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New Jersey Department of Transportation

Title VI - Nondiscrimination

Accomplishments and Goals Report

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FEDERAL FISCAL YEAR ENDING  
September 30, 2023

Prepared by  
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# New Jersey Department of Transportation

## Title VI Nondiscrimination Compliance

### Executive Summary

#### 2023

#### **Introduction**

The New Jersey Department of Transportation (NJDOT) is pleased to present its annual Title VI Nondiscrimination (Title VI) Accomplishments Report for Federal Fiscal Year (FFY) ending September 30, 2023. Also included are our Goals for FFY beginning October 1, 2023.

#### **DBE Program Activities**

During the Federal Fiscal Year 2023, NJDOT received 246 new applications for Disadvantage Business Enterprise (DBE) Certification, 202 were certified, 1 was denied and 4 withdrew their applications. There were 200 annual renewals completed. This brings the current number of certified DBE firms with the potential to perform work for NJDOT to 3,060. Of this number, 104 are African American, 52 are Hispanic, 3 are American Indian, 4 are Asian, 34 are Asian-Pacific, 62 are Sub-Continent Asian, and 144 are Non-minority Women firms who are socially and economically disadvantaged. DBE firms represented 15.5% of total awards of construction and construction-related contractors as of July 2023. Additionally, in our efforts to increase DBE participation in our contracting activities and to assist DBE firms interested in bidding as prime contractors, NJDOT established a DBE Supportive Service Program, which has been quite successful. It is designed to increase the total number of DBE firms that are active on federally funded highway, street, and bridge construction projects. The program also contributes to the growth and eventual self-sufficiency of individual DBE firms so that these businesses may achieve proficiency to succeed outside of the DBE Program. The DBE Supportive Services Program has continued through the virtual platform. (*See Full DBE Update in Goals and Accomplishments Report*).

#### **Title VI Monitoring and Training**

The Department continues to monitor its programmatic areas with the assistance of the Title VI Task Force. The Task Force consists of representatives from the various programmatic areas who serve as Title VI Liaisons for their respective areas. Moreover, we have developed data reporting for some of the programmatic areas (Procurement-Construction and Professional Services, Environmental Resources, Right of Way, Office of Community and Constituent Relations and

Landscape Architecture/Environmental Solutions) for Title VI Liaisons to report to the Division of Civil Rights/Affirmative Action, Title VI Coordinator on their Title VI programmatic efforts.

Civil Rights commenced a comprehensive Title VI review on select program areas housed within Transportation Operations Systems and Support (TOS&S). Specifically, Operations and Transportation Mobility. A Title VI In-depth Questionnaire was provided to both divisions for completion which was used to make preliminary determinations on whether their programmatic areas compliance with Title VI and its nondiscrimination requirements. The questionnaires have been reviewed by Title VI staff. In October 2023, we will begin on-site reviews during which we will interview managerial and front-line Operations and Transportation Mobility staff; examine documents/data and perform field visits/shadowing of the divisions to understand the day-to-day operations of projects, programs and activities to determine if these procedures incorporate necessary Title VI obligations.

During this reporting period, the Title VI Liaisons focused on ways to ensure equity in their program areas and primarily on the creation of the department-wide Environmental Justice (EJ) Policy and Procedure. The task force is currently involved in developing a comprehensive guidance document to communicate the department's policy and procedures on how to identify EJ populations and potential for NJDOT's activities to adversely affect these or any other communities. The document will outline ways to address, eliminate, minimize and/or mitigate the impacts. The development and publication of the policy along with procedures will help to ensure the department's efficiency, consistency and continuity of EJ responsibilities departmentwide, as appropriate.

Title VI Liaisons, along with other NJDOT staff, MPOs and counties continue to participate in the virtual, instructor-led Title VI training sessions provided by Rutgers. They are currently engaged to deliver three interactive virtual training classes via the Zoom platform during Calendar Year 2023. All classes will be held in two, half-day sessions on June 27, 29; October 10, 11; and November 29 and 30.

Also, we are currently working with Rutgers-Local Technical Assistance Program (LTAP) to perfect the data collection forms.

### **American with Disabilities Act (ADA)**

NJDOT is committed to the full participation of individuals with disabilities and continues to allocate funding for ADA curb ramp installation in projects. Additionally, the updated ADA Transition Plan was submitted to the New Jersey Division Office on January 25, 2022. The plan identifies six regional retrofit compliant contracts comprising 57 projects approved by Capital Program Coordination. In addition, there are numerous projects requiring ADA features. The Plan also highlights public outreach and training, sub-recipient ADA Transition Plan submittals, and ADA Accelerated Right of Way (ROW) Processes for Sidewalks and Technically Infeasible Projects.

During March 2022 and August 2023, the ADA Coordinator and Director of Civil Right/AA met with select NJDOT directors and their staff involved in ADA to collaborate on engaging a consultant to conduct an updated curb ramp installation inventory to ensure ADA compliance on

state roadways. This process is ongoing and will include an assessment of other ADA pedestrian facilities. *(See Full ADA Update in Goals and Accomplishments Report)*

### **Contractor Compliance (Construction)**

The Division of Civil Rights/Affirmative Action, Contract Compliance Unit recommended the award of 64 federally funded construction projects as a result of prime contractors meeting the DBE goal commitment, EEO, Training and other Civil Rights Contract Requirements at the time of award. NJDOT continues to aggressively monitor the contractors' compliance throughout the life of the contracts to ensure that contractors continue to meet Civil Rights contract provisions as well as their DBE contract goal. Of the 64 construction contracts awarded representing \$659,375,168.34, 115 in total construction awards, \$80,543,220 was expended with DBE prime and sub construction contractors. *(See Full Contract Compliance Update in Goals and Accomplishments Report)*

### **Equal Employment Opportunity**

NJDOT recognizes that inclusive teams help to improve our compliance and dedication to Title VI requirements. Thus, we are committed to ensuring equal employment opportunities. As such, we are pleased to highlight the diverse composition of our overall workforce (see attached EEO Status as of September 30, 2023). In summary, women make up 21 percent of our workforce and minorities represent 39 percent, which include women who self-identify as minority. It is notable to mention that minorities make up more than half of our employees classified as Professionals, which include Assistant, Senior and Principal Engineers, Contract Administrators, Analysts, Project Management Specialists, Administrative and Management Assistants, Affirmative Action Specialists, Personnel Assistants and more. Please reference the attached document which presents a detailed breakdown of our workforce by job category, race and gender. *(See Full EEO Update in Goals and Accomplishments Report)*.

