



Project Delivery Academy

**Employee and Business Development
External Civil Rights**

What we do?

Work with ADOT Divisions to ensure the agency's compliance with Title II of the ADA/Section 504 and the Title VI Nondiscrimination program requirements.



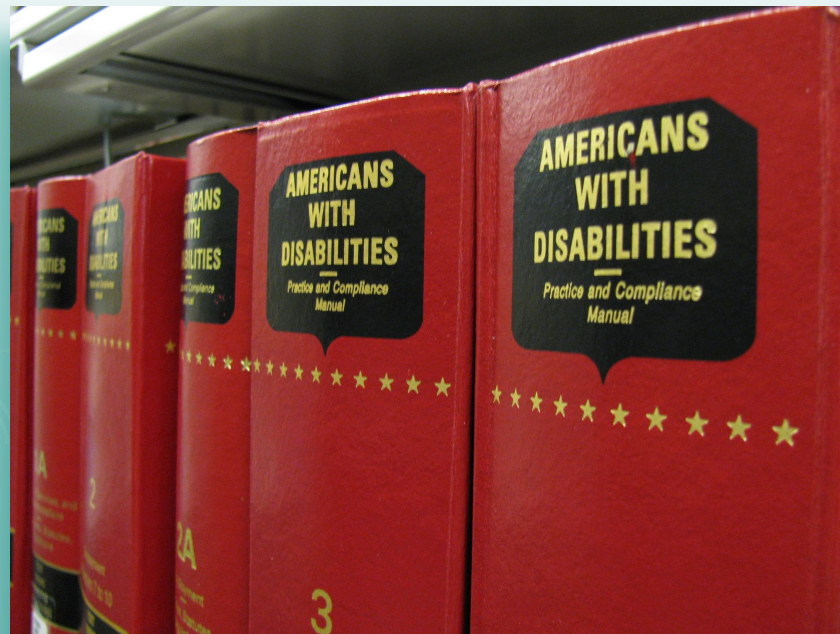
ADA Authorities

- As a State Transportation Agency, ADOT has a responsibility under Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, to ensure its services, facilities, and public rights-of-way are readily accessible to and usable by individuals with disabilities to the fullest extent possible.



ADOT External ADA Policy PER 2.02

This policy applies to all ADOT programs, services, and activities as carried out by ADOT employees and other individuals who are part of ADOT's workforce.

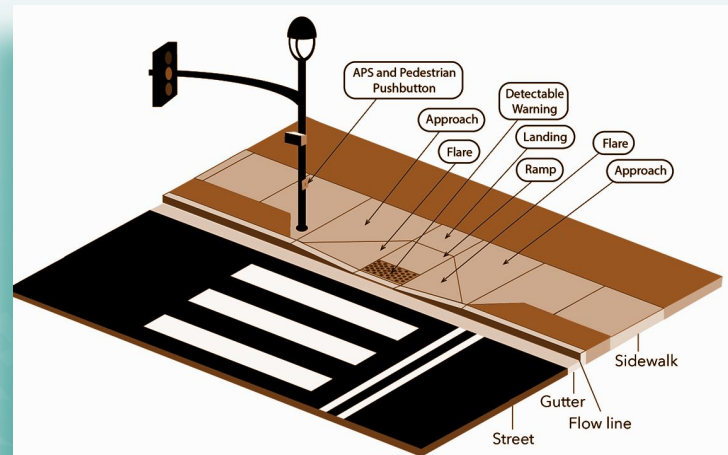


ADA Public Modifications

- In its policies, practices, or procedures when such modifications are necessary to avoid disability discrimination.
- Requests for reasonable modifications may be made verbally or by completing a Reasonable Modification Request Form.

ADA Project Delivery

- ADOT must incorporate ADA and Section 504 accessibility requirements.
- Partner work to ensure that features such as ramps, truncated domes, and barrier-sidewalks meet accessibility standards incorporated into ADOT's projects.
- Ensure projects that involve alterations to existing roadways, existing pedestrian facilities within project limits are reviewed to determine whether they meet ADA/504 regulations or warrant improvements in order to meet ADOT's ADA Design Standards.



