



U.S. Department of Transportation
Federal Highway Administration
Office of Civil Rights

Investigating External Complaints of Discrimination Training

July 20-23, 2009

TRAINING and LODGING Site:

**Atlantis Casino Resort Spa
3800 S. Virginia Street
Reno, Nevada 89502**

PHONE: 775-825-4700

TRAINING AGENDA

*(Training will be held 8:30 a.m. – 5:00 p.m. daily.
Morning and afternoon meal breaks will be
provided.)*

SUNDAY, JULY 19, 2009 TRAVEL DAY

MONDAY, JULY 20, 2009

Introduction/Welcome
(Purpose, Course Objective, Training Outline)

Title VI of the Civil Rights Act of 1964
*(Title VI Statute; Entities Covered Under Title VI;
Discrimination in the Context of Title VI; Measures Used to
Ensure Nondiscrimination: Enforcement of Title VI; Video
Presentation)*

Americans with Disability Act of 1990/Section 504
(Authorities; Regulations; Compliance; and Enforcement)

TUESDAY, JULY 21, 2009

Case Assignment Process
(From Receipt of Complaint to Resolution)

Evidence
(Types, Quality, Quantity, and Uses of Evidence)

**Preparing the Investigative Plan and Request for
Information**
*(Purpose and Format of the Investigative Plan and Request
for Information)*

WEDNESDAY, JULY 22, 2009

Conducting the Investigative Interview
*(Responsibilities of the Investigator; Establishing the Rules
for the Interview; Preparing for Interviews; Phases of the
Interview; and Exit Interviews)*

Analyzing Evidence
(General Considerations and Types of Evidence)

Writing the Investigative Report
(Purpose and Key Points of the Investigative Report)

Format for the Investigative File
(Format and Documents to Include in the Investigative File)

THURSDAY, JULY 23, 2009

**PRACTICUMS – Title VI and ADA/Section 504
Complaints**
*(Review Data, Analyze Data, Write an Investigative Report,
Presentations)*

FRIDAY, JULY 24, 2009 TRAVEL DAY

COSTS

Participants are required to pay for their travel-related costs (i.e., transportation, lodging, etc.). There is no registration fee associated with this training.

TRAVEL AND LODGING INFORMATION

TRAVEL

Government Per Diem Rate: \$149 + \$49 = \$198

Airport: Reno/Tahoe International Airport (the hotel is located 2 miles from the airport)

Shuttle Service: The hotel offers free airport shuttle service to/from the airport

LODGING (www.atlantiscasino.com)

Check-in: Sunday, July 19, 2009

Check-out: Friday, July 24, 2009

Room Rates: \$99 (single or double occupancy); \$109 (triple occupancy); and \$119 (quad occupancy)

Other Rates: 12% lodging tax per night and \$3.00 energy surcharge per night

Guest Parking: Complimentary parking (self and valet)

Hotel Facilities: 1,000 luxury guest rooms; full-service business center; full-service hair & nail salon; Spa, indoor/outdoor pools; and 40 world-class golf courses & ski resorts within a 1-hour drive.

RESERVATIONS

- ◆ Space is limited for 30 participants. Reservations will be confirmed on a first-come, first-serve basis.
- ◆ Contact Ms. Thalia Williams, Federal Highway Administration, Office of Civil Rights, at 202-366-1595 to confirm your attendance and/or reserve your sleeping room. ***Please do not call the hotel directly.***
- ◆ Cut-off date: June 19, 2009, 2 p.m. EST.