



# TITLE



# E-News



Tennessee Department of Transportation Civil Rights Division

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## Inside this Issue:

Title VI Advisory and Liaison Meeting.....	2
FHWA and THRC Implementation Plans.....	2
Title VI Staff Exceeds Compliance Goals.....	3

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## 2020 Annual Title VI Employee Training

Thank you for your participation in the 2020 Annual Employee Title VI Training. There was a team effort to ensure TDOT reached its objective of providing a meaningful annual Title VI training; a training that equipped our employees with the tools and knowledge needed to run our agency's programs and activities in a nondiscriminatory manner.

The Civil Rights Division (CRD) and the Human Resources Division collaborated on this year's annual training, launching the training on the TDOT Learning Network. Avery Poor and Emma Reinbold assisted the CRD staff, providing weekly reports and technical assistance to participants. We thank them and the Title VI Liaisons who were responsible for ensuring the employees in their respective work areas had access to and participated in the training. Without their diligence and coordination efforts, the training would not have been as successful.

The CRD is pleased to announce TDOT successfully trained 3,931 with a 99.8% completion rate of its workforce.

The Mission of the Civil Rights Division is to ensure adherence to Equal Employment Opportunities, Title VI, and Small and Disadvantaged Business Initiatives.



# Title VI Advisory and Liaison Meeting



On September 23, 2020, the CRD Title VI Program held its second biannual TDOT Title VI Liaison and Advisory Committee meeting via Cisco Webex. Cynthia Howard, Title VI Program Director started the meeting with a brief update on the completion of the Annual Title VI Employee Training. Howard, informed the liaisons and advisory committee members of the completion of the TDOT Title VI Federal Highway Administration (FHWA) and Tennessee Human Rights Commission (THRC) 2020-2021 Implementation Plans. Wes White, Title VI Specialist, discussed the role and responsibilities of a Title VI Liaison. Kelsey Finch, discussed the utilization of Disadvantaged Business Enterprises (DBEs) and the importance of DBE utilization in Title VI compliance. Lastly, the group had the opportunity to ask questions related to the topics discussed during the meeting, after which the meeting was adjourned.

## FHWA and THRC Implementation Plan's Submission

The Civil Rights Division (CRD) Title VI Program Staff is required to report, annually, on its Title VI activities to the Federal Highway Administration (FHWA) and the Tennessee Human Rights Commission (THRC). The CRD is only required to submit annual updates, delineating program changes and highlights compliance reviews, accomplishments, outreach efforts, and report any Title VI complaints. These reports, federal and state, provide the CRD an opportunity to highlight its interdisciplinary approach to accomplishing Title VI compliance within TDOT. Furthermore, it provides a platform for demonstrating how the CRD endeavors to ensure TDOT and its subrecipients are in compliance with Title VI of the Civil Rights Act of 1964. It provides FHWA and THRC an opportunity to distinguish the “what, when, why and how” behind TDOT’s Title VI Program’s implementation and execution of the federal and state mandates.

The CRD’s Title VI Implementation plans are due for submission on or before October 1, 2020

**Tennessee Department of Transportation**  
2021 Title VI Implementation Plan

The diagram illustrates a comprehensive transportation network. At the top, 'Freight' and 'Highway' are labeled. Below them are icons for a train, a truck, a car, and an airplane. 'Rail' is prominently displayed in the center. Below the train icon is 'Public Transportation' with icons of a bus and a car. 'Waterway' is on the left with a boat icon. 'Aeronautics' is on the right with an airplane icon. At the bottom of the diagram are icons for a bicycle and a pedestrian, labeled 'Bike & Pedestrian'. Below the diagram is the FHWA logo, and at the very bottom is the Tennessee Human Rights Commission logo, which features three stars in a blue circle with a red border.



# Title VI Staff Exceeds Compliance Goals



The TDOT Civil Rights Division is required to monitor its subrecipients for Title VI Compliance. The Title VI Staff accomplishes this mandate through the use of its staggered monitoring schedule that was conceptualized and implemented in 2009. The staggered approach is used to monitor airports, mpo's, transit providers, nonprofits, local government, and college and universities that receive funds from TDOT.

The Staggered Compliance Review Process (SCRP) was designed to assist the Title VI Program Staff in managing its monitoring and training workload; specifically it staggers the desk assessment or onsite reviews over a three year period for subrecipients who have demonstrated a strong commitment to Title VI and its requirements; more importantly, it allows additional time for staff to provide technical assistance and training to the subrecipients who have marginal Title VI Programs.

Subrecipients with strong programs are required to submit an annual "No Change Affidavit" and Assurance Statement. If changes occur in existing Title VI Programs, the subrecipieint is required to notify the Civil Rights Division (CRD) within seven calendar days.

Subrecipients with marginal programs are reviewed annually, staff is available to assist them with implementation of program requirements (as needed), and training either onsite, regional or online is encouraged. Utilizing this process helps to maintain the integrity of the Title VI compliance review schedules, and more importantly, it sets the expectation for the subrecipients. For the calendar year the Title VI staff conducted 307 reviews, exceeding its goal of 285.