ADA Tracking & Monitoring

ADA Feasibility Reports:

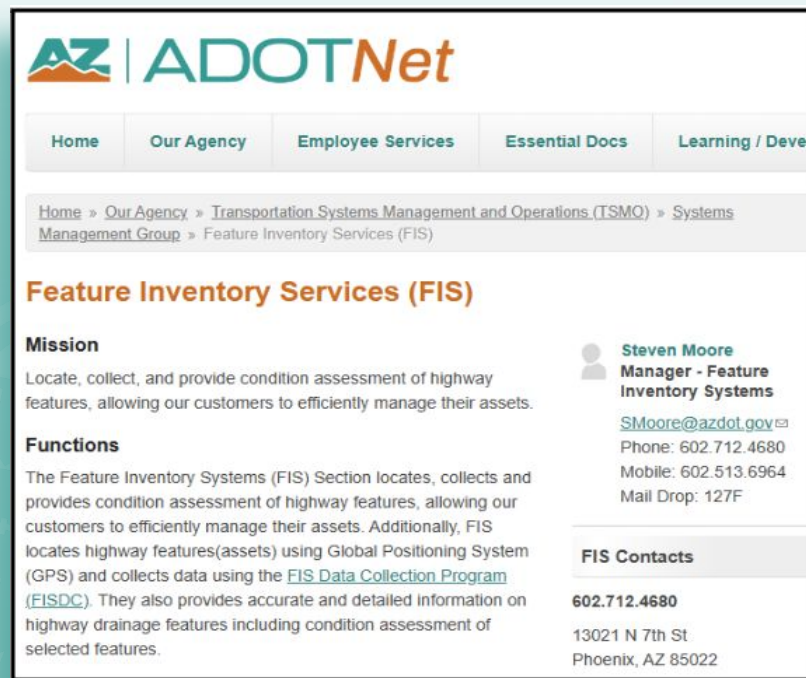
- Must be completed for projects that have ADA features being added, updated and modified within the project work limits.
- The reports are updated throughout project delivery and completed prior to close out.



ADA Tracking & Monitoring

Features Inventory System (FIS):

- Track/Monitor ADA barriers as part of the FIS. The system is accessible to all ADOT employees.
- Evaluate ADA features in the field throughout project delivery.
- Submit ADA update requests to Systems Management to update ADOT's FIS system of record.



The screenshot displays the ADOTNet website interface. At the top is the ADOTNet logo. Below it is a navigation bar with links: Home, Our Agency, Employee Services, Essential Docs, and Learning / Development. A breadcrumb trail reads: Home » Our Agency » Transportation Systems Management and Operations (TSMO) » Systems Management Group » Feature Inventory Services (FIS). The main heading is "Feature Inventory Services (FIS)". Under "Mission", it states: "Locate, collect, and provide condition assessment of highway features, allowing our customers to efficiently manage their assets." Under "Functions", it states: "The Feature Inventory Systems (FIS) Section locates, collects and provides condition assessment of highway features, allowing our customers to efficiently manage their assets. Additionally, FIS locates highway features/assets using Global Positioning System (GPS) and collects data using the [FIS Data Collection Program \(FISDC\)](#). They also provides accurate and detailed information on highway drainage features including condition assessment of selected features." On the right, a contact card for Steven Moore, Manager - Feature Inventory Systems, includes his email (SMoore@azdot.gov), phone (602.712.4680), mobile (602.513.6964), and mail drop (127F). A "FIS Contacts" section at the bottom right lists the phone number 602.712.4680 and the address 13021 N 7th St, Phoenix, AZ 85022.

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Home » Our Agency » Transportation Systems Management and Operations (TSMO) » Systems Management Group » Feature Inventory Services (FIS)

Feature Inventory Services (FIS)

Mission
Locate, collect, and provide condition assessment of highway features, allowing our customers to efficiently manage their assets.

Functions
The Feature Inventory Systems (FIS) Section locates, collects and provides condition assessment of highway features, allowing our customers to efficiently manage their assets. Additionally, FIS locates highway features/assets using Global Positioning System (GPS) and collects data using the [FIS Data Collection Program \(FISDC\)](#). They also provides accurate and detailed information on highway drainage features including condition assessment of selected features.

