race, color, national origin, or sex, (by visual identification)? (Y/N)
4. Have location and design manuals, directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes? (Y/N)
5. Is statistical data being collected on race, color, national origin, and sex on communities affected by a construction project? (Y/N)

V. Right of Way Activities

1. Is Title VI language being incorporated in all acquisition, negotiation, property management communications, and contracts? (Y/N)
2. Are Title VI language and assurance statements being included in all surveys for property owners and tenants after the conclusion of all business? (Y/N)
3. Are all values and communications associated with appraisals conducted in an equitable fashion? (Y/N)
4. Do deeds, permits, and leases contain Title VI compliance clauses? (Y/N)
5. Is statistical data being gathered on race, color, national origin, and sex for all relocates? (Y/N)

VI. Construction and Maintenance Activities

1. Are contractor selection procedures been reviewed to determine uniformity in their application to minority and nonminority contractors? (Y/N)
2. Are minority contractors and subcontractors being informed about contracting opportunities with your organization? (Y/N)
3. Are construction rules and regulations being applied in an equitable fashion? Have you received any complaints within the last two years? (Y/N)
4. Are Title VI assurances being included in all contracts, subcontracts, and material supply agreements? (Y/N)

Title VI Compliance Questionnaire for Local Public Agencies:

Recipient/Sub: _____

Date: _____

Name/Title: _____

I. Administration

A. Staff Composition and Program Administration

1. Provide breakdown of the administrative staff by position, race, color, gender, and national origin. Include organizational chart. (Y/N)
2. Provide makeup of the planning organization's Board of Directors by race, color, gender, or national origin. Identify the voting members.
3. Describe the various programs administered by the planning organization and their funding sources.
4. Does the planning organization have an Affirmative Action Plan with respect to employment? (Y/N)

B. Complaint Procedure

1. Do you have a Title VI complaint procedure? (Y/N) To what extent is the community made aware of it?
2. Have you received any Title VI related complaints during the past two years? (Y/N) How many were received and what was the outcome of the complaint? Has any Title VI complaint been lodged by beneficiaries or participants? (Y/N) Explain issues involved.
3. Provide copy of your complaint procedure and proof of public dissemination of Title VI policy.

C. Training

1. Has your staff received any training (formal or informal) regarding Title VI of the Civil Rights Act of 1964? (Y/N)
2. Are you scheduling any Title VI training anytime soon? (Y/N) If so, when and who will present it?

II. Planning Process

A. Public Involvement

1. To what extent has citizen participation been provided in the transportation planning process? Do you have any policies requiring citizen participation? (Y/N)
Explain.
2. Citizen Advisory Committees: How are the members selected and how long is their term on the committee? What is their make up in terms of race, color, national origin, sex, and position?
3. Are organizations representing minorities/disadvantaged individuals made aware of planning processes and offered the opportunity to provide input? (Y/N) How?
4. How are the needs of the minorities/disadvantaged persons addressed during the planning process?

5. What statistics are kept on beneficiaries of services or programs by race, religion, color, and sex?

B. Hearings

1. What statistics are kept on public hearings participation by race, religion, color, national origin, and sex (by visual identification)?
2. Are minority group concerns addressed in a timely manner? (Y/N) Explain process.
3. Are public meeting announcements made available in languages other than English, according to the affected minority population(s)? (Y/N)
4. Are accessible location (geographically and structurally), appropriate time, and translation services being planned/provided during public hearings? (Y/N)