### **Sub-recipient Monitoring and Training**

NJDOT continues to make progress on monitoring its sub-recipients' compliance with Title VI of the Civil Rights Act of 1964. Training is a key component to educating our sub-recipients about Title VI, EJ, and LEP. As referenced above, during FFY 2023 sub-recipients participated in the department's Title VI Training. These sessions covered the basic elements of Title VI and activities to ensure nondiscrimination which included sub-recipient responsibilities at the agency level (methods of administration), such as submission of signed Standard Title VI assurances and the annual Title VI Nondiscrimination Implementation Plan. Also discussed were procedures for assuring compliance and enforcement, such as processing of Title VI complaints, ensuring Civil Rights contract provisions are included in Federally funded contracts, addressing education, outreach and data collection. Most importantly the training covered the development of Title VI procedures to ensure meaningful public engagement and nondiscrimination in services, programs and activities, involving minorities, low-income, disabled, limited English proficient and other underserved populations. *(See Full Title VI Update in Goals and Accomplishments Report)*.

## FISCAL YEAR 2023 ACCOMPLISHMENTS

### Internal EEO/Affirmative Action Unit:

<b>Title VII EEO Complaints Investigated</b>	<b>129</b>
Of those complaints, the breakdown of the basis of complaints. <b>Note: Each complaint filed may be filed on multiple bases.</b>	
Race	22
Gender/Sex	11
National Origin	3
Religion	1
Age	6
Marital Status	0
Ancestry	0
Disability	10
Sexual Harassment	10
Reprisal	4
Creed	0
Other	57
Familial Status	1
Affectional / Sexual Orientation	4
<b>Initiatives</b>	<b>Numerical Value</b>
Team Ewing Meetings attended by CR Staff.	1
“Interview Procedures for Panelists” training sessions held during the time period.	8
Interview coaching sessions conducted to assist employees with improving their interview skills.	62
“NJ State Policy Prohibiting Discrimination in the Workplace” Orientation Training Sessions held.	39* 25* New Employee Orientations, 14* One-on-One
Monthly Heritage Events held during the time period: <i>Hispanic Heritage Month, Reverend Dr. Martin Luther King Jr. Program, African American (Black) History Month, Women's History Month and, Asian Pacific American Heritage Month.</i>	5 - Virtual Only
<b>EEO Advisory Committee Members</b>	<b>Division</b>
Currently there is no EEO Advisory Committee.	

## Disadvantaged Business Enterprise Program:

Applications	FFY 23 Data	Comments
Current Number of certified DBE's	403	American Indian: 3 Asian: 4 Asian-Pacific: 34 Black Americans: 104 Hispanic Americans: 52 Pacific Americans: 0 Sub-Continent Asian: 62 Women: 144
Total # of new applications received for DBE Certification	246	
Of those applications:		
- Certified	202	
- Denied	1	
- Withdrawn	4	
- Pending	33	
- Returned	0	
# Of annual renewals processed	200	
<b>ESBE Certifications for October 1st, 2022 – September 29, 2023</b>		<b>FFY 23</b>
Current Number of certified ESBE's	23	<b>Comments</b>
The # of new applications received for ESBE Certification	10	
Of those ESBE applications:		
- Certified	9	
- Denied	0	
- Withdrawn	1	
- Pending	11	
- Returned	0	
The # of annual renewals processed	15	
<b>DBE Goal for Federal Fiscal Year 2023</b>		
Annual DBE Goal		9.95%
Percentage of total federal financial assistance NJDOT will expend on FHWA contracts through race & gender-neutral means or methods		3.94%
Percentage of total federal financial assistance NJDOT will expend through race and gender conscious means or methods		6.01%
Actual relative availability of DBEs to perform work NJDOT intends to contract (Step One Base Figure)		3,060 in the NJUCP Directory

<b>NJDOT Past Participation (Year)</b>	
2020	10.6%
2021	12.1%
2022	16.7%

### **Major Accomplishments:**

- ✓ Ensuring equity in the delivery of services without regard to race, color or national origin with the DBE/ESBE Certification Outreach and Training.
- ✓ Increasing procurement/contracting opportunities for certified Disadvantaged Business Enterprises (DBEs) and other small, minority, and women-owned businesses.
- ✓ New Jersey Bac Conference – Rowan University, New Jersey – Outreach Event #1 – New Jersey Business Action Center – Sept 21, 2022. New Jersey Bac Conference – Stockton University, New Jersey – Outreach Event #2 - New Jersey Business Action Center – September 27, 2023
- ✓ One-on-One Counseling via phone and email to DBE applicant firms on how to do business with NJDOT Procurement.
- ✓ One-on-One Counseling to firms considering DBE certification to try to bring new firms into the NJUCP Directory who can support highway and bridge project work in transportation.
- ✓ Power Point Presentation to NJ Treasury – Procurement on how NJDOT/DBE Certification onboards new DBE applicants/contractors into the DBE Certification program and our B2Gnow tracking and statistical and renewal reporting systems – February 17, 2023.
- ✓ ESBE (Emerging Small Business Enterprise) applicant and onboarding program that offers contracting work opportunities at NJDOT for very small businesses – updated draft of revisions to the implementation and program operations.
- ✓ Guidance manuals/Training manuals created for in-house reviewers and outside consultants on DBE certification on the review and processing of onsite reviews, annual renewals, contract compliance, DBE certification regulations and eligibility guidelines – NJ State applicants and Interstate applicant firms.

### **DBE Supportive Services Accomplishments:**

#### **DBE Certifications**

The Disadvantaged and Small Business Programs Unit continues to receive a high volume of certification applications. Therefore, we have continued to engage a consultant, Excelsior Business Development to assist in processing applications.

**DBE SSP “The Bridge to Success”**

The DBE SSP consultant, r6Catalyst, has continued to provide technical assistance and training through FFY 2023. There are 19 DBE firms currently participating in the program. (Please see attached NJDOT SSP 2023 Training Schedule.)

