



**VERMONT**

**AGENCY OF TRANSPORTATION**

**Federal Motor Carrier  
Safety Administration  
Title VI Program  
Compliance Plan  
2016**

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**FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION  
TITLE VI PROGRAM COMPLIANCE PLAN 2016**

## **TITLE VI PROGRAM PLAN PURPOSE**

The Vermont Department of Motor Vehicles' Title VI Program Plan is prepared in accordance with 49 Code of Federal Regulation 21 and 49 Code of Federal Regulation Part 303. This plan provides interested individuals with specific information that explains the Department's Title VI Program Plan activities pertaining to organization and staffing, monitoring and review processes, complaint procedures, and Title VI Program Plan assurances.

The provisions of this Title VI Program Plan apply to all recipients of Federal assistance with and through the Vermont Department of Motor Vehicles. A recipient includes any public or private entity or any individual receiving the benefits of any Federal Motor Carrier Safety Administration Program. The program applies to all phases of the Vermont Department of Motor Vehicle operations.

# VERMONT DEPARTMENT OF MOTOR VEHICLES

## TITLE VI PROGRAM POLICY STATEMENT

It is the policy of the Vermont Department of Motor Vehicles, in accordance with Title VI of the Civil Rights Act of 1964 and the Assurances set forth in the Vermont Department of Motor Vehicles' Title VI Plan to ensure that "no person 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 Vermont Department of Motor Vehicles receives Federal financial assistance. Furthermore, it shall be the policy of the Vermont Department of Motor Vehicles to ensure that as a recipient of Federal-aid funding, it will ensure non-discrimination in all of its programs and activities, whether Federally funded or not. The Vermont Department of Motor Vehicles is steadfast in its commitment to ensure the uniform adoption of this policy.

Accordingly, to ensure compliance with Title VI of the Civil Rights Act and other pertinent directives, the Vermont Department of Motor Vehicles commits to:

1. Conducting and operating each of its programs and facilities in compliance with all requirements imposed by, or pursuant to, Title VI of the Civil Rights Act and related Nondiscrimination authorities;
2. Providing non-discriminatory methods of administration for programs and to give other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such programs will comply with all requirements imposed by Title VI of the Civil Rights Act and related Nondiscrimination authorities;
3. Promptly taking any measures necessary to effect compliance with Title VI of the Civil Rights Act and related Nondiscrimination authorities.

Further, the Vermont Department of Motor Vehicles' efforts to prevent discrimination will address, but not be limited to, a program's impact upon access, benefits, participation, treatment, services, contracting opportunities, training opportunities, and investigation of complaints.

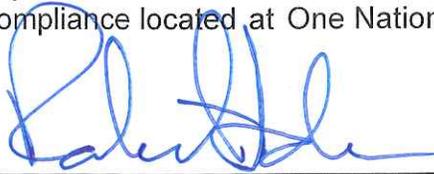
In accordance with Federal Motor Carrier Safety Administration regulations as required by 49 Code of Federal Regulation 21 and 49 Code of Federal Regulation Part 303, the Vermont Department of Motor Vehicles has developed procedures for prompt processing and disposition of Title VI complaints. Any person believing the Vermont Department of

Motor Vehicles or any of its sub recipients has violated Title VI Program requirements in the administration of its programs or activities may file a complaint with the Vermont Agency of Transportation's Office of Civil Rights.

Overall responsibility for this policy is assigned to the Commissioner of the Vermont Department of Motor Vehicles located at 120 State Street, Montpelier, VT 05603. The Vermont Agency of Transportation's Deputy Chief of Civil Rights is appointed as the Title VI Coordinator for the Vermont Department of Motor Vehicles and is responsible for the implementation of the Vermont Department of Motor Vehicles' Title VI Program.

The Commissioner of the Vermont Department of Motor Vehicles has delegated sufficient responsibility and authority to the Title VI Program Coordinator and Bureau/Division/Office Managers to effectively implement the Agency's Title VI Program.