C. Procurement of Contracts

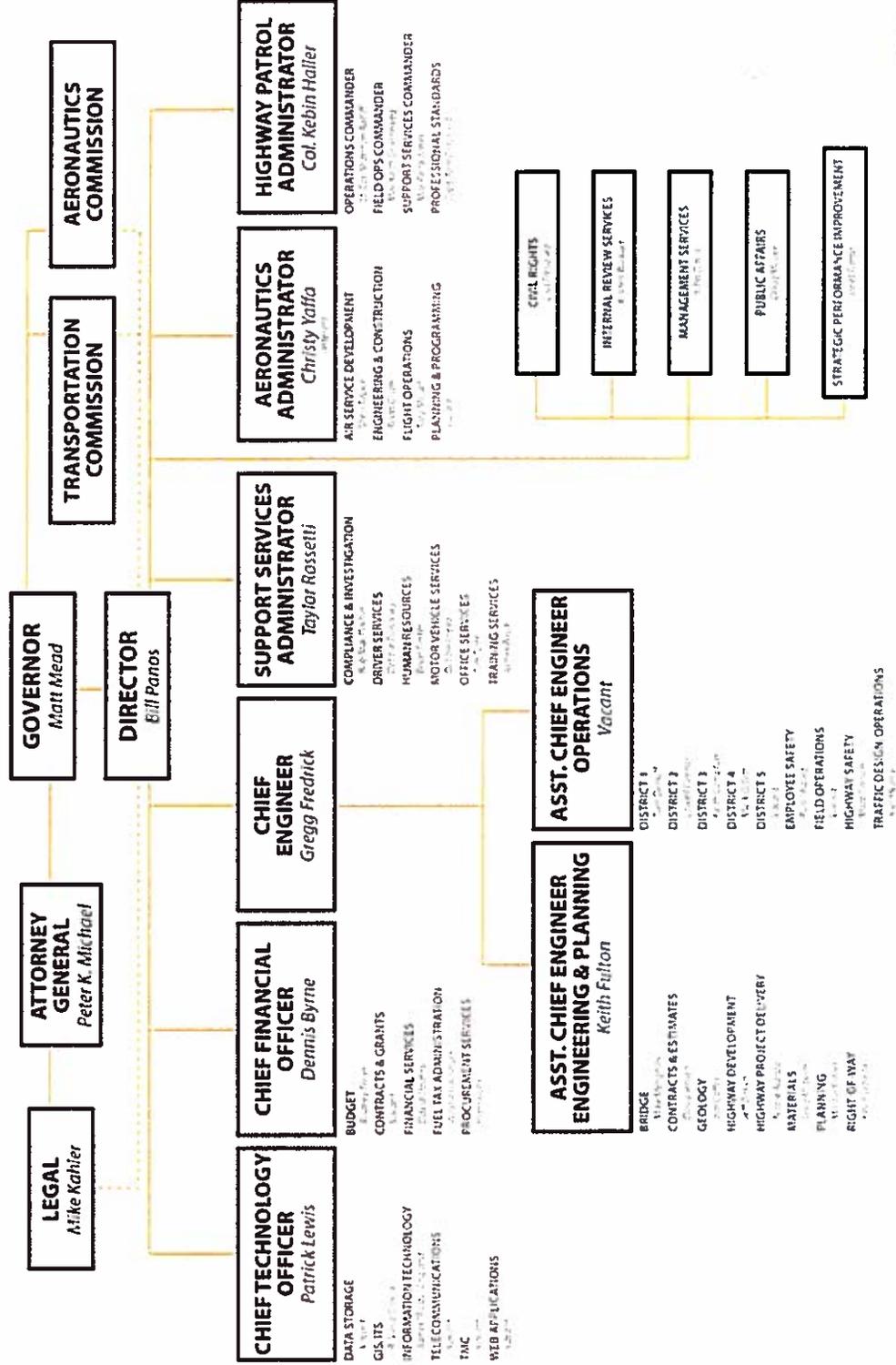
1. How is the Request for Proposals (RFP) solicited? What are the requirements for submitting RFPs?
2. What kind of participation do DBE firms have in the RFP process? Are there goals or are goals included? Do you meet them? (Y/N)
3. Do you keep record of DBE firms during the RFP process? (Y/N) Provide list.
4. How does the planning organization promote the participation of qualified minority/women consultants?
5. How does the planning organization monitor consultant's adherence with Title VI requirements?
6. Provide the number, dollar value(s), and type of contract(s) used by the planning organization during the last two fiscal years. Identify contractors by race, color, national origin, and sex.
7. How many federally funded projects did you manage during the last fiscal year? Provide the dollar amount for each one. How much of that money went to consultant contracts? If DBE consultants were used, provide their company names.

D. Environmental Impact

1. Are minority members of the community invited to participate in public hearings pertaining to environmental issues? (Y/N) Are you keeping statistics on public hearing participation by race, color, national origin, and sex? (Y/N) Please present proof.
2. Do you have procedures for the identification of environmental impacts? (Y/N) How do you approach environmental issues in minority/ disadvantaged communities? Explain.
3. Are those environmental issues discussed with the affected community during public hearings? (Y/N) Have special provisions such as language interpreters been provided during public meetings? (Y/N)
4. Are these efforts documented? (Y/N) If so, please provide documentation.
5. Could you list the major transportation projects planned or executed during the last two years where social, environmental, economic, or demographic adverse impacts were identified? To what extent did Title VI issues appear as a consequence of a project? Describe.