**Sub-Recipients**

As a recipient of Federal-aid, NJDOT is required to collect data about sub-recipients receiving Federal financial assistance. Identification of these sub-recipients is an important first step in this data collection effort. Please provide the following information for each sub-recipient (consultant, contractor, LPA, MPO, research institution, grantee, vendor/supplier, etc.) of your program(s)/programmatic area.

Name of Sub-recipient	Type of Sub-recipient
EXCELSIOR BDA	Consultant/Professional Service Firm
R6 CATALYST	Consultant/Professional Service Firm

**Contractor Compliance Program:**

Subcontracting Goals	Numerical Value
State Funded construction projects that SBE goals were set on.	74
Federal Funded construction projects that DBE goals were set on.	85
Federal Funded construction projects that ESBE goals were set on.	0
Project Awards	Numerical Value
State funded construction projects awarded	48
Total \$ value of State funded Projects Awarded	\$366,476,240
Federally funded construction projects awarded.	57
Total \$ value of Federally funded projects awarded	\$433,310,929
Total \$ value Awarded to DBE Prime Contractors	\$8,469,282
Total \$ value Committed to DBE Subcontractors	\$45,168,016
Total \$ Value of State Funded Professional Services Projects Awarded	\$34,353,172
Total \$ Value of State Funded Professional Services Projects Awarded to SBE Prime Contractors	\$8,277,640
Total \$ Value of State Funded Professional Services Projects Committed to SBE Subcontractors	\$1,712,197
Total \$ Value of Federally Funded Professional Services Projects Awarded	\$117,272,307
Total \$ Value of Federally Funded Professional Services Projects Awarded to DBE Prime Contractors	\$22,536,358



Total \$ Value of Federally Funded Professional Services Projects Committed to DBE Subcontractors	\$11,893,242	
<b>Administrative Reconsideration Hearings</b>	<b>Numerical Value</b>	
# of Administrative Reconsideration hearings held for the period.	18	
<b>O-J-Training Assignments Set</b>	<b>Numerical Value</b>	
Total # of Training Assignments set on Federally funded projects	91	
Of those, the # set on CPM projects.	70	
Of those, the # set on Local Aid projects.	21	
<b>O-J-Training Assignments Made</b>	<b>Numerical Value</b>	
Total # of Training Assignments made	180	
Of those, the # of Assignments made on CPM projects	167	
Of those, the # of Assignments made on Local Aid projects	13	
<b>RE Training/Workshops</b>	<b>Numerical Value</b>	
Total # of RE Training/Workshops held for the period	6	
Total # of Local Aid Workshops	3	
Total # of Contractor Training/Workshops	9	
<b>Project Specific EEO Meetings</b>	<b>Numerical Value</b>	
Total # of Project Specific EEO Meetings held for the period.	15	
<b>Compliance and Checklist Reviews</b>	<b>Numerical Value</b>	
Checklist Reviews conducted	0	
Comprehensive Contract Compliance Reviews conducted	0	
Deficiencies Identified (Check all applicable):		
Incomplete/unacceptable good faith documentation.		
Lack of EEO Workforce compliance.		
Lack of DBE/ESBE Subcontracting Goal compliance.		
Lack of Training Program compliance.		
Lack of Wage Rate compliance.		
Lack of good faith documentation.		
Required posters missing or incomplete.		
<b>Preconstruction Meetings</b>	<b>Numerical Value</b>	
Total # of Preconstruction Meetings participated in during the period.	99	
	CPM / Other Projects	Local Aid Projects
Region North	32	3
Region Central & Statewide	29	2
Region South	18	13
Multimodal	2	
<b>Administrative Reconsideration Hearings</b>	<b>Numerical Value</b>	
The # of Administrative Reconsideration hearings held	18	

<b>Administrative Reconsideration Hearing Officers</b>		
<b>Title of Member and Affiliation</b>	<b>Race</b>	<b>Gender</b>
Assistant Commissioner, Transportation Operations Systems & Support	White/Non-Hispanic Origin	Male
Director, Construction Services & Materials	White/Non-Hispanic Origin	Male
Manager, Operations Support & Engineering	White/Non-Hispanic Origin	Male
Supervising Engineer, Construction Services & Materials	White/Non-Hispanic Origin	Male
Ethics Liaison Officer	Asian	Female
<b>Title VI Complaints</b>	<b>Numerical Value</b>	
Total # of Title VI complaints forwarded to Civil Rights	0	
Total # of discrimination complaints forwarded to Contract Compliance	0	
Total # of LEP related complaints	0	

<b>Prompt Payment Complaints</b>	<b>Federal</b>	<b>State</b>
Total # of Prompt Payment complaints forwarded to Civil Rights*	9	5
Total # of Prompt Payment complaints resolved	8	4

\*Note: Upon investigation, complaints that subcontractors posed as prompt payment complaints, were not in fact prompt payment complaints, as the Department had not yet paid the prime contractor for the work. The work was tied to change orders that the Department had yet to process and pay out on.

<b>Complaints</b>		
<b>Date of Complaint</b>	<b>Complainant Name</b>	<b>Nature of Complaint</b>
August 2023	Anonymous	Terminated from project due to individual saying that weapons couldn't be brought to jobsite, during a discussion where other workers allegedly mentioned guns being at jobsite.

#### **Contractor Compliance Accomplishments:**

- Attended Disabled Veteran & Veteran Business Summit on May 25, 2023, to provide information about doing business with NJDOT, and recruit veteran and disabled veteran owned businesses.

- Attended African American Chamber of Commerce of New Jersey Juneteenth Black Business Expo on June 15, 2023, to provide information about doing business with NJDOT, and recruit African American owned businesses.
- The Compliance Team sent out “Verification & Proof of Payment” emails on approximately 41 projects and confirmed that approximately 50-60 subcontractors had been fully paid for their work on those contracts. This resulted in our discovering that prime contractors were still holding retainage, which is noncompliance with contract provisions.

### **Training**

- Conducted training for bidders on Civil Rights pre-award requirements for dredging contracts on November 14, 2022.
- Conducted meetings with construction industry on November 18, 2022, January 4, 2023, February 10, 2023, and September 27, 2023, to discuss Civil Rights pre-award and post-award requirements on NJDOT and/or Local Aid contracts.
- Conducted training for consultant REs on January 12, 2023.
- Recruited one new Administrative Reconsideration Hearing officer and provided them with training on 3/2/23.
- Expanding the Administrative Reconsideration Hearing Officer pool by 5 additional Hearing Officers. Training for them to occur in early October 2023.
- NJDOT Compliance team participated in NJDOL OFCCP’s Construction Compliance Assistance session.

