

# Title VI Goals and Accomplishments Report

## What is a Title VI Goals and Accomplishments Report?

The Title VI Goals and Accomplishments (G&A) Report is an annual report written by each State Highway Administration (SHA) to document their progress toward compliance with Title VI in their programs and activities. The G&A Report should list all of the accomplishments that the SHA has achieved in the area of Title VI, such as program area reviews, training, and processing of Title VI complaints. The Goals section of the report explains what the SHA plans to accomplish in the upcoming year in relation to their Title VI program.

## Who is required to prepare an annual G&A Report?

SHAs are required to annually prepare a G&A report. This requirement comes from, 23 CFR §200.9 (b)(10), which states: SHAs shall “Prepare a yearly report of Title VI accomplishments for the past year and goals for the next year.”

## Is the G&A Report part of the Title VI Plan?

The G&A Report is separate document from the Title VI Implementation Plan. The Title VI Plan covers standard procedures for the SHA Title VI program where the G&A Report covers activities that were carried out by the SHA and those activities planned for the next year.

## What is the process for G&A Report submittal and review?

SHAs should submit their G&A Report to FHWA division offices yearly on a schedule agreed upon by the SHA and FHWA division office. Submission of the G&A report assists FHWA division offices in their oversight of Title VI.

## What does FHWA review in a G&A Report?

1. Program Area Reviews—number of reviews, results, and actions taken
2. Sub-recipient Reviews— number of reviews, results, and actions taken
3. Training—number of trainings, topics covered, attendees, audience, and follow up (if any)
4. Title VI Complaints—number and status of complaints received and forwarded to FHWA
5. Corrective Action Plans—detailed report of ongoing or completed CAP activities.

## Where do I go for more information?

Please visit the [FHWA Title VI website](#) for more information on Title VI G&A Reports.