Organizational Chart

WYOMING DEPARTMENT OF TRANSPORTATION



**Wyoming Department of Transportation
Form 100 - Environmental Impact Evaluation**

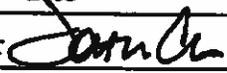
INSERT PROJECT NAME
CE Number: INSERT CE NUMBER
INSERT COUNTY

Project Number: INSERT PROJECT NUMBER
INSERT ROAD NAME
Reference Marker: xx.xx - xx.xx

SEVERITY OF IMPACTS

	Minimal	No Impacts	None Present	
<u>SOCIAL IMPACTS</u>				<u>REMARKS</u>
Land Use Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Community Cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Relocation Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Churches and Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Controversy Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Designated Emergency Routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Environmental Justice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Public Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Right-of-Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Construction Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pedestrian & Bicycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>ARCHAEOLOGICAL AND HISTORICAL IMPACTS</u>				
Historic Sites / Districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Archaeological Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>SECTION 4 (f)</u>				
Recreational Areas / Refuges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Historic Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>NATURAL ENVIRONMENT IMPACTS</u>				
Waters of the U.S. and Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wild and Scenic Rivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Farmlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wildlife and Habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Threatened and Endangered Species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ecosystem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>PHYSICAL IMPACTS</u>				
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Air Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Temporary Impacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hazardous Waste Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>PERMITS REQUIRED</u>				

WATERS OF THE U.S. FINDINGS

WYOMING DEPARTMENT OF TRANSPORTATION		OPERATING POLICY
ISSUED: May 9, 2014		POLICY NUMBER: 2-13
		AUTHORITY: Director 

SUBJECT: Environmental Justice

Purpose: The purpose of this policy is to follow Executive Order No. 12898, 59 Fed. Reg. 7629 (February 16, 1994), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, and Federal Highway Administration (FHWA) Directive Order 6640.23A (June 14, 2012), and Federal Transit Administration (FTA) Advisory Circular FTA C 4703.1 (August 15, 2012) to ensure minority and low income populations are not disproportionately impacted by transportation projects. This policy outlines a procedure to be used by the Wyoming Department of Transportation (WYDOT) throughout a project's planning, environmental, and programming processes that ensures the adequate assessment of Environmental Justice (EJ) issues. This policy treats significant transit actions that may result in adding or removing services as projects.

I. Description

EJ involves the identification of disproportionate impacts to minority or low-income populations as they pertain to transportation projects. These impacts can include site/location issues, lack of public participation, access to public transportation, and/or funding decisions. The following needs to be considered with transportation planning and programming:

- A. Avoid, minimize, or mitigate disproportionately high and adverse human health or environmental effects, including social and economic effects, on minority and low-income populations.
- B. Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- C. Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

II. Identifying Existing Populations

Minority and low-income populations will be identified using census and employment data at the county level. Census data will be from the most recent U.S. Census, and the employment data will be gathered from the Department of Employment for the corresponding year.

- A. Low income includes persons with median household incomes at or below the Department of Health and Human Services poverty guidelines.
- B. Minority persons include:
 - 1. Black: a person having origins in any of the black racial groups of Africa;
 - 2. Hispanic or Latino: a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
 - 3. Asian American: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent;
 - 4. American Indian and Alaskan Native: a person having origins in any of the original people of North America or South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition; or
 - 5. Native Hawaiian and Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- C. Low income population is any readily identifiable group of low-income persons living in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or American Indians) similarly affected by a proposed program, policy, or activity.
- D. Minority population is any readily identifiable groups of minority persons living in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or American Indians) similarly affected by a proposed program, policy, or activity.

III. Disproportionately High and Adverse Effect

Any disproportionately high and adverse effect on minority and low-income populations will be considered in the transportation planning, programming, and design process and methods to avoid, minimize, or mitigate the impact will be identified. A disproportionately high and adverse effect is an impact that is:

- A. Predominately borne by a minority population or a low-income population, or
- B. Suffered by the minority population or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population or non-low-income population.