Steven Moore
Manager - Feature Inventory Systems
SMoore@azdot.gov
Phone: 602.712.4680
Mobile: 602.513.6964
Mail Drop: 127F

FIS Contacts
602.712.4680
13021 N 7th St
Phoenix, AZ 85022

Title VI Authorities

ADOT's Title VI Program includes other Nondiscrimination regulations that prohibit discrimination on the basis of race, color, national origin, age, sex, or disability in programs or activities receiving federal financial assistance.

Title VI Policy and Guidance

- PER-18.01 Title VI External Nondiscrimination & Open Meeting Policy
- ADOT FHWA Title VI Implementation Plan
- ADOT Language Access Plan
- ADOT Public Involvement Plan

ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

PER-18.01 TITLE VI EXTERNAL NONDISCRIMINATION AND OPEN MEETING POLICY

Effective: December 15, 2023
Supersedes: PER-18.01(8/4/2021)
Responsible Office: Civil Rights (602) 712-8946

Review: December 15, 2025
Transmittal: December - 2023
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1.1 PURPOSE

This policy implements the requirements of Title VI of the Civil Rights Act of 1964 (Title VI), and the U.S. Department of Transportation's implementing regulations 49 CFR Part 21. This policy also describes ADOT's policy on nondiscrimination in its programs, services and activities as well as open meeting requirements.

1.2 SCOPE

This policy is applicable to all ADOT employees and their program areas, participants, sub-recipients, contractors and beneficiaries of ADOT's programs, services and activities.

1.3 AUTHORITY

Title VI of the Civil Rights Act of 1964
Age Discrimination Act of 1975
Airport and Airway Improvement Act of 1982
Americans with Disabilities Act of 1990
Arizona's Open Meeting Law, A.R.S. §§ 38-431 through 431.09
Executive Order 12898 (Environmental Justice)
Executive Order 13166 (Limited-English Proficiency)
The Civil Rights Restoration Act of 1987
The Federal-Aid Highway Act of 1973
Title II of the ADA
Section 504 of the Rehabilitation Act of 1973
USDOT Order 1050.2A
49 CFR Part 21
Title IX of the Education Amendments Act of 1972

Title VI Compliance and the Project Delivery Process

Working with ADOT program areas to ensure Title VI compliance:

- Contracts
- Public Outreach
 - Public Meetings
 - Language Assistance
 - Publicly Disseminated Documents



Title VI Compliance and the Project Delivery Process

- Contract Review
- Document Review
 - Project Public Involvement Plans (PIP)
 - Four Factor Analysis Reviews
 - Post Public Meeting Summary Reviews
 - Collateral Reviews
 - Quarterly Reports
 - Environmental Document Reviews



Title VI Liaison Program

- Title VI Liaisons act as the cornerstone of ADOT's Title VI compliance oversight.
- Helps ensure all ADOT policies, procedures, and practices are compliant with federal statutes, agency guidelines and regulations.



Title VI Liaison Program Activities

Liaisons assist in the following activities

- Completing and submitting quarterly reports
- Ensure demographic data is collected
- Coordinate with program team members and the Title VI Team
- Ensure adequate training of staff regarding Title VI requirements
- Assist in identifying and developing procedures to address potential or existing Title VI concerns

ADA & Title VI

- All persons conducting business with ADOT must be notified of their rights under ADA and Title VI.
- All persons conducting business with ADOT must be notified of the availability of auxiliary aids and services.
- All customer or public complaints of discrimination against ADOT or ADOT subrecipients must be immediately reported to the ADOT's ADA or Title VI Coordinators.
- Consult with the ADOT's ADA Coordinator when processing reasonable accommodations for individuals with disabilities and before denial of any accommodation request.



AUXILIARY AIDS AND SERVICES

In compliance with Title II of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Arizona Department of Transportation (ADOT) does not discriminate against qualified individuals with disabilities on the basis of disability in its programs, services, and activities.