### **Local Aid Coordination:**

- Attended Quarterly County Engineer’s meeting on 1/27/23 to answer questions concerning increase in non-concurrence on bidder commitments on Local Aid projects. Discussed

### **DBE Supportive Services**

The DBE Supportive Services 2022 Program held graduation for cohorts on February 17, 2023.

The DBE Supportive Services Program for 2023 has 18 firms

Events held from October 2022 through September 2023, include sessions on:

- Business Plan Development; Meeting NJDOT Prequalification; Project Management; Legal/Construction Law; Technology
- Graduation of 2022 Cohorts
- Project Information Meeting for Rte. 7 Kearny Drainage Project, a NJDOL OFCCP Identified Mega-Project
- Meeting with NJDOT Senior Leadership to update them about NJDOT’s SSP Program
- NJDOT Landscape Projects – Prequalification Requirements (to increase pool of prequalified firms, especially DBEs) to bid on vegetation/landscape contracts.
- 2023 Cohort Program Webinars on NJDOT Procurement, Marketing & Business Development; Financial Management & Accounting
- Held in-person networking sessions for 2022 and 2023 cohorts

## Wage Rate Program:

<b>Projects Awarded FY 2023</b>	<b>FFY 23</b>
The total # of projects awarded for the FY 2023	36
State funded construction projects awarded	37
Federally funded construction projects awarded.	73

<b>Payroll</b>		<b>Numerical Value</b>
Payroll Reviewed (estimated #)	# of Prime Contractors Reviewed	5
	# of Subcontractors Reviewed	3
<b>Wage Rate Complaints</b>		<b>Numerical Value</b>
The # of Wage Rate Complaints		2
<b>RE Workshops &amp; Project EEO Meetings</b>		<b>FFY 23</b>
# of RE Workshops Attended		5
# of Project Specific EEO Meetings Attended		1
<b>Preconstruction Meetings:</b>		<b>FFY 23</b>
Total # of Pre-construction conferences attended		6

## Americans with Disability Program (ADA):

NJDOT's Capital Program continues to allocate funding for the curb-ramp installation schedule.

<b>Training /Outreach / Education</b>	<b>Numerical Value</b>
Training Sessions (Meeting with Directors/staff/consultant to discuss updating the ADA Curb Ramp Installation Schedule and Data Collections.	3
Training Sessions held for Consultants/Contractors	1
Training Sessions held for NJDOT Staff	1
Training Sessions held for Public/Advocacy Groups Organizations	0
Training Sessions held for Sub-recipients	0
<b>Public Info Centers</b>	
ADA Public Outreach Education Sessions held	2

<b>Capital Program Screening Committee (CPSC)</b>	<b>Numerical Value</b>
CPSC Meetings Attended	0

Scope/Core Group Meetings	Numerical Value
Work Group Meetings Attended to Address FHWA's concerns	12

ADA Complaints	Numerical Value
ADA Complaints	Local Aid: 0
	Capital Projects: 1
Of Those Complaints, How Many were Resolved	Local Aid: 0
	Capital Projects: 0

ADA Complaints Detailed
<p><b>Date of Complaint:</b> August 22, 2023</p> <p><b>Name of Person who Filed the Complaint:</b> George Wagner (resident)</p> <p><b>Nature of Complaint (Brief Statement):</b> ADA access issue on new construction in Stafford Township (Rt. 72 Bridge &amp; Morris Boulevard). Roadway Design has communicated with the township of Stafford on this issue. A draft plan was shared, and the town engineer agreed to build the continuation of ADA compatibility sidewalk within the town's ROW. The State will design and build the ADA access within the state ROW, so there will be continuation of ADA compliance sidewalk from the town to the route 72 bridge sidewalks. Design is in the process of obtaining the required survey for this location and will finalize the work order for operations to construct these sidewalks.</p>
Major Accomplishments
<ul style="list-style-type: none"> <li>• ADA Transition Plan includes: the 6 regional ADA Retro-Fit Complaint Contracts, comprising 57 projects approved by CPC; public outreach &amp; training; meetings with county engineers on ADA Plans; review of ADA plans submitted by counties; ADA w/ ROW Sequencing Procedure; technically infeasible projects, etc.</li> <li>• New Jersey's 2020 Strategic Highway Safety Plan (NJ 2020 SHSP) is a comprehensive five-year plan to reduce fatalities and serious injuries on all of New Jersey's public roads, with an emphasis on those areas that provide the greatest opportunity for a positive impact on safety. Participation on these teams is ongoing: <ul style="list-style-type: none"> <li>○ NJ 2020 Strategic Highway Safety Plan: Pedestrian &amp; Bicyclist Emphasis Area Team Member</li> <li>○ NJ 2020 Strategic Highway Safety Plan: Equity Emphasis Area Team Member</li> <li>○ NJ 2020 Strategic Highway Safety Plan: Data Area Team Member</li> </ul> </li> </ul>

- In discussions with Statewide Planning to obtain a Task Order under their current Contract for ADA Curb Ramp Installation Data Base and Effective Practices for ADA Transition Plan.

## Programmatic Areas

### Office of Community and Constituent Relations (OCCR):

Type of Public Engagement	Total in FFY 23
Public Meetings	110
Public Information Centers	35
Complaints	Approx. 2,000 through general correspondence
Total # of Hearings	0
Total # of Field Visits	40
Total # of Outreach Activities	75
Total # of CD Public Involvement Action Plans Reviewed	12
Total # of FD Public Involvement Action Plans Reviewed	19
Projects with Strong Public Opinion	7
Special Accommodations Request	4
Notable Accomplishments	FFY 23
OCR staff received formal Title VI training in June of 2023. Staff also participates in the NJDOT EJ Policy and Procedure Working Group.	