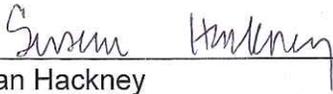
Individuals with questions or requiring additional information relating to the policy or the implementation of the Vermont Department of Motor Vehicles' Title VI Program requirements should contact the Deputy Chief of Civil Rights, Office of Civil Rights and Labor Compliance located at One National Life Drive, Montpelier, VT 05633 or call 802.828.5858.



Robert Ide  
Commissioner, Vermont Department of Motor Vehicles

7/29/2016

Date



Susan Hackney  
Title VI Coordinator

7/29/16

Date

# VERMONT DEPARTMENT OF MOTOR VEHICLES

## TITLE VI ASSURANCES

The Vermont Department of Motor Vehicles (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 all Federal Motor Carrier Safety Programs and, in adapted form, in all

proposals for negotiated agreements regardless of funding source:

*"The Vermont Department of Motor Vehicles. 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, low- income 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.

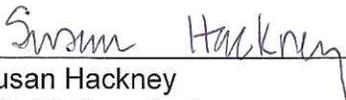
By signing this ASSURANCE, Vermont Department of Motor Vehicles also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FMCSA access to records, accounts, documents, information, 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. Vermont Department of Motor Vehicles 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 the Vermont Department of Motor Vehicles, 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.



Robert Ide  
Commissioner, Vermont Department of Motor Vehicles

6/30/2016

Date



Susan Hackney  
Title VI Coordinator

7/1/16

Date

## ASSURANCE 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, low-income 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, low-income 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.

## **ASSURANCE APPENDIX B CLAUSES FOR DEEDS TRANSFERING UNITED STATES PROPERTY**

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 Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles, its successors and assigns.

The Vermont Department of Motor Vehicles, 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, low-income 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 Vermont Department of Motor Vehicles 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.)

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

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Vermont Department of Motor Vehicles 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, low-income 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, Vermont Department of Motor Vehicles 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 Vermont Department of Motor Vehicles will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Vermont Department of Motor Vehicles 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.)

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

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Vermont Department of Motor Vehicles 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, low-income 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, low-income 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, Vermont Department of Motor Vehicles 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, Vermont Department of Motor Vehicles will there upon revert to and vest in and become the absolute property of Vermont Department of Motor Vehicles 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.)

## ASSURANCE 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, sex, age, disability, low-income or LEP);
- 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.*

## **DESCRIPTION OF FEDERAL-AID PROGRAMS**

### **FMCSA Grant Programs:**

1. Motor Carrier Safety Administration Program (MCSAP) Basic and Incentive Grant
2. New Entrant Safety Audit Grant
3. Border Enforcement Grant
4. Commercial Vehicle Information Systems and Networks (CVISN) Grant
5. Performance and Registration Information Systems Management (PRISM) Grant

### **Motor Carrier Safety Administration Program (MCSAP) Basic and Incentive Grant:**

MCSAP is a formula grant program in which Vermont receives funding from FMCSA based on the submission of a satisfactory Commercial Vehicle Safety Plan. The Department of Motor Vehicles (DMV) has been designated by the Governor to be the MCSAP Lead Agency and is responsible for the funding received under this program. This funding supports a large part of Vermont's commercial vehicle activities; most notably, enforcement and education. MCSAP basic and incentive funds allow DMV to participate in enforcement activities which directly impact the public by improving highway safety. Enforcement activities allow DMV to inspect commercial vehicles and drivers for compliance with Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations and to place unsafe vehicles and drivers out of service. DMV also uses this funding for educational outreach events to industry and the public.

DMV participates in Vermont Truck and Bus Association and Vermont Fuel Dealer's Association meetings and trainings. DMV also presents trainings on various topics to a variety of audiences. The goal of this program is to reduce large truck and bus crashes by verifying compliance with regulations and educating the industry and public about general commercial vehicle safety.

