

One of the intents of Title VI of the Civil Rights Act of 1964 and the National Environmental Policy Act process is to involve the public early and often--from project concept through completion--by holding public meetings. Public meetings are defined as those meetings that MDOT hosts to inform and gather input from the public on a project, or list of projects, with potential benefits and/or adverse effects on the community. This document provides guidance for MDOT project managers, public involvement officers, region planners, and other department personnel to capture demographic information as required in 23 CFR 200.9 (b)(4).

I. PURPOSE - NONDISCRIMINATION

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service, or activity receiving federal financial assistance." Therefore, Title VI protects all persons. Furthermore, Title VI was augmented by two Executive Orders issued by President Clinton to ensure nondiscrimination; Executive Order 12898, Environmental Justice (EJ), and Executive Order 13166, Limited English Proficiency (LEP). The Executive Orders are explained as follows:

1. Executive Order 12898, Environmental Justice, ensures that low-income populations and minority populations are not unfairly excluded from participation in processes that directly affect their quality of life. Therefore, the intent of Environmental Justice is to:
 - Avoid, minimize, or mitigate disproportionately high and adverse effects on minority and low-income populations, and
 - Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
2. Executive Order 13166, Limited English Proficiency seeks to ensure that persons with limited ability to speak, read, or understand English are able to benefit from any program, service, or activity that receives federal financial assistance, having an impact on their quality of life.

MDOT is required by the Federal Highway Administration to request and collect certain demographic data from public meeting participants on a **voluntary basis**. This is done to help demonstrate that it has met the intent of Title VI and the Executive Orders, by targeting all persons of communities affected by projects, including the elderly, the disabled, minority populations, persons with limited ability to speak, write, or understand English, and low-income populations.

II. SIGN-IN PROCEDURES (DEMOGRAPHIC DATA GATHERING)

1. Welcoming Committee/Registration

Designate a person who will meet and greet participants. Provide the following information to each participant, as follows:

- Explain the purpose of the meeting
- Explain the reason for data gathering
- Display the "Title VI Public Involvement Survey" (Form 5400) designed to capture demographic data, i.e., zip code, race, and gender, next to the MDOT Public Participation Sign-in Sheet (Form 5401) which records contact information.
- Encourage voluntary participation to complete the Title VI Public Involvement Survey. Do not guess at gender or ethnicity.
 - Read the following disclaimer to participants, if necessary:

MDOT is required to capture this data to demonstrate its compliance with Federal Regulation 23 CFR 200.9 (b)(4), and more importantly, to consider the transportation needs of the community by hearing from you. Compliance is voluntary. However, in order to demonstrate compliance with the federal regulation, the information requested must be documented when provided. It will not be used for any other purpose, except to show that those who are affected by the project or have an interest in the project have been given an opportunity to provide input throughout the planning process.

- Ensure information printed by participants is legible.
- Count the total number of public participants and record on the Title VI Public Involvement Survey Results sheet.

Note: Having a meeting participant sign-in sheet (Form 5401) that reports the participants name and other contact information, in addition to using the Title VI Public Involvement Survey (Form 5400), is acceptable. It is understood that the participant sign-in sheet containing contact information is collected for the department to share future project data or other department initiatives. The participant sign-in sheet information will not be comingled with the demographic survey information.

2. Purpose of data collection:

- To ensure that affected communities and interested persons are provided equal access to public involvement, Federal regulation 23 CFR 200.9 (b)(4) requires that all state departments of transportation develop procedures for the collection of statistical data (race, gender, and national origin) of participants in, and beneficiaries of State transportation programs, i.e., relocatees, impacted citizens, and affected communities.
- At the request of the Federal Highway Administration, MDOT is using this data collection effort as a way to demonstrate its compliance with the above regulation and more importantly to consider the transportation needs of the community by hearing from you. Compliance is voluntary. The information will not be used for any other purpose, except to show that those who are affected by a project or have an interest in the project have been given an opportunity to provide input throughout the planning process.

3. Provide Title VI brochure to participants, as appropriate.

Brochures may be ordered from the Civil Rights Programs Assistant located in the Executive (see contact below). Submit your PCA and Index number when requesting brochures.

4. Emphasize voluntary compliance.
5. Explain that the data will be compiled by the MDOT Title VI Coordinator for submission to the Federal Highway Administration on an annual basis or as requested.
6. Display "I Speak" cards to promote involvement by community members, especially Limited English Proficient (LEP) persons. "I Speak" cards, the MDOT Limited English Proficiency plan, including a list of language translators are available on the MDOT Title VI website at www.michigan.gov/titlevi.
7. Let the participants know that an interpreter may be made available upon request within 7 days of future public participation meetings.

8. Recording and Reporting Information.

- Collect the MDOT Public Participation Sign-In Sheet (Form 5400) and the Title VI Public Involvement Survey (Form 5401) sheet(s) containing demographic data, i.e., zip code, race, and gender, at the end of the meeting
- Complete the Title VI Public Involvement Survey Results sheet (Form 5402)
- Submit one (1) copy of each of the forms (Form 5400, 5401, and 5402) to the MDOT Civil Rights Program Unit, Technical Assistant, within 10 days after the meeting event:

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Civil Rights Program Unit Technical Assistant
Michigan Department of Transportation
425 West Ottawa
Lansing, Michigan 48909
517-241-7462
Fax: 517-373-2687
Ö!ã-ã@michigan.gov

- Retain the original copy for the project records
- A copy of all the required forms can be obtained from the MDOT Title VI website (www.michigan.gov/titlevi) or via the Bureau of Transportation Planning, via the Intranet (Connect MDOT).