**Division of Right-of-Way:**

<b>Demographics of Appraisers</b>	<b>FFY 23</b>
<b>Consultants</b>	22 (White) 19 (Males) 3 (Females)
<b>Staff</b>	4 (White) 1 (Black) 4 (Males) 1 (Female)
<b>Title VI/ Nondiscrimination Language Incorporation</b>	
All contracts include nondiscrimination language and specify nondiscrimination as an obligation under State and Federal law.	
<b>Appraisal Data</b>	<b>FFY 23</b>
Total # of Property Appraisals	638
<b>Acquisition Data</b>	<b>FFY 23</b>
Total # of businesses	254
Total # of families	105
<b>Relocation Data</b>	<b>FFY 23</b>
Total # of businesses	5
Total # of households	1
<b>Eminent Domain Data</b>	<b>FFY 23</b>
Total # of properties taken by eminent domain	12
<b>Appraisers Data</b>	<b>FFY 23</b>
Total # of property appraisers	27
Total # of consultant appraisers	22
Total # of NJDOT appraisers	5
<b>Notable Accomplishments</b>	<b>FFY 23</b>

## Procurement-Construction Services:

Category of Demographic Information Collected	Comments	
Race	Yes, information is retained regarding race.	
Gender	Yes, information is retained regarding race.	
<b>Title VI/ Nondiscrimination Language Incorporation</b>		
Nondiscrimination language is an integral part of all contracts.		
<b>Contractors</b>	<b>FFY 23</b>	
Total # of prequalified contractors	249	
<b>Construction contracts</b>	<b>Number of Contracts</b>	<b>\$ Value of Contracts</b>
Construction contracts awarded (federally funded)	57	\$587, 043, 326.64
Construction contracts awarded (state funded)	50	\$288, 804, 710.83
Total # of construction contracts executed	107	
Total # of active construction contracts	110	
Total # of Contractors Selected	60	
<b>Special Accommodations Requests</b>	Administrative hearing for rejected bidder.	
<b>Notable Accomplishments</b>	Continuously meeting the Lookahead goals.	



## Procurement-Professional Services:

Program-Specific Activities	Numerical Value/Comments
Total # of Prequalified Contractors	103 Consultants
Of those, the # of which are DBE	22 Consultants
Of those, the # of which are Non-DBE	81 Consultants
Total # of Professional Contracts Awarded (Federally funded)	114
Of those, the # of which were awarded to DBE	23
Of those, the # of which were awarded to ESBE	29 (23 of the ESBE consultants were also DBE's)
Total # of Professional Contracts Awarded (State Funded)	37
Of those, the # of which are SBE	8
Total Number of Executed Professional Contracts for FY 2023	170
Total Number of Active Professional Contracts in FY 2023	966
Total Number of Contractors Selected	151 selections made up of 48 different consultants
Media formats used to publish documents such as invitations to bid, public meetings/hearing notices, request for proposals and/or any advertisements issued to the public	All postings are on the NJDOT website only, with a direct link to Bid Express. <a href="https://www.state.nj.us/transportation/business/procurement/ProfServ/techprop.shtml">https://www.state.nj.us/transportation/business/procurement/ProfServ/techprop.shtml</a>
Translation of Documents and Languages	None
Special Accommodations Requests	None
Racial/Gender Breakdown of the Consultant Selection Committee	CPM – M (Parth Oza/ Al Balluch) TOSS – M (Andrew Tunnard/ Sal Cowan) PMGA- M/F (Michael Russo/Pamela Garrett) CFO – M (Charles Macijunes/Anthony Genovese) CIVIL RIGHTS – F (Vicki Tilghman-Ansley)
Recommendations Instituted from the 2018 Title VI In-depth Review	Following DCR/AA requirements.
Notable Accomplishments	25% (37 of 151) of projects were awarded to a SBE, DBE, or ESBE firm.

## Bureau of Landscape Architecture and Environmental Solutions:

Limited English Proficiency (LEP)	Comments
Steps taken to ensure “meaningful” access of LEP persons to programs, activities and services	<p>Projects are reviewed for EJ data during the Concept Development phase and when a PPA is being chosen and during Preliminary Engineering phase. This information is shared with Project Managers, so they are aware of any possible EJ issues within the project limits. That information is inputted in the Public Involvement Action Plan (PIAP).</p> <p>Within the PE Phase the project is rescreened using EPA’s EJ Screen, field visits are made, public meetings are held ensuring that the minority and LEP communities are kept aware of the project and how their communities may be affected. All coordination with communities is done through NJDOT Office of Community Relations (OCR).</p> <p>When environmental documentation is complete a copy of the document is automatically provided to the Division of Civil Rights, specifically the Title VI Office so they are aware of the various environmental constraints and EJ populations and/or issues for every single DOT Project.</p>
How are LEP populations identified	LEP populations are identified using EPA’s EJ Screen Mapping tool.
<b>Environmental Documents</b>	<b>FFY 23</b>
Total # of Environmental Impact Statement (EIS)	0
Total # of Environmental Assessment (EA)	0
Total # of Categorical Exclusion Documentation (CED)	0
Name of projects where measures were taken to mitigate high and adverse effects on the minority and/or low-income populations	0
Number and name of projects where enhancement measures were used to offset high and adverse effects on the minority and/or low-income populations	0
Number and name of projects that include historic or other preservation efforts in areas	Several projects for which we prepared CE documents involved historic preservation. The need for those efforts were not based on

with high concentration of minority and/or low-income populations	whether they occurred in minority or low-income areas.
Number and name of hazardous waste remediation projects located in areas with high concentration of minority and/or low-income populations	0
Total # of Title VI Complaints	0
Special Accommodations Requests	0

### Division of Environmental Resources and Solutions:

Program-Specific Activities	Numerical Value/Comments
Total # of Categorical Exclusion Documentation (CED)	86
Total # of Environmental Assessment (EA)	0
Total # of Environmental Impact Statement (EIS)	0
Name of projects where measures were taken to mitigate high and adverse effects on the minority and/or low-income populations	0
Total # of Field Visits	6
Total # of public engagement activities or meetings participated by Environmental Resources' staff	1
Total # of Title VI Complaints	0
Special Accommodations Requests	0
Notable Accomplishments	Included as a member of NJ's Environmental Justice Interagency Council led by NJDEP. At the request of NJDEP we completed and Initial Assessment Questionnaire detailing NJDOT's approach to EJ.