### **New Entrant Safety Audit Grant:**

The New Entrant Safety Audit Grant is a competitive grant process in which Vermont receives funding to complete new entrant safety audits. Any carrier that receives a US DOT number is placed in the New Entrant Program and is required to undergo a safety audit. DMV is responsible for completing safety audits on new carriers within Vermont and part of Quebec, Canada. This safety audit is an opportunity to assess whether or not a carrier has basic safety management controls in place by evaluating a carrier's knowledge of, and compliance with, safety regulations. A safety audit is an educational opportunity for a carrier to have a review without fear of monetary penalties. The same safety audit process is completed regardless of the size of the carrier, so all carriers get the same benefits of this program. The goal of this program is to ensure new carriers operate safely; therefore, reducing large truck and bus crashes and improving highway safety.

### **Border Enforcement Grant:**

The Border Enforcement Grant is a competitive grant process in which Vermont receives funding to complete safety and enforcement programs on carriers that operate in foreign

commerce. Commercial vehicles and drivers that are domiciled in a foreign country, and operate within the United States, are subject to all the same safety requirements and regulations as U.S. domiciled vehicles and drivers. These funds allow DMV to complete more inspections of commercial vehicles and drivers, specifically commercial vehicles that are operating in foreign commerce. The goal of this program is to ensure that foreign domiciled commercial vehicles and drivers are complying with all applicable safety regulations and hazardous materials regulations; therefore, reducing large truck and bus crashes and improving highway safety.

### **Commercial Vehicle Information Systems and Network (CVISN) Grant:**

CVISN is a competitive grant process in which Vermont could receive funding to improve DMV's commercial vehicle and commercial driver information systems. CVISN is intended to improve information sharing between states and FMCSA as well as improve the effectiveness of enforcement activities by identifying high-risk commercial drivers and vehicles. One element that contributes to effective enforcement is the electronic screening of commercial vehicles based on credentials and safety fitness.

CVISN also aims to make processes more streamlined and enable carriers and drivers to be more efficient. CVISN is a required program to a core compliant level. DMV could build upon core compliance by expanding electronic activities that result in efficiency. That efficiency could be for the State, such as a more efficient enforcement method, or for a commercial carrier such as another electronic service. This program is intended to make every entity involved in the commercial vehicle industry more efficient.

### **Performance and Registration Information Systems Management (PRISM) Grant:**

PRISM is a competitive grant process in which Vermont has received funds to improve motor carrier safety. PRISM connects commercial vehicle registration and enforcement. PRISM uses the registration process to determine a carrier's safety fitness prior to registration issuance. It is also intended to make a motor carrier improve their safety fitness. The PRISM program allows for systems to support a more targeted enforcement of unsafe carriers. This is accomplished through different methods, but more notably the use of roadside detection systems such as automatic license plate readers. DMV currently uses automatic license plate readers to check for PRISM targeted carriers to detect things such as Federal Out of Service Orders. These automatic license plate readers do not process any checks on commercial vehicle drivers. Instead, they check the commercial vehicle registration. PRISM allows for the targeted enforcement of unsafe carriers, which improves highway safety.

## NOTICE TO THE PUBLIC

### Vermont Department of Motor Vehicles Title VI Notice to Public/Beneficiaries/Participants

Vermont Department of Motor Vehicles hereby gives 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, E.O. 12898, and related Nondiscrimination authorities in all programs and activities. Title VI requires 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 the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Vermont Department of Motor Vehicles receives Federal financial assistance.

Any person who believes they have been aggrieved has a right to file a formal complaint with the Vermont Department of Motor Vehicles. Any such complaint must be in writing and filed with the Department Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Charge of Title VI Discrimination Complaint Form can be obtained from the Office of Civil Rights by calling 802.828.5858.

The mailing address for written complaints is as follows:

Vermont Agency of Transportation  
Office of Civil Rights & Labor Compliance  
One National Life Drive  
Montpelier, VT 05633-5001

Complaints may also be submitted by telephone or fax. Contact numbers are as follows:

Phone: 802.828.5858  
Fax: 802.828.1047

Electronic submission of complaints is also permitted. All complaints related to Title VI Program discrimination should be addressed to Sue Hackney, Title VI Coordinator, at the following address: [susan.hackney@vermont.gov](mailto:susan.hackney@vermont.gov) .