ADOT will make reasonable modifications to ensure that individuals with disabilities have an equal opportunity to enjoy ADOT's programs, services, and activities.

If you require an accommodation please notify an ADOT staff member.

For additional information or questions about ADOT's External ADA Program, please contact ADOT Civil Rights at 602.712.8946.



SERVICIOS Y ASISTENCIA ADICIONAL

En cumplimiento con el Título II de la ley de ciudadanos Americanos con Discapacidades (ADA por sus siglas en inglés) y la Sección 504 de la Ley de Rehabilitación de 1973, el Departamento de Transporte del estado de Arizona no discrimina contra individuos con discapacidades en sus programas, servicios y actividades administrados por el departamento.

ADOT hará modificaciones razonables para asegurar que individuos con discapacidades tengan las mismas oportunidades de disfrutar y participar en todos los programas, servicios y actividades de ADOT.

Las personas que requieran asistencia o una adaptación razonable por discapacidad por favor infórmele a un empleado de ADOT.

Si tiene cualquier pregunta o desea más información sobre el programa de no discriminación de ADOT, por favor póngase en contacto con la Oficina de Derechos Civiles de ADOT al 602.712.8946.



ADOT'S NONDISCRIMINATION NOTICE TO THE PUBLIC

The Arizona Department of Transportation (ADOT) hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990 (ADA), and other related authorities in all of its programs and activities.

ADOT's Title VI and ADA Programs require that no person shall, on the grounds of race, color, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Any person, who believes his/her Title VI or ADA rights have been violated, may file a complaint. Any such complaint must be in writing and filed with ADOT Civil Rights within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For additional information about ADOT's Civil Rights programs and the procedures to file a complaint contact ADOT Civil Rights via the information listed below:

AVISO PÚBLICO DE LA LEY DE NO-DISCRIMINACIÓN DE ADOT

El Departamento de Transporte del Estado de Arizona (ADOT) informa al público que esta agencia tiene como regla asegurar el cumplimiento total del Título VI de la Ley de los Derechos Civiles de 1964, del Título II de la Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA) y otras normas relacionadas con todos sus programas y actividades.

Los programas del Título VI y ADA de ADOT exigen que a ninguna persona se le excluya de participar, se le nieguen beneficios o de ninguna otra manera sea sujeta a discriminación en ningún programa o actividad de ADOT por motivo de raza, color, país de origen, o discapacidad.

Cualquier persona que crea que se han violado sus derechos bajo el Título VI o el ADA, puede presentar una queja. Esta queja debe presentarse por escrito a la Oficina de Derechos Civiles de ADOT dentro de ciento ochenta (180) días a partir de la fecha en que se alega que ocurrió la discriminación. Para recibir más información sobre los programas de Derechos Civiles de ADOT y los procedimientos para presentar una queja, por favor póngase en contacto con la Oficina de Derechos Civiles de ADOT a través la información que aparece abajo:

KRYSTAL SMITH
ADA/504 Nondiscrimination Program Coordinator
KSmith2@azdot.gov

DANIELLE VALENTINE
TITLE VI Nondiscrimination Program Coordinator
DValentine@azdot.gov

ADOT Civil Rights
1801 W. Jefferson St.
Phoenix, AZ 85007
602.712.8946
CivilRightsOffice@azdot.gov

ADA/Title VI Public Complaint Procedures

- Any member of the public that believes they have been subjected to discrimination on the basis of race, color, national origin, or disability may file a formal complaint with ADOT.
- If you receive a Title VI complaint contact External Civil Rights.
- Please direct any member of the public with a Title VI complaint to ECR or the ADA/Title VI complaint form: Discrimination Complaint
- Complaints must be filed in writing, within 180 days of last incident of discrimination.

ADA/Title VI Discrimination Complaint Form

The Complaint Form may be accessed electronically on our external ADOT Civil Rights website:

<https://azdot.gov/business/civil-rights>

Questions?



ADOT External Civil Rights

1801 W. Jefferson St, Ste 101
Phoenix, AZ 85007

ECR: 602.712.8946

CivilRightsOffice@azdot.gov

ADA@azdot.gov

TitleVI@azdot.gov