## Title VI Nondiscrimination Program:

A summary of the accomplishments of the Title VI Nondiscrimination Unit for the FFY ending September 30, 2023, include:

Accomplishment	Completed Tasks	Date Completed
Title VI Plan	The Title VI Coordinator submitted the Title VI Plan Update	September 2023
Title VI Website (External)	Update of Title VI Webpage	Major updates made during 2023 and ongoing.
Data Collection	<ol style="list-style-type: none"> <li>1. Developing Data Collection guidance for sub-recipients and internal staff</li> <li>2. Working with a consultant to develop data collection templates specific to NJDOT divisional needs</li> <li>3. Developed draft data collection templates for Right-of-Way, Procurement – Professional Services, Procurement Construction Services, Community &amp; Constituent Relations, Wage Rate, DBE &amp; Small Business Unit, and Landscape &amp; Environmental Solutions</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> <li>3. Updated 2022, ongoing</li> </ol>
Guidebooks and Technical Guidance	<ol style="list-style-type: none"> <li>1. Working on developing a Title VI, Environmental Justice and Community Impact Assessment Reference Guidebook which is currently in draft form. This guidebook is intended for departmental SMEs.</li> </ol>	1. Ongoing
Compliance, Monitoring and technical guidance	<ol style="list-style-type: none"> <li>1. Providing three (3) Rutgers Title VI trainings to NJDOT staff and sub-recipients</li> </ol>	1. 2023

	<ol style="list-style-type: none"> <li>2. Working on Title VI In-depth Reviews of Transportation Operations Systems and Support (TOS&amp;S), Division of Operations and Division of Transportation Mobility.</li> <li>3. Draft NJDOT Title VI Policy and Procedure. Included in 2023 Title VI Compliance and Implementation Plan.</li> <li>4. Attended Core Group and Project Scoping Meetings</li> <li>5. Reviewed categorical exclusion documentation and documented comments</li> <li>6. Completed Title VI Comprehensive Review Questionnaire for Operations</li> </ol>	<ol style="list-style-type: none"> <li>2. 2023 and ongoing</li> <li>3. 2023</li> <li>4. 2023</li> <li>5. 2023</li> <li>6. 2023</li> </ol>
Sub-recipients	<ol style="list-style-type: none"> <li>1. Attend Quarterly MPO Collaboration meetings to discuss Title VI EEO/Affirmative Action requirements, and DBE Affirmative Action Program requirements.</li> <li>2. Informal meetings with sub-recipients to explain the DBE Affirmative Action and LPA's Internal Affirmative Action Plan processes and assist them in completing their plans for NJDOT's approval.</li> <li>3. Reviewing sub-recipient Title VI submissions.</li> <li>4. Met with MPOs and continue to meet on a quarterly basis to provide technical guidance.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2023 and ongoing</li> <li>2. Technical guidance ongoing</li> <li>3. Ongoing</li> <li>4. Ongoing</li> </ol>

LEP	<ol style="list-style-type: none"><li>1. Draft LEP Policy and Procedure. Included in 2023 Title VI Compliance and Implementation Plan.</li><li>2. Draft LEP Guidelines/Plan. Included in 2023 Title VI Compliance and Implementation Plan.</li><li>3. Updating Language Assistance Cards, and reforming NJDOT's Linguistics Pool</li></ol>	<ol style="list-style-type: none"><li>1. 2023 and ongoing</li><li>2. 2023 and ongoing</li><li>3. Ongoing</li></ol>
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**GOALS FOR FEDERAL FISCAL YEAR BEGINNING OCTOBER 1, 2023  
Title VI Nondiscrimination (Title VI, EJ & LEP)**

Action Item	Tasks to Complete	Target Completion Date
Develop Commissioner & Senior Leadership Commitment & Buy-In	<ol style="list-style-type: none"> <li>1. Schedule a Title VI training session for Senior Leadership</li> <li>2. Finalize Title VI Nondiscrimination Policy &amp; Procedure</li> </ol>	<ol style="list-style-type: none"> <li>1. Winter 2023</li> <li>2. Fall 2023</li> </ol>
Website – Title VI Unit (Internal site)	Continue to update Title VI website with new information, guidance & procedures as they are implemented	Ongoing
Website – Title VI Unit (External site)	Post brochures, guidance documents as developed	Ongoing
Title VI Task Force	<ol style="list-style-type: none"> <li>1. Hold quarterly meetings</li> <li>2. Educate Liaisons on ways to integrate Title VI in the Department’s daily work processes</li> <li>3. Work with Liaisons to develop and implement data collection procedures in various programmatic areas</li> <li>4. Provide training on Title VI responsibilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> <li>3. 2024</li> <li>4. 2023 and ongoing</li> </ol>
Brochures	Finalize Title VI/Nondiscrimination Brochures and procure printing service	Spring 2023
Title VI Notice and Standard Assurances	Distribute and post Title VI Notice and Assurances in all NJDOT facilities	2023
Monitoring	<ol style="list-style-type: none"> <li>1. Update sub-recipient list as needed</li> <li>2. Develop and finalize monitoring checklists</li> <li>3. Hold meeting(s) with OCR to assess progress with corrective action</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Spring 2023</li> <li>3. 2023 and ongoing</li> </ol>

	4. Review a new department operation or activity	4. 2023 and ongoing
Sub-recipients	<ol style="list-style-type: none"> <li>1. Provide guidance material to sub-recipients (MPOs)</li> <li>2. Update notice to LPAs on Title VI requirements</li> <li>3. Review Title VI submissions from sub-recipients (LPAs and MPOs)</li> <li>4. Offer technical guidance on compliance requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> <li>3. Ongoing</li> <li>4. Ongoing</li> </ol>
Title VI In-depth Reviews (Internal)	<ol style="list-style-type: none"> <li>1. Conduct Title VI Review of the TOS&amp;S: Division of Operations, Division of Transportation Mobility and Administrative Support</li> <li>2. Conduct Title VI Review of Statewide Planning</li> <li>3. Continue to work with the Office of Community and Constituent Relations and Professional Services on corrective actions identified during their reviews.</li> </ol>	<ol style="list-style-type: none"> <li>1. 2023 and ongoing</li> <li>2. Spring 2024</li> <li>3. December 2023 through 2024</li> </ol>
Title VI Compliance Reviews (External)	<ol style="list-style-type: none"> <li>1. Conduct review of one MPO</li> <li>2. Conduct review of one LPA</li> </ol>	<ol style="list-style-type: none"> <li>1. Spring 2024</li> <li>2. Fall 2024</li> </ol>
Title VI Training/Info Sessions	<ol style="list-style-type: none"> <li>1. Conduct sub-recipient training <ol style="list-style-type: none"> <li>a. Contractors</li> <li>b. Local Public Agencies/Grantees</li> <li>c. Consultants</li> <li>d. Research Institutions</li> <li>e. MPO's</li> </ol> </li> <li>2. Develop programmatic specific training modules</li> <li>3. Conduct Title VI Training for internal employees</li> </ol>	<ol style="list-style-type: none"> <li>1. 2023 and ongoing</li> <li>2. Ongoing</li> <li>3. Ongoing</li> </ol>



