

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:	Title VI Agency Policy Examination and Best Practice Review		
RFP NUMBER: 7935596	NJDOT RESEARCH PROJECT MANAGER: Paul Thomas		
TASK ORDER NUMBER: 26	PRINCIPAL INVESTIGATOR: Christopher Titze and Whitney Faron		
Project Starting Date: 4/4/2014 Project Ending Date: 12/31/2014	Period Starting Date: 10/1/2014 Period Ending Date: 12/31/2014		

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
1. Literature Review & Research	25%	\$15,080	0%	\$0	100%	\$15,080
2. NJDOT Title VI Practices Review	25%	\$15,080	0%	\$0	100%	\$15,080
3. Interviews	25%	\$15,080	10%	\$1,508	100%	\$15,080
4. Final Report	25%	\$14,380	65%	\$9,347	100%	\$14,380
TOTAL	100%	\$59,620	18%	\$10,855	100%	\$59,620

Project Objectives:

The purpose of this project is to help NJDOT's Title VI Unit remain in compliance with FHWA's Title VI requirements. The research will inform the Civil Rights Unit on how best to achieve compliance, by:

- Examining existing Title VI regulations and best practices for achieving compliance based upon the body of transportation planning literature, policies, and procedures of other states and federal agencies;
- Reviewing NJDOT's current Title VI practices;
- Gathering information on how other DOT's, MPO's, and agencies are achieving Title VI compliance; and
- Summarizing recommendations for Title VI compliance.

Project Abstract:

In order to meet MAP-21 guideline and remain in compliance with FHWA's Title VI requirements, the New Jersey Department of Transportation (DOT) Title VI Unit was instructed to re-examine their existing Title VI policies and regulations. Through this process they were charged with identifying the strengths and weaknesses of the Department's existing Title VI practices, in addition to the strengths and weakness of Title VI practices when coordinating with sub-recipients. Since each Federal recipient is charged with developing their own plans, policies, and requirements that assist in achieving Title VI compliance; no specific or consistent guidance or best practices are available as a resource.

1. Progress this Quarter by Task

Task 1:

- Task Complete

Task 2:

- Task Complete

Task 3:

- The consultant summarized data collected from interviews, questionnaires, and supplemental materials provided by stakeholders in Draft Task – Technical Memorandum.
- The consultant team submitted the Draft Task 3 – Technical Memorandum for review and comment.
- The consultant team reviewed Draft Task 3 findings with NJDOT personnel at project management meeting.
- The consultant team addressed comments to the Draft Task 3 – Technical Memorandum.
- The consultant team submitted the Final Task 3 – Technical Memorandum as a project deliverable.
- The consultant team completed the Interviews Task.

Task 4:

- The consultant team discussed the Final Report approach with NJDOT staff at in-person meeting.
- The consultant team drafted and submitted the Draft Final Report for review and comment.
- The consultant team discussed Draft Final Report findings with NJDOT personnel via telephone.
- The consultant team addressed comments to the Draft Final Report.
- The consultant team submitted the Final Report as a project deliverable.
- The consultant completed the Final Report Task.

2. Proposed activities for next quarter by task

Task 1:

- Task Complete

Task 2:

- Task Complete

Task 3:

- Task Complete

Task 4:

- Task Complete

3. List of deliverables provided in this quarter by task (product date):

Task 1:

- No deliverables this quarter.

Task 2:

- No deliverables this quarter.

Task 3:

- Draft Task 3 – Technical Memorandum: Interviews (10/8/14)
- Final Task 3 – Technical Memorandum: Interviews (11/13/14)

Task 4:

- Draft Task 4 – Technical Memorandum: Final Report (11/21/14)
- Final Task 4 – Technical Memorandum: Final Report (12/26/14)

4. Progress on Implementation and Training Activities:

- No work on implementation or training in this period

5. Problems/Proposed Solutions:

- No problems to report during this period.

Total Project Budget	\$59,620.00
Contract Amount:	\$59,620.00
Total Project Expenditure to date	\$59,620.00
% of Total Project Budget Expended	100%