Written or faxed complaints must be signed by the complainant. Complaints submitted by telephone or e-mail, or unsigned written or faxed complaints must be followed by a complaint in writing, signed by the complainant or his/her representative within 10 business days of the initial verbal/electronic/unsigned complaint. If the complainant requires assistance to submit a written document, a member of the VTrans Office of Civil Rights will interview the complainant and assist the person in converting verbal complaints to writing. This document must be signed by the complainant or his/her representative.

To obtain additional information regarding the Title VI Program or the implementation of the Vermont Department of Motor Vehicles' Title VI Program requirements, please contact Sue Hackney, Deputy Chief of Civil Rights, Office of Civil Rights & Labor Compliance by phone: 802.828.5858 or email: [susan.hackney@vermont.gov](mailto:susan.hackney@vermont.gov).

## **SUB RECIPIENT COMPLIANCE REPORTS**

This does not apply to the Vermont Department of Motor Vehicles Title VI Program Plan as there are currently no sub recipients.

## TITLE VI PROGRAM TRAINING

Vermont Agency of Transportation (VTrans) New Employee Orientation: A half-day training which includes information about Title VI and non-discrimination policies is provided for all new agency employees within a month of being hired.

Title VI Liaison Training: Bi-annual training is provided to all VTrans Title VI Liaisons. Additional training on non-discrimination is provided to supervisors, managers, and agency leaders.

Supervisory Training: Over the past two years, VTrans has required that all designated managers, supervisors, and leaders complete eight days of a comprehensive supervisory training program that encompasses information about Title VI and non-discrimination. More than 400 employees have completed this training.

New Supervisor Orientation: We provide orientation and online training for new supervisors. In addition, all new supervisors must take “Essentials of Supervision” within six months of becoming a supervisor. All of this training includes Title VI and non-discrimination information.

Specialized Training: Due to the nature of their job responsibilities, we provide specialized training for VTrans DMV employees which includes multicultural training and LEP training.

## **ACCESS TO RECORDS**

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, implementation of Title VI Program requirements, Title VI complaints or lawsuits, and related documentation, records of correspondence to and from complainants, and Title VI investigations. These documents shall be made available (hard copy or email) to Federal Motor Carrier Safety Administration (FMCSA) staff upon request for compliance reviews and/or complaint investigations conducted by the FMCSA. These documents shall also be made available to FMSCA staff through periodic submission as required by FMCSA.

## TITLE VI PROGRAM COMPLAINT PROCEDURES AND FORMS

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, or national origin, or FMCSA-only: sex, age, disability, low-income, or limited English proficiency (LEP) may file a complaint with the Vermont Agency of Transportation's Office of Civil Rights & Labor Compliance.

The mailing address for written complaints is as follows:

Vermont Agency of Transportation  
Office of Civil Rights & Labor Compliance  
One National Life Drive  
Montpelier, VT 05633-5001

Complaints may also be submitted by telephone or fax. Contact numbers are as follows:

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Written or faxed complaints must be signed by the complainant. Complaints submitted by telephone or e-mail, or unsigned written or faxed complaints must be followed by a complaint in writing, signed by the complainant or his/her representative within 10 business days of the initial verbal/electronic/unsigned complaint. If the complainant requires assistance to submit a written document, a member of the VTrans Office of Civil Rights will interview the complainant and assist the person in converting verbal complaints to writing. This document must be signed by the complainant or his/her representative. Federal and state law require that the complaint be filed within 180 days of the alleged incident of discrimination.