	<p>4. Conduct sub-recipient training</p> <p>f. Contractors g. Local Public Agencies/Grantees h. Consultants i. Research Institutions j. MPOs</p> <p>5. Develop programmatic specific training modules</p> <p>6. Continue conducting Title VI Training for internal employees</p> <p>7. Meet quarterly with MPOs and provide technical guidance</p>	<p>4. Ongoing</p> <p>5. 2024</p> <p>6. 2023 and ongoing</p> <p>7. Ongoing</p>
Toolkits/Checklists/Info Material	<p>1. Checklists for sub-recipients</p> <p>2. Update data collection forms</p>	<p>1. Ongoing</p> <p>2. Spring 2024</p>
Contract Language	<p>1. Identify NJDOT Unit(s) responsible for developing and maintaining consultant agreements, research agreements, construction contracts, airspace leases, excess property sale deeds, etc. &amp; inform them to ensure that applicable Title VI Nondiscrimination language is included</p> <p>2. Review all contracts to ensure adherence to requirements</p>	<p>1. Ongoing</p> <p>2. Ongoing</p>
Environmental Justice	<p>1. Continue to review Environmental documentation (EIS, CED, et cetera) and provide technical guidance</p> <p>2. Work with Environmental Resources to develop guidance to ensure Departmental compliance EJ regulations, specifically, the Governor's recent efforts</p> <p>3. Finalize and circulate policy and procedure for departmentwide implementation</p>	<p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. 2024</p>

LEP	<ol style="list-style-type: none"> <li>1. Finalize and circulate policy and procedure for departmentwide implementation</li> <li>2. Share LEP Guideline/Plan with Title VI Liaisons, post on Title VI website</li> <li>3. Prepare Request for Proposal for a Treasury Contract for on-call translation and interpreter services to assist with various LEP related requests</li> <li>4. Procure printing service for LEP brochures and distribute brochures across the Department</li> <li>5. Update list of Department's Linguistics Pool</li> </ol>	<ol style="list-style-type: none"> <li>1. 2024</li> <li>2. 2024</li> <li>3. 2024</li> <li>4. 2024</li> <li>5. Ongoing</li> </ol>
Public Involvement Action Plan	<ol style="list-style-type: none"> <li>1. Work with the Office of Community &amp; Constituent Relations to develop an agency wide NJDOT Public Involvement Action Plan</li> <li>2. Continue to provide comments and technical guidance on project specific PIAPs</li> </ol>	<ol style="list-style-type: none"> <li>1. Spring 2024</li> <li>2. Ongoing</li> </ol>
Data Collection	<ol style="list-style-type: none"> <li>1. Develop new data collection forms specifically tailored to the operations and nature of work of programmatic areas</li> <li>2. Begin the process of collecting data from the Department's programmatic areas on a quarterly basis to monitor compliance and ensure maintenance of data</li> </ol>	<ol style="list-style-type: none"> <li>1. Winter 2024</li> <li>2. Spring 2023</li> </ol>
Interdisciplinary Meetings/Activities	<ol style="list-style-type: none"> <li>1. Continue to participate in Project Scoping and Core Group Meetings</li> <li>2. Participate in public engagement planning discussion meetings</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> </ol>

# ANNUAL WORK PLAN

## Effective October 1, 2023

As a result of the Title VI Nondiscrimination Plan, accomplishments, goals and the Department's continued on-going commitments to ensure Title VI compliance, the Division of Civil Rights and Affirmative Action has become a more prominent factor in NJDOT processes at all levels of the organization. Consequently, DCR/AA continues to be involved from concept development through project construction, and at all levels of the public involvement process. These efforts should continue to result in an improved, viable and effective Title VI Nondiscrimination Program at the New Jersey Department of Transportation.

The Department's Annual Work Plan will include, but not be limited to the following:

1. Finalize Title VI Nondiscrimination Policy and Procedure and forward to the Commissioner's Office.
2. Continue to draft Environmental Justice Policy and Procedure to include updated NJ Executive Order 23 and Federal Executive Order 14096 requirements.
3. Finalize and publish LEP Policy and Procedures.
4. Disseminate LEP Guidelines/Plan to Title VI Liaisons and post on Title VI Website.
5. Update requests for assurance letters from sub-recipients. The assurance letters shall contain information, statistics, records, and/or other data deemed necessary to determine compliance with Title VI requirements.
6. Continue to update the Department's sub-recipient list as necessary.
7. Offer technical guidance to all sub-recipients in their efforts to achieve and maintain compliance status.
8. Continue to update NJDOT Title VI website (internal and external).
9. Continue to conduct Title VI Nondiscrimination training for NJDOT staff, sub-recipients, and stakeholders.
10. Continue to re-invigorate the Title VI Taskforce and hold bi-monthly meetings to educate employees and monitor the Department's ongoing efforts to comply with Title VI requirements.
11. Work closely with the Director of the Office of Community and Constituent Relations to further Title VI/nondiscrimination requirements within the Department.

