

DEMOGRAPHIC DATA COLLECTING AT PUBLIC MEETINGS FOR LOCAL AGENCIES

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 a Local Agency 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 project managers, public involvement officers, 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.

Local agencies are required by the Federal Highway Administration to request and collect certain demographic data from public meeting participants if the public meeting participants are willing to volunteer the information. This is done to help demonstrate that they have 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” designed to capture demographic data, i.e., zip code, race, and gender, next to the Public Participation Sign-in Sheet 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:

The Local agency 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 that reports the participants name and other contact information, in addition to using the Title VI Public Involvement Survey, 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.

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

Brochures are available from the Title VI website at www.michigan.gov/titlevi.

4. Emphasize voluntary compliance.

5. Explain that the data will be compiled by the Michigan Department of Transportation (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,

If you require translation of any of our documents, please contact our office for assistance.

Reference Documents	<input type="text" value="Limited English Proficiency Plan (LEP)"/>	GO
Forms	<input type="text" value="--- Select from the List"/>	GO

the 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 Public Participation Sign-in Sheet and the Title VI Public Involvement Survey 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.
- Submit one (1) copy of the forms to the MDOT Title VI Compliance Technician, within 10 days after the meeting event:

Title VI Compliance Technician
Michigan Department of
Transportation 425 West Ottawa
Lansing, Michigan 48909
(517) 241-7462
MDOT-TitleVI@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).

TITLE VI PUBLIC INVOLVEMENT SURVEY

Completing this form is voluntary but encouraged.

You are not required to provide the information requested in order to participate in this meeting.

Title VI of the Civil Rights Act of 1964 requires the Local Agency to provide opportunity for everyone to comment on transportation programs and activities that may affect their community. *Title VI specifically 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 benefit of, or otherwise be subjected to discrimination under any program, service, or activity receiving federal financial assistance."*

By completing this form, you are helping to comply with Title VI and related statutes, which require the collection of statistical data to aid in assessing outreach efforts among those who are affected or interested in this project.

Coordinators from the MDOT Bureau of Transportation Planning & the Bureau of Development will handle all information confidentially. Please call MDOT Title VI Compliance Technician at (517) 241-7462 or MDOT-TitleVI@michigan.gov, if you have any questions or concerns regarding this form.

MEETING PURPOSE	LOCATION OF MEETING	DATE
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Please check all that apply. Check Race/Ethnic designation.

	List Zip Code	Indicate M = Male F = Female	White	African American	Hispanic / Latino	Asian	Native American	2 or More Races	Other
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THANK YOU FOR YOUR PARTICIPATION!

LOCAL AGENCY PUBLIC PARTICIPATION SIGN-IN SHEET

By providing the following contact information you acknowledge your participation in this public meeting and assist the agency in notifying you of future meetings on this project/topic. **(It will be kept separate from demographic information collected on Title VI Public Involvement Survey.)**

MEETING PURPOSE	LOCATION OF MEETING	DATE
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Please Print * Please Print * Please Print * Please Print

NAME			NAME		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
EMAIL ADDRESS			EMAIL ADDRESS		
REPRESENTING			REPRESENTING		

NAME			NAME		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
EMAIL ADDRESS			EMAIL ADDRESS		
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