

## Limited English Proficiency

**Executive Order 13166:** *Improving Access to Services for Persons with Limited English Proficiency*

VDOT complies with Executive Order 13166 which requires the federal government, and those receiving federal assistance, to take reasonable steps to ensure that Limited English Proficiency (LEP) individuals have meaningful access to the programs, services, and activities carried out by federal funding.

VDOT seeks to ensure that LEP beneficiaries can communicate effectively and act appropriately based on that communication.

If you do not speak English as your primary language and have a limited ability to read, speak, write, or understand English you may be considered Limited English Proficient (LEP). LEP individuals may be entitled to language assistance at no cost to them with respect to a particular type of service, benefit, or encounter.

VDOT ensures nondiscrimination in all programs and activities and equal employment in accordance to Title VI and Title VII of the Civil Rights Act of 1964. If you need more information or special assistance for persons with disabilities or Limited English Proficiency, contact VDOT's Civil Rights Division or your district's Civil Rights Office.

# TITLE VI

## Ensuring nondiscrimination under any program or activity receiving federal financial assistance



### VDOT CENTRAL OFFICE

1401 E. Broad Street  
Richmond, VA 23219  
(804) 786-2801 or  
(804) 786-2085

### LYNCHBURG DISTRICT

4219 Campbell Avenue  
Lynchburg VA, 24501  
(434) 947-6559 or  
(434) 947-6599

### BRISTOL DISTRICT

870 Bonham Road  
Bristol, VA 24201  
(276) 669- 6151

### NORTHERN VA DISTRICT

4975 Alliance Drive  
Fairfax, VA 22030  
800-FOR-ROAD (367-7623)

### CULPEPER DISTRICT

1601 Orange Road  
Culpeper, VA 22701  
(540) 829- 7500

### RICHMOND DISTRICT

2430 Pine Forest Drive  
Colonial Heights, VA 23834  
(804) 524-6000 or  
(800) 663-4188

### FREDERICKSBURG DISTRICT

87 Deacon Road  
Fredericksburg, VA 22405  
(540) 899- 4288 or  
(800) 367- 7623

### SALEM DISTRICT

731 Harrison Avenue  
Salem, VA 24153  
(540) 387- 5320

### HAMPTON ROADS DISTRICT

7511 Burbage Drive  
Suffolk, VA 23435  
(757) 956-3000 or  
(888) 723-8400

### STAUNTON DISTRICT

811 Commerce Road  
Staunton, VA 24402  
(540) 332- 9075

"Simple justice requires that public funds, to which all Taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial discrimination."

– **President John F. Kennedy,**  
*in his message calling for  
the enactment of Title VI, 1963*

For additional details of VDOT's Title VI Program Implementation Plan, please visit our website at [www.vdot.virginia.gov](http://www.vdot.virginia.gov) or contact any of the Civil Rights Offices listed above.

Toll Free: 1 (888) 508-3737  
(TTY/TDD 711)

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The Virginia Department of Transportation (VDOT) will effectuate the provisions of Title VI of the Civil Right act of 1964, 49 Code of Federal Regulation (CFR) Part 200 and other applicable directives. These authorities provide that no person in the United States shall, on the ground of race, color, national origin, sex, age, disability, or low-income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which VDOT receives federal assistance.

# What is the Title VI Program?



## Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 states, “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.” (42 USC 2000d)

## The Title VI Program

Derived from Title VI of the Civil Rights Act of 1964, the Title VI Program incorporates other federal acts which protect against discrimination based on sex, age, and disability.

### These acts include:

- The Civil Rights Restoration Act of 1987
- The Uniform Relocation Assistance and Real Property Acquisition Act of 1970
- Section 504 of the Rehabilitation Act of 1973
- The 1973 Federal Aid Highway Act
- The Age Discrimination Act of 1975

Title VI Program prohibits discrimination based on race, color, national origin, sex, age, or disability under any program or activity receiving federal funding.

## VDOT Title VI Program Commitment

VDOT is committed to nondiscrimination in all its programs and activities whether or not those programs and activities are federally funded. The primary goal of the VDOT Title VI Program is to ensure that all management, staff, sub-recipients, and service beneficiaries are aware of provisions and responsibilities of Title VI and the Civil Rights Act of 1964. VDOT is readily available to provide you with technical assistance, resources, guidance, and other information related to Title VI.

## Environmental Justice

**Executive Order 12898:** *Federal Action to Address Environmental Justice in Minority and Low-Income Populations*

VDOT complies with Executive Order 12898 which states, “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

### Adverse impact may include:

- The denial of, reduction in, or significant delay in the receipt or benefits of VDOT programs, policies, or activities.
- Bodily impairment, infirmity, illness, or death
- Air, noise, and water pollution
- Soil contamination
- Destruction or disruption of man-made or natural resources
- Vibration
- Adverse employment affects
- Displacement of persons, businesses, farms, or nonprofit organizations
- Increased traffic congestion, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community

VDOT seeks to bring minority and low-income populations into the project development process using diverse outreach techniques including workshops, questionnaires, fliers, and meetings. VDOT will ensure that Public meetings are conducted at convenient times, in accessible locations.

Recipients, sub-recipients, beneficiaries, or participants of federally assisted programs, who believe they have been subjected to unequal treatment or discrimination on the ground of race, color, national origin, sex, age, disability, or low-income, may exercise their right to file a complaint.

## How to File a Complaint

Complaints must be filed in writing and no later than 180 days after the date of the alleged act of discrimination, and should include:

- The complainant’s name, address, and telephone number
- The name and address of the individual, agency, or department you believe discriminated against you
- How, why, and when you believe you were discriminated against, providing detailed information about the alleged act(s) of discrimination, and any other relevant information.

In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting a verbal complaint into a written complaint. The complainant, however, must sign the complaint. To submit a complaint, please download and complete the Title VI complaint form found at [www.vdot.virginia.gov](http://www.vdot.virginia.gov) and return to:

### Civil Rights Division Administrator

Virginia Department of Transportation  
1401 E. Broad St.  
Richmond, VA 23219  
Telephone: 804-786-2085  
Fax: 804-371-8040  
[Sandra.Norman@vdot.virginia.gov](mailto:Sandra.Norman@vdot.virginia.gov)

Complaints may also be filed directly with the Federal Highway Administration – Virginia Division, Office of Civil Rights

