

## Title VI Complaint Procedures

Subrecipients of federal assistance shall forward all Title VI Complaints to the Federal Highway Administration Division Office for transmittal to FHWA Office of Civil Rights (HCR). This process includes complaints received about subrecipients.

Members of the public may file Title VI Complaints directly with FHWA at <https://www.fhwa.dot.gov/civilrights/file/> or by requesting a Title VI Complaint form from FHWA via email at [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov).

*"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

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.

### VDOT CENTRAL OFFICE

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

### BRISTOL DISTRICT

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

### CULPEPER DISTRICT

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

### FREDERICKSBURG DISTRICT

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

### HAMPTON ROADS DISTRICT

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

### LYNCHBURG DISTRICT

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

### NORTHERN VA DISTRICT

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

### RICHMOND DISTRICT

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

### SALEM DISTRICT

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

### STAUNTON DISTRICT

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

For additional details of VDOT's Title VI Program 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)

## TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

## REQUIREMENTS FOR SUBRECIPIENTS

*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.*

## Who is a Subrecipient?

A subrecipient is a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program, and Title VI also applies to these entities. A subrecipient may include, but is not limited to: a city, county, metropolitan planning organization, college/university, contractor or sub-grantee.

## What is Title VI of the Civil Rights Act of 1964?

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities of any entity that receives federal financial assistance. The law provides that: “[n]o 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 U.S.C. § 2000d.

Entities, whether public or private, that receive federal financial assistance (called recipients) from any federal agency, including the Federal Highway Administration (FHWA), must take concrete steps to ensure nondiscrimination in their programs and activities.

## What kinds of discrimination are prohibited by Title VI?

U.S. Department of Transportation Title VI regulations (found in Title 49, Part 21 of the Code of Federal Regulations; 49 C.F.R. Part 21) describe the general and specific kinds of discrimination prohibited by Title VI. Generally, recipients may not, directly or through contractual arrangements:

1. Engage in intentional discrimination because of race, color, or national origin;
2. Use criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin; or
3. Intimidate, threaten, coerce, or discriminate against any individual in retaliation for exercising a right or privilege.

## FHWA requires Subrecipients to:

- Perform all required actions under 49 C.F.R Part 21 and conform to the State DOT’s Title VI compliance procedures.
- Submit annual assurances and requested data and information.
- Collect demographic data and information.
- Route Title VI complaints as directed by the State DOT.

## VDOT Requirements for Subrecipients (Local Public Agencies and Planning Organizations)

- Conform with FHWA requirements
- Submit Title VI Assurances
- Designate a Title VI Coordinator
- Develop a Title VI Implementation Plan
- Establish procedures for pre-award and post-award approval reviews of compliance with Title VI requirements of persons/firms seeking federal-aid funded contracts with the Agency
- Insert language from DOT Order 1050.2A into all contracts and agreements (Appendix A and Appendix E).