Project Delivery Academy

Civil Rights Office

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ADOT

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Civil Rights Office

Who we are?

The Civil Rights Office exists to ensure agency compliance with Federal and State laws & regulations, ADOT polices and procedures that govern how ADOT provides services to our employees, customers, stakeholders and the general Arizona population.

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Our Programs

➢ ADA Compliance

➢ Affirmative Action

➢ EEO Contractor Compliance

➢ Title VI Compliance

➢ Investigations

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What we do?

The Civil Rights Office (CRO) mission is to work with ADOT employees, supervisors, managers, division administrators, and local governments to ensure that:

- ✓ No member of the public is excluded from participation, denied benefits, or subjected to discrimination under any ADOT sponsored program or activity.

- ✓ All qualified applicants and current employees are afforded equal consideration and equal treatment for all ADOT employment actions from recruitment to termination.

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AVOID
Pregnancy. Disability. Racial & Age
DISCRIMINATION

Who is Protected?

Any individual with the following protected characteristics, or has an association with an individual or group with the following protected characteristics.

ADA/Title VI

➢ Race
➢ Color
➢ National Origin
  -Limited English Proficiency (LEP)
➢ Disability

Other related authorities

➢ Age
➢ Sex
➢ Income Status

Title VII

➢ Age
➢ Disability
➢ Equal Pay
➢ Genetic Information
➢ National Origin
➢ Pregnancy
➢ Race & Color
➢ Religion
➢ Sex
➢ Sexual Harassment
➢ Retaliation

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ADA Authorities (Externally)

Title II of the Americans with Disabilities Act for "public entity" and all regulatory requirements under (28 CFR 35.104). In addition, ADOT must also comply with the regulatory requirements of Section 504 of the Rehabilitation Act.

As a State Transportation Agency, ADOT has a responsibility to ensure that all of its facilities, programs, services, activities, to include construction projects fully comply with the provisions of Title II of the ADA and Section 504 of the Rehabilitation Act of 1973.

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ADA Modifications (Externally)

Take reasonable steps or ensure that reasonable steps are taken to grant meaningful access.

Ensure ADA modifications are provided timely to avoid discrimination. The time depends on factors such as the type of modification requested and the consequences to the individual of failing to provide the modification immediately.

Consult with the Agency's ADA Coordinator (CRO) before approving or declining a request.

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ADA Project Delivery (Externally)

ADOT must incorporate ADA and Section 504 accessibility requirements.

Partner work to ensure that features such as curb ramps, truncated domes, and barrier-free sidewalks/trails meet accessibility standards and are 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.

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ADA Tracking and Monitoring (Externally)

Track/Monitor ADA barriers as part of the [Feature Inventory System (FIS).](#) The system is accessible to all ADOT employees.

Evaluate ADA features in the field throughout project delivery.

Submit ADA updates/change request through FIS, requests can be submitted in the field at the time of inspection.

Complete ADA Compliance and Feasibility Reports for each project throughout project delivery and prior to close out.

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EEO Contractor Compliance

ADOT is a recipient of federal funding for various projects and is required to ensure EEO contract compliance on all federally funded projects.

Ensure that contractors and subcontractors performing work on federally funded highway projects do not discriminate in their employment and contracting practices.

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EEO Contractor Compliance

ADOT must ensure Equal Opportunity requirements are included in federally assisted contracts.

Compliance Program Consist of:

- Ongoing Monitoring /Annual Reporting
- Formal Compliance Reviews
- Training
- Technical Assistance in the Development of the Contractor's EEO Plan

Title VI

What is the law?

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title VI of the Civil Rights Act of 1964; 42 U.S.C. § 2000d, et seq.

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Title VI

➢ Become familiar with ADOT's 2017 Public Involvement Plan

➢ Coordinate with ADOT Communications when soliciting public input or to communicate travel-related impacts

➢ Meet with your area's Title VI Liaison to get familiar with your role in the demographic data reporting process. Data that is included in the Title VI Quarterly report submitted to CRO.

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ADA and Title VI:

➢ All persons conducting business with ADOT must be notified of their rights under ADA/Title VI - *(Notice to the Public)*

➢ All persons conducting business with ADOT must be notified of the availability of auxiliary aids and services - *(Second Notice to the Public)*

➢ All customer or public complaints of discrimination against ADOT, ADOT employees, or ADOT sub-recipients must be immediately reported to CRO

➢ Consult with CRO when processing reasonable modifications *(accommodations)* for individuals with disabilities

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ADA/Title VI Complaint Procedures

Any person, specific class of persons or entity 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's Civil Rights Office.

➢ Complaints must be filed in writing, within 180 days of last incident of discrimination

➢ The Complaint Form may be accessed electronically at:
https://www.azdot.gov/civilrights

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ADOT Employees and Prospective Employees

➢ All allegations/complaints or awareness of discriminatory behavior, shall be immediately reported to the Civil Rights Office

➢ All complaints of discriminatory behavior must be reported to the Civil Rights Office even when the complaining individual (to include contract employees and vendors) expresses not wanting the behavior reported, or any action taken

➢ Chain of command is modified

➢ All complaints are to be handled as confidentially as possible

Environmental Justice

Executive Order 12898

➢ Issued to focus federal attention on the environmental and human health conditions in minority and low-income communities; to promote nondiscrimination in federal programs substantially affecting human health and the environment; to provide minority and low-income communities access to public information on, and an opportunity for public participation in, matters relating to human health or the environment.

Recent FHWA National Environmental Policy Act (NEPA) assignment

to ADOT means that the CRO has assumed compliance oversight responsibilities on NEPA documents in partnership with Environmental Planning to ensure EJ and Title VI compliance.

Contact Us

ADOT Civil Rights Office

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