IV. Incorporating Environmental Justice

Throughout the planning, programming, environmental, and preliminary engineering phases of project scoping and development, EJ will be addressed. When planning specific projects, effects on EJ populations need to be identified. In addition to a project-by-project analysis, WYDOT is responsible for ensuring that its overall program does not disproportionately distribute benefits or negative effects to any EJ population. The complexity of a project (see Operating Policy 17-8, Public Involvement Policy) will determine the extent that EJ will need to be investigated. The following guidelines should be considered at each phase of the process:

- A. Long Range Transportation Plan (LRTP): Within the LRTP, minority and low-income populations should be identified using the latest census data. These areas will be established for a ten year period, and adjusted with each new census.
- B. Corridor Planning and Asset Review: During the corridor planning process, WYDOT will make special efforts to identify needs of under-represented populations. EJ concerns should be documented in the appropriate corridor plan for the area.
- C. State Transportation Improvement Program (STIP): During the community outreach portion of the development of the STIP (annual STIP meetings), WYDOT will make special efforts to identify needs of under-represented populations. As part of the STIP development process, WYDOT will identify geographic areas in the state with target EJ populations; expand the STIP public involvement efforts in each district to reach out to and include EJ populations; and identify any disproportionate impacts from projects identified in the STIP.
- D. Project Analysis: EJ assessment data and analysis should be noted in the environmental document for the project's environmental assessment (EA) or environmental impact statement (EIS), even if there are no impacts or

issues identified. For categorical exclusion (CE) environmental documents, the program managers and district engineers remain the lead for determining the complexity of the project and the level of public involvement. Potential EJ issues should be analyzed through public participation to solicit community involvement and develop potential alternatives and/or mitigation measures. Any possible disproportionately high and adverse effect on EJ populations and any potential measures that could be taken to alleviate or minimize these impacts need to be identified as part of the National Environmental Policy Act (NEPA) process.

- E. Metropolitan Planning Areas: Each Metropolitan Planning Organization (MPO) will be required to prepare an individual EJ analysis for the MPO as part of the Metropolitan Transportation Plan and Metropolitan Transportation Improvement Program (TIP).

References:

Executive Order No. 12898, 59 Fed. Reg. 7629 (February 16, 1994), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*.

Federal Highway Administration (FHWA) Directive Order 6640.23A (June 14, 2012).

Federal Transit Administration (FTA) Advisory Circular FTA C 4703.1 (August 15, 2012).

2016 Work Plan (Goals)

The following items identified for completion during the current federal fiscal year are;

1. Training

Action Item	Completion Date
- Conduct Title VI training for MPO's	1 st & 3 rd Quarter
- Title VI training for WYDOT employees and staff.	Semi-Annually
- Provide Title VI training for Highway Contractors	2 nd Quarter
- DBE Training	1 st & 2 nd Quarter

2. Internal Review

Action Item	Completion Date
- Conduct reviews of WYDOT's Internal Title VI Programs	Continuous

3. External On-site Reviews and Investigations

Action Item	Completion Date
- On-site Review of MPO sub recipients & grantees	2 nd & 3 rd Quarter
- Contract Compliance Reviews	Annually 5 firms
- DBE Program On-site Reviews	Continuous

4. Public Outreach

Action Item	Completion Date
- Monitor WYDOT publications for inclusion of Civil Rights language.	Continuous
- Attend public meetings to review Title VI issues	Continuous
- Respond to all inquiries and issues brought by sub-recipients relating to Title VI	Continuous
- Present at Gro-Biz conference to disseminate all information regarding to requirements with doing business with WYDOT.	Bi-Annually
- Solicit DBE Participation through outreach	Continuous

5. Technical Assistance

Action Item	Completion Date
- Provide technical assistance to internal and external recipients	As Needed

6. DBE Program Goals

Action Item	Completion Date
- Process DBE Applications	Continuous
- Conduct DBE on-site reviews for existing and new DBE Companies	Continuous
- Complete goal methodology and submit goal for approval	2 nd Quarter

7. Multidisciplinary

Action Item	Completion Date
- Develop a review process for LPA/Sub-recipients	As directed by USDOT
- Develop Title VI templates for LPA/Sub-recipients	Under Development
- Develop DBE Program Database for reporting, tracking and goals setting process.	Go Live in 2017
- Develop Contract Compliance Database Reporting system for contract compliance reviews	Under Development
- Develop automated PR-1391 Reporting System	Under Development
- Automated EEO-4 Report System	Under Development
- Create USDOT Title VI Policy Document to include all modes	Under Development

8. Title II ADA Program Implementation

Action Item	Completion Date
- Develop ADAAC (ADA Advisory Committee)	Under Development
- Continue working on Phase II of ADA inventory of Urban System	Continuous

9. Submit Title VI Compliance Review Procedure

Action Item	Completion Date
- Develop internal procedures to report annual Title VI accomplishments	October 1, 2016