Once the complaint has been submitted in writing, VTrans will pursue the following steps in addressing the complaint:

1. The VTrans Title VI Coordinator will initiate a Complaint Form (see below).
2. Essential information on the form includes the following:
  - a. Date of the incident that is the subject of the complaint
  - b. Time of the incident
  - c. Location of the incident
  - d. Circumstances of the incident in as much detail as is available, including description of the issues and the names and job titles of those individuals perceived as parties in the complaint.
3. The completed form, along with the initial complaint letter and a summary of any other communication, will be submitted to the VTrans Chief of Civil Rights for review. The Chief of Civil Rights will determine the jurisdiction and acceptability of the complaint and

any need for additional information. After any additional information is procured, the Chief of Civil Rights will determine whether to accept or reject the complaint.

4. The complainant will be provided with a written notification that VTrans has either accepted or rejected the complaint.
5. A complaint may be rejected for the following reasons:
  - a. More than 180 days passed between the alleged incident and the filing of the initial complaint.
  - b. The allegation does not involve a basis covered under Title VI, such as race, color, or national origin.
  - c. The allegation does not involve VTrans or one of its sub recipients of federal funds.
  - d. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
  - e. The complainant cannot be located after reasonable attempts.
6. An accepted complaint will be assigned a case number and be logged in a database and on the VTrans Title VI Complaint Log maintained by the VTrans Office of Civil Rights, identifying the complainant's name, date of the incident, alleged harm, and the race, color, or national origin of the complainant.
7. The VTrans Title VI Coordinator, assisted by other members of the Office of Civil Rights as necessary, will initiate an investigation of the complaint and complete a report within 90 days of the acceptance of the complaint. The report shall include a narrative description of the incident, identification of the persons interviewed, findings, and recommendations for disposition.
8. The report will be reviewed by the Chief of the VTrans Office of Civil Rights and referred to the Legal Section of VTrans, if deemed appropriate. The Chief will accept or reject the recommendation for disposition, in consultation with the Legal Officer, and if the individuals involved are found to be in noncompliance with Title VI Program requirements, remedial actions will be determined.
9. The results of the investigation and the Chief's determination will be mailed to the complainant. Notice shall include information regarding appeal rights of the complainant and instructions for initiating such an appeal. Notice of appeals are as follows:
  - a. VTrans will reconsider the determination if new facts come to light.
  - b. If the complainant is dissatisfied with the determination and/or resolution set forth by VTrans, the same complaint may be submitted to FMCSA for investigation. The complainant will be advised to contact Mr. Lester Finkle at the Federal Motor Carrier Safety Administration Office of Civil Rights, Room #W65-310, 1200 New Jersey Avenue, S.E., Washington, DC 20590.



**VERMONT AGENCY OF TRANSPORTATION  
TITLE VI PROGRAM COMPLAINT FORM**

Type of Complaint:

External (from citizen/rider/contractor)

Internal (from staff/employee)

Race

Color

National Origin

FMCSA-Only:

Sex

Age

Disability

Low-income

LEP

Name of person filing complaint: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Circumstances of Incident and Names/Titles of Other Involved Parties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alleged Harm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title VI Related? Yes  Maybe  No  (if in doubt, check "maybe")

Name and contact information of witnesses or other relevant parties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Taking Report Information: \_\_\_\_\_

**TITLE VI COORDINATOR'S SECTION**

Discussion with reporting person - Date: \_\_\_\_\_ Time: \_\_\_\_\_

Details of discussion: \_\_\_\_\_

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Discussion(s) with involved VTrans employees:

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Details of discussion: \_\_\_\_\_

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Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Details of discussion: \_\_\_\_\_

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Other action/follow up required (i.e. information gathering, investigation, interviews): \_\_\_\_\_

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\_\_\_\_\_ Copy to Safety Officer when case is closed.

Signature of Title VI Coordinator: \_\_\_\_\_



**STATUS OF CORRECTIVE ACTIONS IMPLEMENTED BY APPLICANT TO ADDRESS DEFICIENCIES PREVIOUSLY IDENTIFIED DURING A TITLE VI PROGRAM COMPLIANCE REVIEW**

The Vermont Department of Motor Vehicles has never previously experienced a Federally-conducted Title VI Program Compliance Review.