12. Continue to work with the Office of Community and Constituent Relations to develop a comprehensive departmentwide Public Involvement Action Plan.
13. Convert Title VI brochures to other languages as necessary to ensure effective communication of our nondiscrimination responsibilities.
14. Meet quarterly and work with the MPOs in Title VI compliance. Address any special concerns.
15. Continue to review Categorical Exclusion Documents (CED), Environmental Studies, and other environmental documentation and provide comments as needed.
16. Maintain a tracking log of the reviewed environmental documents and the corresponding comments.
17. Regularly attend Project Scoping and Core Group meetings and provide technical guidance.
18. Review and comment on Concept Design and Preliminary Engineering reports.
19. Continue working with the Contractor Compliance unit to provide comprehensive training to contractors and Local Aid sub-recipients on the requirements delineated in the Special Provisions, more specifically the Civil Rights component.
20. Continue to provide guidance and strategies to program area personnel to ensure that the Department maintains a proactive approach to Title VI compliance.
21. Maintain a day-to-day proactive approach of addressing Title VI issues by utilizing the network of Title VI Liaisons.
22. Conduct investigations of any Title VI complaints filed in accordance with the complaint investigation procedures as outlined in the Department's Title VI Nondiscrimination Compliance Program.
23. Continue to monitor, review and take appropriate actions to ensure that goals, policies and objectives are adhered to in each program area in compliance with Title VI regulations.

# ATTACHMENTS

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
EEO STATUS AS OF SEPTEMBER 30, 2023  
(FULL TIME EMPLOYEES ONLY)**

JOB CATEGORY	MALE							FEMALE										
	WHITE	BLACK	HISPANIC	AMER INDIAN	ASIAN	OTHER	MALE MINORITY	TOTAL MALES	WHITE	BLACK	HISPANIC	AMER INDIAN	ASIAN	OTHER	FEMALE MINORITY	TOTAL FEMALES	MINORITY TOTAL	GRAND TOTAL
OFFICIALS & ADMINISTRATORS	81 44%	8 4%	5 3%	0 0%	31 17%	0 0%	44 24%	125 68%	36 19%	10 5%	4 2%	0 0%	10 5%	0 0%	24 13%	60 32%	68 37%	185 100%
PROFESSIONALS ALL	439 32%	114 8%	44 3%	3 0%	296 22%	3 0%	460 34%	899 66%	205 15%	79 6%	30 2%	1 0%	143 11%	2 0%	255 19%	460 34%	715 53%	1359 100%
TECHNICIANS ALL	230 67%	32 9%	12 3%	3 1%	35 10%	3 1%	85 25%	315 92%	12 3%	6 2%	3 1%	0 0%	7 2%	0 0%	16 5%	28 8%	101 29%	343 100%
PROTECTIVE SERV. NON-SUPERVISORY	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
PARA-PROFESSIONALS	72 55%	10 8%	4 3%	0 0%	15 11%	0 0%	29 22%	101 77%	16 12%	11 8%	0 0%	0 0%	3 2%	0 0%	14 11%	30 23%	43 33%	131 100%
OFFICE CLERICAL	5 9%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	5 9%	22 39%	25 45%	2 4%	0 0%	2 4%	0 0%	29 52%	51 91%	29 52%	56 100%
SKILLED CRAFT	648 72%	135 15%	65 7%	11 1%	8 1%	2 0%	221 25%	869 97%	15 2%	8 1%	3 0%	0 0%	0 0%	0 0%	11 1%	26 3%	232 26%	895 100%
SERVICE MAINTENANCE	151 71%	28 13%	20 9%	2 1%	1 0%	1 0%	52 25%	203 96%	5 2%	2 1%	1 0%	0 0%	1 0%	0 0%	4 2%	9 4%	56 26%	212 100%
TOTALS	1626 51%	327 10%	150 5%	19 1%	386 12%	9 0%	891 28%	2517 79%	311 10%	141 4%	43 1%	1 0%	166 5%	2 0%	353 11%	664 21%	1244 39%	3181 100%

**NOTES:**

- 1 Classes will be primarily virtual (Zoom) and start at 4pm for 3 hours
- 2 For any in-person session, we will provide ample notice
- 3 We will provide dates for Small Group Sessions and the Contractor Venture Forum shortly
- 4 For BDP firms, one-on-ones may be scheduled immediately after any session

#	TOPIC	Date	Day	Online/In-Person
1	PROCUREMENT	22-Aug	Tuesday	Online
2		23-Aug	Wednesday	Online
3		24-Aug	Thursday	Online
4	MARKETING & BUSINESS DEVELOPMENT	6-Sep	Wednesday	Online
5		7-Sep	Thursday	Online
6		12-Sep	Tuesday	Online
7		13-Sep	Wednesday	In-Person
8		19-Sep	Tuesday	Online

# NJDOTSSP 2023

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DIE Supportive Services Program



#	TOPIC	Date	Day	
9	<b>FINANCIAL MANAGEMENT &amp; ACCOUNTING</b>	27-Sep	Wednesday	Online
10		28-Sep	Thursday	Online
11		3-Oct	Tuesday	Online
12		4-Oct	Wednesday	Online
13		5-Oct	Thursday	Online
14		<b>BUSINESS STRATEGY</b>	18-Oct	Wednesday
15	19-Oct		Thursday	Online
16	25-Oct		Wednesday	Online
17	26-Oct		Thursday	Online
18	<b>PROJECT MANAGEMENT</b>	8-Nov	Wednesday	Online
19		9-Nov	Thursday	Online
20		14-Nov	Tuesday	Online
21		15-Nov	Wednesday	Online
22		16-Nov	Thursday	Online



## Curriculum & Training Schedule

DESCRIPTION
Detailed look at NJ procurement requirements; NJDOT procurement (construction, design and purchasing); Navigating and Finding opportunities through NJDOT website and Bidx and BidExpress;
Elements of Marketing: Capability Statements and other collateral; Marketing and BD strategy; Networking and communications; Proposal Writing and Effective presentations
Assignments Review - Identity Pitch, presentations, (+ capability statements and websites review)

<https://www.bridgetosuccess.com/njdotssp-bts-portal-2024>

## Curriculum & Training Schedule

DESCRIPTION
Fundamentals of financial management and Accounting for a business owner - learn about financial statements; monitoring financial performance; project profitability; cash flow; forecasting; monitoring personal & business credit.
Access to Capital/Insurance
QB (basic)
QB (advanced)
This session will provide necessary information and resources for the business leader who is looking to grow, enhance and build her/his business. Org Structures; Business Plan Development
Project Management, Legal/Contract Law, Operations & Technology

Carver Bank/Lyod + Michele MC